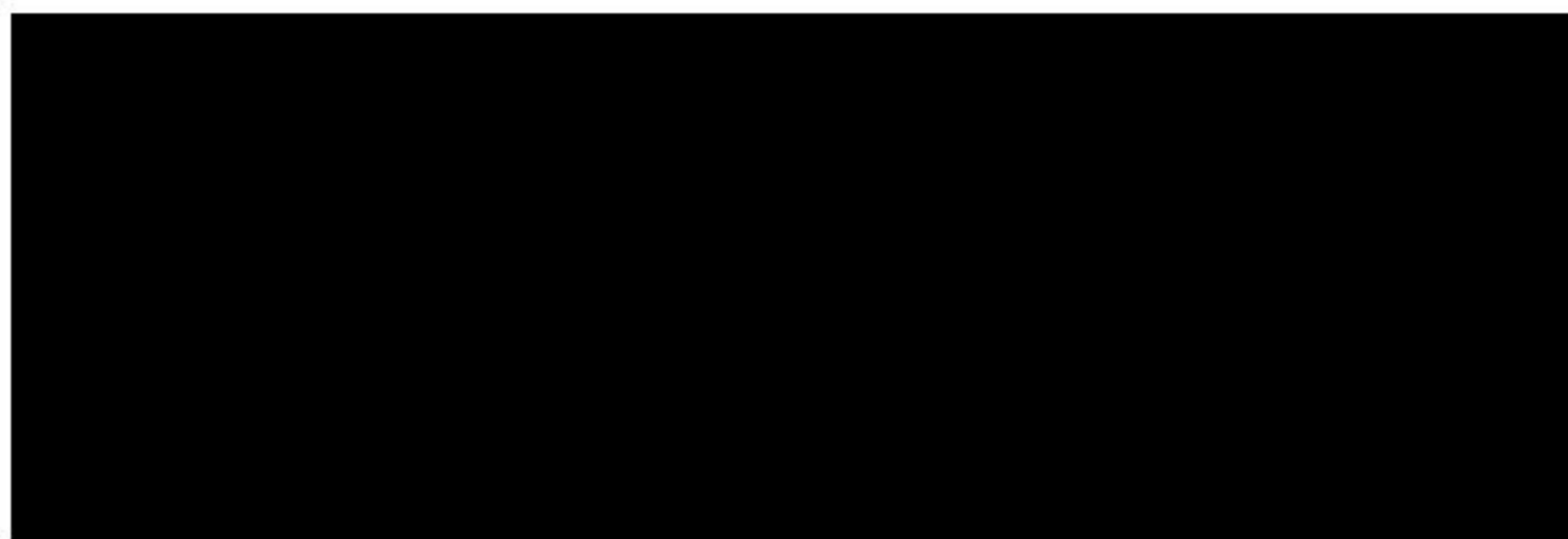




**EVENT MANAGEMENT PLAN  
PROSECCO IN THE PARK**

PRIORY PARK, PRIORY ROAD,  
CHICHESTER, PO19 1BL

Version 1 - MAR 2019



## Event Management plan for Prosecco in the Park 2019

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## Event Overview

**Organiser:** Arena Sports Live Ltd,



**ASL Managing Director:** Matt Bates - M: [REDACTED]

**Event Manager:** Sarah Hodgkinson - M: [REDACTED]

The safety of staff and visitors to the event. Overall control and coordination of the event. Manage staff and assign their roles and responsibilities and to manage the event control throughout the duration of the event.

**Licenses:** Tony Nash (DPS) & Sarah Hodgkinson



**Production/Site Manager:** Tony Nash - M: [REDACTED]

Deputy for the Event Manager in their absence. Ensure the site is prepared as agreed for the event. Carry out regular site inspections in the build-up and during the event. Ensure event infrastructure is delivered on time and set up as per the agreed plan. Liaise with concessions, operators, traders and stall holders to ensure they are located and operating correctly. Manage any issues that arise relating to the site during the event.

**H&S Manager:** Roy Barton - M: [REDACTED]

Responsible for all Health & Safety, Insurance and Risk Management connected to the event.

**ASL Office Manager:** Claire Ajimi - T: [REDACTED]

Responsible for all accounts and administration connected to the event.

**Marketing & Communications:** Grace Weddell - M: [REDACTED]

Responsible for all marketing and promotional activities connected to the event.

**Child Safety Officer:** Gaynor Nash - M: [REDACTED]

### Event Description

Prosecco in the Park is an event designed to target a female and family audience. Families of all ages will enjoy a wide variation of romantic comedies, child and family suitable films shown on a big screen situated in a prominent position within the site with films shown in the mornings being aimed at a younger audience and is designed towards creating a relaxed atmosphere throughout.

