| **Version** |  |
| --- | --- |
| **Name of proposed event** |  |
| **Name of organisation applying for the proposed event** |  |
| **Applicants full name** |  |
| **Contact information**  Telephone:  Email |  |
| **Type of event** e.g. Non-Profit Organisation, Community, Commercial, Charity collection/charitable activities |  |
| **Please specify** e.g. carnival, funfair, market, festival etc. |  |
| **How many visitors are expected to attend over the duration of the event?** |  |
| **Event management plan completion date** |  |
| **Amendment Notes (If required)** |  |

**Completion Instructions**

* Before completing and submitting an event management plan you need to complete and submit an initial event enquiry form. The initial event enquiry form and supplementary information must be submitted in accordance with the timescales outlined in our [Hosting an Event Guidance.](https://www.kingston.gov.uk/downloads/file/2354/final-v-2-event-guidance-february-2023)
* Please refer to our [Organising Safe Events page](https://www.kingston.gov.uk/neighbourhood-community-safety/organising-safe-events) on our website where you will find advice on how to organise a safe event and how to notify the council that you are planning to hold do so.
* The event management plan, along with other documentation as outlined in our Hosting an Event Guidance section “ checklist for submission”, will need to be submitted following submission of your initial event enquiry form to [events@kingston.gov.uk](mailto:events@kingston.gov.uk).

### **Event Management Contact Information**

Please add your information to the template below (adding in extra lines as needed). It is important that you include your completed event management contact information..

| **Name** | **Role** | **Responsibility** | **Contact information** |
| --- | --- | --- | --- |
|  | Event Organiser | Overall responsibility |  |
|  | Event Coordinator (supporting Event Organiser) | All event infrastructure, ordering, delivery timings etc |  |
|  | Steward Coordinator (if you are using stewards at your event) | Recruitment, training and event day management |  |
|  | Crowd Management Contact (could also be the Steward Coordinator pending the size of the event) | Responsible for defining the emergency plan for evacuation; and ensuring that employees properly understand their roles in crowd management and assisting in directing the crowd in an orderly manner for evacuation |  |
|  | Security Officer | Ensure the safety of a person or group of people. They work with crowds in public places and help keep them calm |  |
|  | Health and Safety Officer | Risk assessments, legal compliance, fire points, site inspections, first aid provision |  |
|  | Waste Management | Organisation of waste clearance and recycling |  |
|  | Communications (phone numbers, radio channels, public address systems) | Media spokesperson, communication to staff, attendees, contractors etc |  |
|  | **Adding in extra lines as needed** |  |  |

**Event Details**

Having read the information and guidance on our website, please now provide your event details in the subject boxes that follow.

| **Event Description -** provide a brief summary (2-3 paragraphs) of what your event will involve |
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| **Proposed Location** |
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| **Site Plan -** you can use [google maps](https://www.google.com/maps) to create this. Please also include details of the location and placement of any inflatable play equipment, funfairs/fairground, temporary structures (toilets, stages etc.) |
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| **Duration -** start and finish dates |
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| **Build Phase -** if your event has a setup and breakdown phase please provide the dates |
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| **Stewarding and Security -** consideration to be given to Counter-Terrorism |
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| **Crowd Management (there are some useful sources of information on our website)** |
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| **Emergency Procedures -** [Health and Safety Executive](https://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm) provides information on planning for incidents and emergencies to respond effectively to health and safety incidents and other emergencies that might occur at an event. |
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| **First Aid and Medical Cover -** [London Ambulance Service pre-event guidance](https://docs.google.com/document/d/18JomfrRibJyB4hujGFbg9lsY5hPVbvMm/edit#heading=h.gjdgxs) to be completed for events over 500 capacity or those going through the Safety Advisory Group (SAG) process |
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| **Electricity -** all electrical installations (electricity supplies), even temporary ones, must comply with the [Electricity at Work Regulations 1989](https://www.legislation.gov.uk/uksi/1989/635/contents/made). |
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| **Fire Safety -** information to support you with the fire safety risk assessment includes [Fire safety risk assessment guide](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf) **-** please refer to ourHosting an Event Guidance for more resources |
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| **Communications Plan -** consideration to be given to residents, businesses and event staff |
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| **Lost and Missing Child/Vulnerable Person -** please refer to our Hosting an Event Guidance for what your policy must include. |
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| **Lost and Found Property -** please refer to our Hosting an Event Guidance for what your policy must include. |
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| **Access -**  what measures will you be putting in place to make your event accessible and open to call? (Disability Discrimination Act Compliant). The [Outdoor Arts Festivals and Events Access Guide](https://www.withoutwalls.uk.com/wp-content/uploads/2020/08/Without-Walls-Outdoor-Arts-Festivals-and-Events-Access-Guide-2020.pdf) is a useful resource in finding inclusive practices. |
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| [**Licensing**](https://www.kingston.gov.uk/licensing) - including alcohol and entertainment |
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| [Street Trading](https://www.kingston.gov.uk/licensing/street-trading-licences) - licences are required if you want to sell, or offer to sell, any items or services in the street. This can include games and rides. |
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| [Gambling and Gaming](https://www.kingston.gov.uk/licensing/gambling-licensing/1) - including lotteries |
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| **Food (preparation and selling of food) -** provide details of any catering that you plan to provide at your event. Please list any catering contractors in your Event Contact Information |
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| **Traffic, Transport and Parking -** some events can have a big impact on local traffic and transport, and will require detailed traffic management plans to deal specifically with the traffic and transport. For more information please contact our street works team: [streetworks.ttro@kingston.gov.uk](mailto:streetworks.ttro@kingston.gov.uk) |
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| **Waste Management and Recycling -** it is essential your event has waste management and recycling arrangements |
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| **Noise -** if your event has the potential to cause noise nuisance to nearby residents and businesses, your plans will require approval through our Environmental Health team: [environmental.services@rbk.kingston.gov.uk](mailto:environmental.services@rbk.kingston.gov.uk) |
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| **Severe Weather and Event Cancellation -** you need to consider any weather conditions or weather warning (red, amber, yellow) which may affect or lead to your event being cancelled and how you will manage this e.g sun exposure, extreme heat/cold, icy/snowy conditions, windy conditions, rainy weather, flooding |
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| **Sustainable Event Commitment for Outdoor Events -**  event organisers will be encouraged to sign up to our Sustainable Event Commitment, as a condition for the use of public space and land. |
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