

Event Management Plan

Soulace: Party in the Park *Mini Festival*



24th July 2021

Mudchute Park, London

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Event Planning & Management:

This document will detail the management plans and actions to be taken by the event organisers, to achieve and maintain the highest possible standards of health, safety and welfare for the ticket holders, all workers, and anyone else who may be affected by their actions.

This is a statement of actions, to be taken by the event management team in order to ensure that relevant legislation, standards and guidance are followed in relation to the safe operation of the event.

It's the responsibility of the Event Management Team & event suppliers/partners to ensure an ongoing assessment takes place throughout the setup, the event itself, and the breakdown of the event. Any significant increase in the risk of a hazard, or the discovery of a new hazard, must be reported to the Event Management Team.

We will make every effort to ensure that all the information contained in this document is true and correct at the time of publication, and will ensure that the document is updated and circulated amongst the relevant organisations and authorities on a regular basis. However it must be accepted that due to the nature of the event and the ever changing situation with Covid 19 restrictions, that this document relates to certain elements that are outside the control of the event organiser and may be subject to change at short notice.

Contact:

Event Management Team...

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'Film Hub' (Agency handling booking with mudchute)...

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Introduction:

Soulace: Party in the Park - 24th July (showtime 13:00 - 23:00)

The planned event is a mini music festival, featuring a showcase of live DJ performances throughout the course of the day. This will take place within the 'Upper Paddock' area of Mudchute Park, London.

Whilst the park will remain open to the public, we have private hire of this particular space which will be fully cordoned off from the public; entry restricted by security staff and high level fencing during showtime hours.

The performances will be hosted on one stage, fully covered by a 250 sqm geodesic dome temporary structure. The site will be for a maximum 499 people, as per the TEN requirements, inclusive of event staff.

The main entrance to the site will be clearly signposted and have raised, clearly visible banners indicating this. This will be clearly indicated on site maps and the Security and Stewards will direct people as required. All direct entry to the main arena will be ticketed and all staff will be given a separate type of validation. The entrance/exit points are indicated on the site plan.

There will be a separate exit in the case of an emergency situation. Whereby it is necessary to evacuate the site, this exit route will also become available to the entirety of our attendees.

We have already sold out our 400 tickets for this event digitally, and the remaining space for another 99 people will be exclusively allocated to event staff and required personnel.

Other site features (temporary structures) will include...

- Public access to portaloos
- Bar Area - All bars will be operating a defined 'Challenge 21' alcohol policy
- 1 Mobile Catering Unit - Each catering unit will have full food hygiene documentation, insurance policies and fire risk assessments in place.
- 1 'Lounge Area' Tent.
- During the event there will be an onsite litter team and the event management team will personally oversee toilet & queue management.

Note: This event is only available to ages 18 & Over.

The Event Times:

Site Opening: 13:00

Bars: 13:00 - 22:30

Showtime: 13:00 - 23:00

Clear Site & Lock Down: 23:30

Audience Profile:

It is anticipated that the nature of the music programme will attract an audience profile which will broadly be as follows...

50/50, female to male ratio, ranging between ages 18-35.

The security, stewarding and welfare will be based on the split of demographic above

Whilst our tickets have been on general public sale, our audience tends to wholly come from South East London & Kent.

In the circumstance that any disabled attendees arrive at the festival and are unable to access via the stairs upon entry, we will have stewarding staff present at the entry point on E Ferry Rd who will be able to escort them to our emergency exit/entry point via Pier St. We will be sending communication out to all of our ticket holders prior to the event to understand if any attendees fit within this category and have any special requirements. However, this is something we do not typically expect at our events.

Key Roles & Responsibilities:

Given it's nature, this event will be run by a team of professional managers who have been running safe and successful events in London over the last 4 years. When the site is open to the public, the event operations will be managed by 3 Event Managers, working closely with...

- AV Manager
- Security Manager
- Health & Safety / Manager (Emergency Technician)
- Bar Manager

The 3 Event Managers will be on site, overseeing the safe operation of all event areas on a regular basis.

All event staff will be inside a Whatsapp Group for direct communication throughout the day; instant messaging & phone calls if needs be. We have already tested the area to confirm sufficient mobile signal.