Music will play at the bars creating a fun variation of volume-controlled music ensuring not to create a high volume / festival style event.

Children and families will be able to enjoy sports activities in the connecting areas with football goals, basketball & volleyball nets. This area will be known as the 'family games area'.

One of the films to be screened is rated 15+, as indicated on the schedule. This film will be shown at 1900hrs on the Friday evening which will be an adult ticket only event. Child tickets will be suspended for this night only. Signs for all film ratings will be erected to warn attendees as well as announcements over the on-site public-address system. Ticket purchasers and visitors are made aware of the film schedule and film ratings as follows;

- The event website
- Throughout all social media posts

- On printed collateral such as leaflets and newspapers
- Signs throughout the venue
- On the live screen prior to the film

### Dates and Duration

#### Build-up

- Thursday 26<sup>th</sup> September starting from 07:00hrs to 18:00hrs
- Friday 27<sup>th</sup> September from 08:00hrs to 14:00hrs

#### Events Days

- Friday 27<sup>th</sup> September
  - Gates open 17:00hrs
  - Events closes 23:00hrs
  - Site cleared of public by 23:15hrs
- Saturday 28<sup>th</sup> September
  - Gates open 10:00hrs
  - Events closes 23:00hrs
  - Site cleared of public by 23:15hrs
- Sunday 29<sup>th</sup> September
  - Gates open 10:00hrs
  - Events closes 18:30hrs
  - Site cleared of public by 18:45hrs

#### Breakdown / De Rig

- Monday 30<sup>th</sup> September starting from 08:00hrs to 18:00hrs
- Site clear by 18:30hrs

### Event Schedules

#### Friday

1700hrs - Public gates open  
1700hrs – All concessions open  
1900hrs – Film, A STAR IS BORN (15)  
2240hrs – All concessions close  
2300hrs – Event close

#### Saturday

1000hrs - Public gates open  
1000hrs – All concessions open  
1030hrs – Film, SING (PG)  
1300hrs – Film, INCREDIBLES 2 (PG)  
1530hrs – Film, MARY POPPINS RETURNS (PG)  
1900hrs – Film, BOHEMIAN RHAPSODY (PG-13)  
2240hrs – All concessions close  
2300hrs – Event close

#### Sunday

1000hrs - Public gates open  
1000hrs – All concessions open  
1030hrs – Film, PETER RABBIT (PG)  
1300hrs – Film, THE GREATEST SHOWMAN (PG)  
1500hrs – Film, AQUAMAN (PG-13)  
1800hrs – All concessions close  
1830hrs – Event close

## **Production Schedule**

### **Thursday**

07:00hrs – Site manager and production team arrive on site  
08:00hrs – Fencing is delivered to site and installed to make a safe working area  
08:00hrs – All production staff arrive on site  
08:00hrs – Day security arrives on site  
08:00hrs – Site safety briefing (all staff)  
08:00hrs – Erect and lock all fencing  
08:00hrs – Build BOH  
08:00hrs – Build entrance and set up entrance / welcome / Management Office  
08:00hrs – Lighting Towers and Fork Lift arrive on site  
09:00hrs – All production vehicles arrive on site  
09:00hrs – Place food and beverage outlets  
09:00hrs – Build all bar areas  
09:00hrs – Skips & Bins arrive on site – Position in BOH  
10:00hrs – Audio & Visual, Power & Distribution equipment arrives on site  
11:00hrs – Position and erect all Star Shades  
12:00hrs – Venue power live  
12:00hrs – Toilets and Wash areas arrive on site  
13:00hrs – Place and build entrance area  
17:00hrs – Night security arrives on site  
18:00hrs – All production work finished & safety checked

### **Friday**

08:00hrs – All production staff arrive on site  
08:00hrs – Staff briefing (all staff)  
08:00hrs – Continue production set up  
08:00hrs – Furniture arrives on site  
10:00hrs – Concessions continue to position and stock  
14:00hrs – Bar staff briefing  
10:00hrs – Branding commences  
12:00hrs – Sound & vision test  
13:00hrs – Set up entrance gates / area for public  
14:00hrs – Ensure correct public signage is in place  
16:00hrs – Entrance gate staff briefing  
16:30hrs – All areas final checks  
16:30hrs – All staff in position  
17:00hrs – Gates open to the public  
17:00hrs – Event commences  
17:00hrs to 22:40hrs – See event schedule

