

NONSUCH PARK

EVENT MANAGEMENT PLAN

DATE

1. Event Details

All events are different in style and characteristics, however the basis structure of an event management plan the same. Event Managers are responsible for ensuring the safety of event and all personnel involved. Because of this it is important to have plans that are detailed. Complete clear and well documented, as well as being distributed to all necessary stakeholders.

1.1 Event Details

Name of the event:	Age Concern Epsom & Ewell 70 th Celebration		
Date of the event:	2 nd July 2017		
Venue:	Nonsuch Park – Dog Free Area		
Address of Venue:	Ewell Road, Cheam, Surrey, SM3 8AJ		
No of Visitors:	1000		
Start:	12.00	Finish:	17.00
Set Up:	8.00	Take Down:	20.00

1.2 Event Manager

Event Manager:	Dorah May Hancock
Organisation:	Age Concern Epsom & Ewell
Address:	The Old Town Hall, The Parade, Epsom, KT18 5AG
Telephone:	01372 732 457
Mobile:	0770 306 1470
Fax:	
Email:	dorahmay.hancock@ageconcernepsom.org.uk
Assisted by:	Beverley Worsley/01372 732 451/07796 686 619 bev.worsley@ageconcernepsom.org.uk

Contact(s) during the event:

	Dorah May Hancock
	Beverley Worsley

1.3 Description of the event

The afternoon festival will bring members of the Epsom & Ewell community together to celebrate the 70th anniversary of Age Concern Epsom & Ewell. There will be a strong emphasis on uniting generations by providing events/activities for all. The celebration will have a vintage theme. Events/activities throughout the day that will bring people together include:

- Intergenerational storytelling tent – uniting young and old with tales to tell.
- The History of ACEE – a time line showing our history through all the years.
- Performances on stage by local talent both young and old – we will have a timetable of stage events during the day with a compare on hand.
- Punch and Judy show – a classic entertainment for young and old.
- Vintage Gramophone DJ – music for all whether it's from the 40's and 50's or up to the minute sounds.
- Vintage car/motorcycle displays – always a draw for the male members of communities whatever their age.
- Vintage cream teas – food is always an enabler when bringing people together.
- Multicultural food – we are keen to bring all faiths within the borough to celebrate with us.
- Dog show – for all those borough dog lovers.
- Flower/fruit/veg/baking/photography competition – for young and old to show their wares and win a prize.
- A selection of traders relevant to the theme.

There will be a stage and various tents/marques to accommodate these events/activities plus facilities for all who come to celebrate.

We will be working in partnership with other local voluntary organisations such as Epsom Garden Society, Ewell Horticultural Association, Epsom Rotary, The British Legion, Ahmadiyya Muslim Community and the Women's Institute. We will also bring local businesses on board for sponsorship and volunteering opportunities.

Age Concern Epsom & Ewell have secured £9,911 to support this festival from the Big Lottery Celebrate funding stream.

2. Operations

2.1 Police contact

Name:	TBC
Station:	
District:	
Telephone:	

2.2 Licences

Will alcohol be available at the event?	Yes
Will an application for an Events Licence be needed?	Yes - Temporary Premises Licence / PRS Music Licence.

2.3 Public liability Insurance

Have you investigated public liability and duty of care issues and obtained appropriate insurance?	We are in the process of securing appropriate insurance for the event over and above insurances we already have.
Event is underwritten by:	
Address:	
Telephone:	
Value:	
Policy Number:	

2.4 Health and Safety Risk Assessments

for individual activities
To follow

3. Consultation with Key Stakeholders

3.1 Consultation register

- List the names of individuals and organisations you have consulted with in planning this event.

Stakeholder	Organisation
Police Service	Epsom & Ewell – contact TBC
Local Council	Epsom & Ewell Borough Council <ul style="list-style-type: none"> Streetcare Manager - Samantha Whitehead Environmental Health – Oliver Nelson Licensing Officer – Nicholas Tapping Community and Voluntary Sector Liaison Officer – Serena Powis Park Supervisor – Peter Steele Sales & Venues Operations Manager – Mohammed Hussain Park Ranger – Tim Weston (refuse)
Ambulance Service	Epsom Ambulance Station – Mark Hodsoil Sutton & St Helier Ambulance Station – Alison Pentecost
Fire and Rescue Authority	Epsom Fire Station – contact TBC Sutton Fire Station – contact TBC
Hire company	Loos For Doos Punch and Judy/Mr Mayhem Angus Tents – Brian Angus True Sound Hire
Security Personnel	In partnership with Rotary Club Epsom & Ewell
Licensing Division	Epsom & Ewell Borough Council
Local Businesses	Various to be confirmed
Media	Various to be confirmed inc: <ul style="list-style-type: none"> EEBC Communications Team Radio Jackie
Catering	ACEE own and outside caterers TBC
Heritage	
Cyclists	
Project Sponsor	Big Lottery Celebrate Fund
Other	Friends of Nonsuch Nonsuch Park Joint Committee

3.2 Planning meeting

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| 1. 1 st August 2016 – initial meeting with ACEE staff/volunteers/local business/voluntary sector organisations to outline our celebration ideas - voted unanimously to put on this |
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event.

2. 12th October 2016 – meeting with Tony Axelrod & Bob Frisby, Epsom & Ewell Rotary to start partnership working to support the event.
3. 19th October 2016 – meeting with Serena Powis EEBC Community & Voluntary Sector Liason Officer to outline event and partnership work with various council departments.
4. 20th October 2016 – meeting with Brian Angus on site to discuss layout of marquee/stage for site plan.
5. November/ December 2016 various meetings with – EEBC Environmental Health/partner organisation for first aid support/stakeholders/local businesses/volunteers/voluntary organisations to move the project forward and secure stakeholders and partnership working links.
6. Meetings throughout January – July 2017 to continue planning and securing events activities.