All event staff will notify the Event Managers in the event of any emergency incident. RJO Medical & the Security team will operate as they see fit, regardless of the incident to ensure a speedy response and the prioritisation of each attendees health and safety should any incident of this nature arise; as per the qualified nature of their decision making. However, we will of course notify emergency services at any given time if we feel necessary. Nonetheless, it's worth noting that we have never experienced anything of this nature in our 4 years of hosting events.

Health & Safety:

We intend to achieve high standards of Health & Safety in all areas of the event. Whether it's the setup, event itself, or the breakdown, we recognise that a number of activities which are undertaken, or are undertaken on our behalf, could potentially involve risk to the health, safety and welfare of its employees, suppliers, guests, members of the public and others.

Therefore, it is our policy to do our utmost to ensure safe and healthy working conditions for everyone involved.

Medical Team...

We are working with RJO Medical, to ensure that medical support is available and ready to help our attendees at any given time. Our setup is as follows...

- 1 x First Aider (Emergency Technician)
- 2 x ECA/First Responder
- Gazebo
- Grab Bags with Basic Life support
- Defibrillator on Site
- Oxygen

Whilst we are aware that for a TEN agreement, we may only be required to involve 1 first aider for this event, we feel that it is absolutely necessary to have this setup that gives a good quality of medical assistance to everyone present on the day. Whilst we have never had any issues of this nature in our 4 years of hosting events in nightclubs, we are aware that it's best to be fully prepared in the event of violence, intoxication or any other reason that might put the health and safety of our attendees in danger.

Fire Safety...

The event management team will strive to reduce fire risks by implementing the following measures...

- Use of event infrastructure with valid fire safety certificates
- No equipment or materials used at the event present an inherent fire risk
- Power supplies and distribution to be installed by qualified electricians
- All working personnel to be briefed on the fire evacuation policy
- Any fire event to be notified to the Fire & Rescue service, no matter how small
- No smoking inside tent areas.

We have confirmed that all of our event suppliers will be running their approved fire risk assessment as part of their setup. This will include fire extinguishers, & we will also provide suitable fire extinguishers situated by the Bar & Performance areas, for us to use in the event of an emergency whilst waiting for emergency services.

Upon briefing, our security & stewarding team will be notified of our evacuation policy. All attendees will be asked to leave the festival by the Pier St entry/exit point. This will allow a larger crowd to leave on a quicker time frame, safely. This process will be the same for any kind of incident that requires urgent evacuation, not just a fire.

Police:

We welcome the police to be involved & on site throughout the course of the event in any way they see fit. The event management team contact details will be found at the end of this plan. Please feel free to contact us at any given time during the event, and in the meantime.

Itinerary & Timetable:

As you can see via the details below, we have created a timetable that will allow us to minimise traffic for event suppliers to arrive, depart & setup/break down their facilities with ease; avoiding congestion around the Pier St entry & exit point.

Partner	Arrival	Date	Departure	Date
Toilets	18:00	23.07.2021	8:00	25.07.2021
Overnight Security 1	22:00	23.07.2021	6:00	24.07.2021
Lounge & Bar Tent Provider	10:00	23.07.2021	9:00	25.07.2021
Geodesic Dome Tent Provider	9:00	23.07.2021	11:30	25.07.2021
Fencing	8:00	23.07.2021	7:00	25.07.2021
Event Security	12:00	24.07.2021	0:00	25.07.2021
Food Vendor	10:30	24.07.2021	23:30	24.07.2021
AV Team	9:00	24.07.2021	0:00	25.07.2021
Bar Staff	11:30	24.07.2021	23:30	24.07.2021
Medical Staff	11:00	24.07.2021	23:30	25.07.2021
Ticket Staff	11:30	24.07.2021	18:00	24.07.2021
Stewards	11:30	24.07.2021	0:00	25.07.2021
Overnight Security 2	0:00	25.07.2021	6:00	25.07.2021

We have kept regular dialogue with the venue & event suppliers to confirm how long they need to set up/breakdown if necessary.

Access/Egress Plan:

Arrival...

Ticket holders will be invited to attend between 13:00 & 18:00 (last entry). Within this 4 hour period, attendees will enter via the E Ferry Rd entrance point opposite Mudchute DLR station, as seen below and as requested by the venue.