### **Saturday**

See event schedule

### **Sunday**

See event schedule

### **Sunday**

17:00hrs – Production staff briefing  
18:00hrs – All concessions close  
18:45hrs – All public clear from site  
18:45hrs – Stock cleared from concessions  
18:45hrs – Vehicles allowed access once area is clear of public  
18:45hrs – Audio & Visual, Power & Distribution packed down and removed from site  
18:45hrs – Production staff clear all furniture  
19:00hrs – All concessions pack down & close units  
19:00hrs – Pack down all Star Shades

19:30hrs – Mobile concessions units are removed from site  
20:00hrs – Close venue

### **Monday**

08:00hrs – Production staff briefing  
08:00hrs – Remove all branding & signage from site  
08:00hrs – Remove and collect all fencing  
10:00hrs – Production vehicles start to be loaded  
10:00hrs – Container bars are collected  
12:00hrs – Waste & Skips removed from site  
12:00hrs – Collect toilets  
12:00hrs – All furniture is collected from site  
12:00hrs – Toilets and wash areas are collected & removed  
16:00hrs – Tower Lights & Fork Lift are removed from site  
16:00hrs – Management office is packed down  
18:00hrs – Venue cleared

### **Vehicles**

#### **Production Vehicles Remaining on Site**

- 1 x ASL Mercedes Vito Van
- 1 x ASL Mercedes X Class Pick Up
- 1 x ASL Mercedes Sprinter Van

#### **Food, Beverage and Event Vehicles Remaining on Site**

- 1 x ASL Mercedes Atego Fridge Lorry
- 1 x American RV Prosecco Bar
- 1 x Live LED Screen Truck
- 3 x Food concessions vehicles
- 1 x Coffee vehicle

#### **Delivery Vehicles**

- 4 x Articulated units delivering 2 x containers each
- 1 x vehicle delivering toilets and hand wash units
- 1 x vehicle delivering PA, generators and power distribution
- 1 x vehicle delivering fencing
- 1 x vehicle delivering fork lift & tower lights
- 1 x vehicle delivering furniture
- 3 x vehicles delivering recycling waste skips & bins

### **Expected / Targeted Attendance**

- Friday - 999 (over the course of the evening)
- Saturday - 2000 (over the course of the day & evening)
- Sunday - 2000 (over the course of the day & evening)

### **Temporary Structures**

- 3 x 16m Star Shade Tents – 6m height with 100kph wind load
- 3 x 20m x 25m twin post Star Shade tents – 6m height with 100kph wind load
- 6 x 6m circular Geodesic tent – 3.6m height with 120kph wind load
- 1 x LED Screen Truck 5.10m

## Lighting

Mobile temporary lighting structures will be positioned at the entrance and exit points and exit routes of the event during darker hours when required.

## Traders

1. The Mobile Prosecco & Champagne Bar (ASL owned)
2. The Cocktail Box (ASL owned)
3. The Gin House (ASL owned)
4. The Craft Beer Bunker (ASL owned)
5. AquaStation (ASL owned)
6. The Oxford Pizza Company (ASL owned)
7. Mobile Prosecco Bar Merchandise stand (ASL Owned)
8. Food concession 1 – TBC : Tender App: 12/02/19
9. Food concession 2 – TBC : Tender App: 12/02/19
10. Food concession 3 – TBC : Tender App: 12/02/19

## Suppliers

All suppliers to the event are to be announced after procurement process. Note: Tender app: 12.02.19.

### Handling of site contractors

Throughout the construction of the event, we will be procuring site contractors to work in the following areas of expertise - Supply of site services such as power, fencing and other hired in equipment.

All suppliers and contractors will be rigorously checked through a safety procedure to ensure they comply and supply, Insurance, RAMS and Health & Safety documents

All site contractors will attend a site safety briefing prior to being allowed on site.

## Power & Lighting

Power, distribution and lighting will be supplied through ARB Sound & Vision.

## Water & On-Site Services

Where possible we would like to connect to on site services. However, we will supply all services if not available.

## Public Health and Welfare

Within the event health & safety, risk assessments and method statements, we will ensure provision is made to adhere to the regulations set throughout in accordance to:

- Considering key risks
- Emergency plans
- Emergency procedures
- Counter Terrorism
- Evacuation
- Medical assistance
- Show Stop

## Waste Management

Throughout the event site we will place recycling stations and waste management staff for both the public and food & beverage concessions which will provide an effective segregation system for mixed recyclables and

general (non-recyclable) waste. This enables us to divert up to 100% of event waste from landfill and significantly reduce our carbon footprint.

### **Noise Management**

Prosecco in the Park is not a noisy event with high volume levels. We are not a concert / festival and we do not have live bands.