3.3 Briefing – before event

A briefing (Immediately before the event) will be conducted with the key stakeholders on:

Date:	2 nd July 2017 (as well as training/briefing/information sessions during June)
Time:	11.00
Venue:	Nonsuch Park at the event

3.4 Debriefing – after event

A debriefing (after the event) will be conducted with the key stakeholders on:

Date:	2 nd July 2017
Time:	19.00
Venue:	Nonsuch Park at the event

4. Event Planning

4.1 Selection of a venue

Describe any modifications or special temporary structures being added to the venue for this event	<ul style="list-style-type: none">• Various marquees/gazebos, staging, cordoned off dog free area
In what way will access to the site need to be modified for the duration of the event? Eg. Road closures	<ul style="list-style-type: none">• Display of vintage cars/bikes at front of dog free area will limit pedestrian access.• All three car parks at Cheam Road entrance will be used and marshalled.

4.2 Site Plan

A site plan will follow which will include:

- The surrounding area
- All entrances and exits
- Emergency access routes
- Paths used by vehicles
- Shared Paths
- Parking
- Activity locations
- Security and police locations
- First aid posts
- Lost children/property
- Catering
- Toilet facilities
- Communication centre / command post
- Refuse containers

4.3 Event promotion and ticketing

What is the focus or purpose of the event?	<ul style="list-style-type: none">• To promote awareness of ACEE, celebrate and bring members of the Epsom & Ewell community together and raise funds.
How is this explained in the promotion and publicity for the event?	<ul style="list-style-type: none">• This will be clearly outlines on all promotional material.
Where is the event to be publicised and promoted? (eg. Radio, posters, print media)	<ul style="list-style-type: none">• Radio, printed media, social media, flyers, banners, advertising, mail shots to all supporters of organisations involved.
What is the ticketing process for the event? (eg. Tickets at gate, pre-sold tickets)	<ul style="list-style-type: none">• This event is free therefore no ticketing. As no tickets will be sold entrance will be limited on the gate in line with capacity and insurance levels.
Other promotional material	<ul style="list-style-type: none">• None planned

4.4 Signage

What signs will be used	<ul style="list-style-type: none">• Throughout the borough promotional banners. On the day signage for directions, parking etc
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4.5 Noise

List the provisions you have made to minimise and monitor the level of noise	<ul style="list-style-type: none">• Make observations on site boundary once PA system in place. We will implement observations on noise levels at boundary from Cheam Road to Nonsuch House and set PA System accordingly.
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4.6 Weather

Detail the contingency plans in case of bad weather	<ul style="list-style-type: none">• Marquees will house activities for protection.• If the Met Office issues a warning of severe weather assess the risk and cancel event if needed.
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4.8 Information centre and communication

Will an information centre be clearly identified and available to patrons at the event?	<ul style="list-style-type: none">• Yes an information centre marquee with all relevant documentation to hand will be clearly signposted. All marshalls and event staff will be contactable by mobile phones with a list of key numbers published.
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4.9 Food

What catering provision will be available?	<ul style="list-style-type: none">• ACEE in house catering.• Ice Cream van.• Catering van for coffee• Catering van for hot dogs/burgers
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4.12 Toilets

How many toilets will be provided?	<ul style="list-style-type: none">• As per recommendation by toilet provider.
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4.13 Entry and exit details

Checklist to ensure that entrance and exit arrangements:

- provide for supervision, marshalling and directing crowds
- provide exit and escape routes
- provide access for emergency services
- have access for wheelchairs
- separate walking and vehicular traffic
- stagger entry times by providing supporting activities and entertainment
- keep entries clear of all other activities
- ensure barriers, fences, gates and turnstiles are suitable and sufficient
- locate ticket sales and ticket pick-up points in line with, but away from, entrances
- ensure the control points for searches to exclude prohibited items such as glass, metal containers and weapons are in place and do not impede crowd management
- provide a secure area for storage of confiscated goods
- check placement and function of exit signs
- Event staff, security, police, catering all informed patron exit times

All covered in risk assessment

6. Health and Safety Issues

6.1 Security

Describe security arrangements:

Event security:	A dedicated person and team of volunteers will be named for this
Commence at:	08.00
Conclude at:	20.00

6.2 First aid and emergency medical services

Who is supplying the first aid service?	To be confirmed
Start Time:	
Finish Time:	
Number of first aid personnel:	
Number of first aid posts:	

6.3 Emergency procedures

What is the process to ensure that all event staff, security staff, police and emergency services will be informed of the emergency evacuation plan?	This will be administered by e mail to all involved well before the event and will be reiterated on the morning of the event at the briefing meeting
Who is the nomination person to authorise an evacuation?	
Name:	Dorah May Hancock
Contact details during the event:	Mobile phone; 0770 306 1470

8. Compile a File

8.1 Keeping documents and information

Has a filing system been established?	Yes
Who is responsible for maintaining the file?	Dorah May Hancock

8.2 Documents to be kept

Complete the following checklist to ensure that all records are included in the file:

- Event plan
- Stakeholder contacts
- Record of meetings
- Licences/Insurance
- Inward correspondence (including faxes and emails)
- Outward correspondence (including faxes and emails)
- Emergency plan
- Media Plan./press articles/Promotional material – posters, flyers
- Event program
- Site plan
- Accounts
- Quotes for service or products
- Photos