When attendees arrive, they will be met by stewards who will ask them to enter the Upper Paddock, leaving the public areas and entering the queuing system. This will be overseen by security to maintain order, whilst ticket holders are awaiting entry to the main arena. This system will feature 2 lines, unisex. After queuing, attendees will be met by a ticket staff who will scan their tickets and then permit entry, whilst being handed a wristband which confirms this. They will move to their gender assigned security point, where their ID will be checked as this

event will allow 18 years and above. They will then be thoroughly searched for any type of restricted items (drugs, weapons, canned/bottled items etc...). Our security team has been supplied by the 'Film Hub' agency, who have arranged this booking, and we have full confidence that they will conduct this procedure in a professional and required manner. In the event that any restricted items are found, they will be confiscated & contained securely, before disposal post event.

As seen in the site map, our main arena will be fenced off at 40x50m. However, the separately enclosed Upper Paddock is much larger and this will allow us to ensure a safe queuing system with plenty of space, without the risk of overcrowding whilst ticket holders are awaiting entry away from the public.

Departure...

Throughout the course of the event, there will be a clear exit point, adjacent to the entrance; overlooked by stewarding staff to ensure safe exit from the festival whenever anyone would like to leave.

We expect the majority of people to leave between 21:00 & 23:00. To prepare for any risk of overcrowding during this time, we will ensure that our security and stewarding staff will be giving necessary attention to ensure the safe passage of our attendees. If this gets busy as the festival ends at 23:00, we will implement a trafficking system which will feature staff asking attendees to wait at the exit point, whilst a steady flow of attendees leave the park through the E Ferry Rd entry/exit point.

We will also have a team of stewards situated on E Ferry Rd, asking people to safely head towards Mudchute DLR station where they can begin their journey home. The last DLR train towards Lewisham (the direction of the large majority of our attendees in Kent & SE London) runs at 11:59, giving us 18 trains between 21:00 & 00:00 for attendees to leave the area.

The Dome / Performance Area:

AV Setup...

As this is the main performance area, here will feature the following items supplied by our AV partners; DCS Events.

DATE	ACTIVITY	DESCRIPTION	QTY
	Allen & Heath Xone 96	Xone 96 cased + cables	1
	Technics 1210 MK5G Turntable	1x 1210 MK5G Turntable + Cables + Case	2
	Pioneer XPRS 12 Loudspeaker	1x XPRS 12 Loudspeaker + Cables (Booth Monitors)	2
	Funktion One BR218 Bass Cabinet	1x BR218 (2x18") Bass Speaker	6
	Funktion One Resolution 2 Loudspeaker	1x Funktion One Res2 Loudspeaker + 10M NL4	4
	Lite Deck 6x2		1
	Litedeck 3FT Leg		4
	Base Plate Stand	Round Stand for speakers up to 20KG	2
	Engineer	Includes delivery and setup	3
24/07/2021	Pioneer CDJ 3000		2

We have since also arranged a lighting truss, which will hold 4 mild lighting effect units, situated above the DJ Booth / performance area. Furthermore, DCS Events will also be providing a generator which will safely supply electricity for the required items within this area.

This performance area will be cordoned off by fencing and monitored by security staff, to make sure that no one other than event staff can enter. The generator will be situated behind the dome tent, and further cordoned off by tall heras fencing to avoid any risk of interference from any event attendee. This will be monitored by the AV team throughout the course of the day.

Entrance/Exit...

This tent will feature a wide, open area for people to safely enter and exit the tent safely throughout the course of the day.

Sound & Noise Management:

Despite the Upper Paddock being a significantly larger area, Mudchute & the 'Film Hub' agency are happy for us to run this event as we will be hosting just 499 people at this event. Keeping the crowd noise upon entry, during the event & throughout exit at manageable level which does not disturb the surrounding residential & commercial areas.

Furthermore, we have arranged the following procedures to ensure best practice in terms of keeping the music/sound down to a socially acceptable level...

- Adhering to a day average of 95db, measured by our AV team at the perimeter of our main arena on an hourly basis. *(Please advise if you'd like to limit this further)*
- We have selected this geodesic dome tent to utilise a closed fixture, which naturally contains the sound coming from within. We feel this is much more effective than just having an open air performance area, like seen in other events of this nature.