Working within Audio Logical Ltd, the main sound system will be set for live screen viewings of the films advertised without exception. This audio system will not be used outside of these times (please see schedule). Audio will be played from DJ's and sound systems placed at food and beverage concessions at low to moderate levels.

All sound levels will be monitored constantly by assessing the areas around the outer perimeter of the event.

### **Entertainment**

The entertainment throughout the event consist of:

- Licensed live screen movies
- Family games area
- Premium bars
- Street food concessions
- Park relaxation
- low volume DJ music in bars

### **Animals**

To ensure that suitable and sufficient crowd safety and security arrangements are in place, and to ensure animal welfare, the presence of dogs or pets are not as a matter of course permitted at our events. (This does not apply to guide dogs or similar provisions).

## **Crowd Management**

### **Entrance & Exit points**

All areas will be clearly marked with signage throughout the site.

### **Accessibility and Disability**

All provisions will be made to ensure access to our event is accessible for all. Please see attached the 'ASL Equality statement@ document

### **Security/Stewarding arrangements**

Licensed Security and Stewarding staff will be on site throughout the event from 0800hrs on the Thursday prior to 1800hrs on the Monday after the event rotating on a 24 hour basis.

### **Barriers**

The event is enclosed within a mixture of CCB (Crowd Control Barriers) and Heras fencing. Emergency exits in fences are demarked on the event plan.

### **Management of attendee numbers**

The event will be designed to accommodate a maximum of 3,000 people at any one time following the Event Book Guidelines for:

- Public amenities
- Stewarding & Security
- Concessions
- Waste Management



Tickets are sold prior to the event via Ticketmaster and [www.proseccointhepark.co.uk](http://www.proseccointhepark.co.uk). Sales will not exceed the maximum numbers at any one time. If the event is sold out prior to the event starting, customers are advised via the event website and social media and tickets will not be made available on the door. Admission is also available upon the entrance should the sales numbers not be achieved prior to the event.

## Communications

### PA System & Scripts

At any time required, the main audio system can be overridden for PA announcements.

### Signage and Public Information

All event signage and public information will be available on signs throughout the site and via the Prosecco In The Park mobile app / website.

### Media Handling

All media will be managed internally by Grace Weddell (ASL Communications Manager).

### Radios

An internal & licensed radio system will be used to communicate a tiered comms structure between the following:

- Event Control
- Management
- Local Authorities (if required)
- Security
- Production
- Medical
- Trade & Concessions

### Event Cancellation Plan

Please see attached the 'ASL Emergency Plan' document

## Traffic Management

Access for attendees to the event will be 'on-foot' via the Priory Road. The entrance to the event is located at the Priory Road entrance of the park.

### Emergency Vehicle Access

Emergency vehicles will access the site via Priory Road entrance.

### Road closures

There are to be no road closures.

### Public Transport

The Prosecco in the Park website will promote attending the event via public transport and will make clear on venue location maps via the google map account.

Prosecco in the Park is designed to attract a local audience that can walk to the event.

### Parking

Unless designated onsite parking is agreed, all public travelling by vehicle will be advised to park in local car parks noted on the event website and walk to the event.

## Medical and First Aid Cover

Adequate medical cover will be in place for the public at the event with the following:

- 2 x Emergency Medical Trained Technicians
- Designated Medical Area/Tent

## Risk Management

### **Risk Assessments**

Please find attached 'ASL Risk Assessment PITP' document

### **Fire Risk Assessments**

Please find attached 'ASL Fire Risk Assessment PITP' document

### **Insurance**

Please find attached 'Public Liability Insurance Sport Insure Cover Note' document

### **Weather**

Please find attached 'ASL 2019 Adverse Weather Plan' document

### **Health and Safety**

Please find attached the 'ASL Health Safety Policy Procedure 2019' document

\*Please note MC Federation is a part of the same company group as ASL hence why they are on the same policy documentation

### **Equality Statement**

Please find attached the 'ASL Equality Statement' document

## Incident Management

### **Welfare of Children**

Please find attached the 'ASL Lost Child ID Form', 'ASL Lost Child Procedures' and the 'ASL Safeguarding Children Policy 2019'

### **Incident Reporting & investigating – Emergency procedures**

Please find attached the 'ASL Emergency Procedure'

### **Communication with the public**

As detailed within the RAMS documents and within the EMP, the event manager has control of the PA system where any communication with public will be made from.

### **Police and other authorities**

All emergency services and authorities will be updated within the SAG meetings.

### **Event evacuation Plan – Assembly points**

All exit and emergency exit points are clearly marked on the perimeter CCB and Heras fence points where, should there be an emergency, ASL staff will open immediately allowing egress.