- The fencing surrounding the arena will be covered with tarpaulin, further preventing sound escaping the main arena.
- Furthermore, the sound system will be facing away from the Asda behind the park, towards the open fields & therefore removing the risk of public disturbance.

Barriers & Fencing:

As seen in the itinerary above, our fencing provider ME Hire, will be arriving on site Friday morning to set up in the 'Upper Paddock'. The site map will show you that our main arena will be 50x40m, and this area will be secured with heras fencing, covered with tarpaulin & 2x3.5m to further privatise & protect the event.

By our Pier St entry/exit point, we will incorporate a gate that allows us to open, close & secure, when required for access.

Bar Area:

As per the TEN agreement, we will be providing and selling drinks at this event. The bar will be situated inside a gazebo style tent, featuring 1 Bar Manager and 3 more members of staff. This will keep the queues down & most importantly, mean that anyone can purchase water quickly if they are feeling dehydrated especially if the weather is hot.

You will be required to purchase tokens from one of the bar staff in a separate que, before moving to the bar area to purchase your drinks.

We will be selling...

- Lager Beer
- Cider
- Vodka
- Jagermeister
- Rum
- Gin
- Mixers (non alcoholic)

We will accept cash & card payments via the necessary purchase equipment. Each member of staff will be fully experienced and briefed upon arrival, to ensure that they work in a professional, safe manner.

We will also be hiring a trailer fridge to store ice throughout the day. This will be situated behind the bar tent, safely away from public access. This area will be powered by a generator, chosen and installed by a qualified electrician from our supplier.

As mentioned previously, despite this event being 18+, we will still insist that bar staff operate with 'Challenge 21', to avoid any risk of selling Alcohol to someone under 18. We will also insist that no drinks are sold to someone who is clearly 'too drunk'; intoxicated to the extent that they may be of danger to themselves or others around them. In this instance, security, the event management team & if necessary, our medical team will be contacted. We can then approach the situation in a mutually agreeable manner. It could be...

- Taking 5 minutes to sit in our lounge area with a friend
- Medical assistance with RJO
- Asked to exit the festival

Each outcome would be a result of a completely different situation, depending on the state of the attendee. Decisions will be made with collaboration between the professionals mentioned above, and emergency service will always be contacted if we ever feel necessary.

Sanitary Facilities:

Our main arena will feature 7 portable toilets, supplied by 'Film Hub' agency who are managing the event hire. Each toilet will be equipped with toilet roll, soap, sanitiser and water supply, and this will be regularly checked and maintained by the event management team throughout the course of the day. It is of course very important to make sure that toilets are kept as clean as possible, hence our regular checks.

We will also have another portaloos behind the dome, exclusively for performing artists and event management staff, and another behind the bar for the bar staff only.

Waste Management:

Situated throughout the site, we will have waste stations that offer 2 options, recycling & non-recycling. Our stewards will make sure these bins do not overflow, and notify event management staff if so.

After the event has finished, whilst completing the breakdown we will completely clear the site and place each rubbish item into the correct type of bin. Both types of trash will then be disposed of in the correct manner, collected by a waste management partner.

Event staff will also search the surrounding areas of the event, to make sure rubbish has not distinctively polluted anywhere outside of the 'Upper Paddock', whilst attendees are arriving and leaving the event.

Covid 19:

This EMP is purely on the assumption that the government will allow us to run this event with no Covid restrictions. If outdoor events of this size and nature cannot go ahead without social

distancing and other measures that are currently in place (14th June 2021), then this event cannot go ahead. However, as things stand, all restrictions may in fact be lifted by 24th July.

Over the coming weeks, I would ask all parties to keep close communication on this issue, so we can see what's possible on our date. This event will not be able to go ahead under the current rules of social distancing.

Summary:

I very much thank everyone that has taken the time to read through this, and work with us so far on this event. Please feel free to make any notes, comments, changes or even demands that will change the way that we prepare for this event. If any parties feel like we can make changes that further ensure the safe and successful delivery of this event, we are more than happy to discuss and work with you to achieve this.

If you would like to contact the event management team or any of our suppliers, please let us know - mark@thisissoulace.com

Thanks again!