**Event Management Plan**

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| **Title of Event:** |  |
| **Location of Event:** |  |
| **Date of Event:** |  |

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| --- | --- | --- |
| **Version** | **Date** | **Author** |
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Appendix 1: *[Give title of appendix]*

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Appendix 2: *[Give title of appendix]*

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1. **Event Description**

*Give details of the type of event, start and finish times (including set-up and break down). Including any fairground rides, inflatables, pyrotechnics*

1. **Plan, Aim and Objectives**

*Purpose of event i.e. to raise money for a Charity or is the event a commercial event?*

1. **Event Management Structure**

*Give names and details of responsibilities*

1. **Licensing Requirements**

*If your event requires a license please specify type of license being applied for.*

1. **Crowd Management**

*Give details of expected attendance, age range type of audience the event will cater for.*

1. **Emergency Procedures**

*Give details of the measures you have in place in case of an emergency, training will be given to marshals. Provide a contact list of event personnel including their mobile phone numbers.*

1. **Road Traffic Management**

*If your event requires a road closure please specify type of closure. Provide name of the Traffic Management Company you will be using.*

1. **Local Police Presence**

*Have you discussed your event with the Police, will your event require a Police presence?*

1. **Severe Weather and Event Cancellation**

*Give details of what measures will be put in place to cope with inclement weather, at what stage would the event be cancelled due to weather conditions.*

1. **First Aid/Medical Provision**

*Provide details of numbers of personnel, skill-mix, resources (i.e. car, ambulance first aid post), details of medical provider.*

1. **Fire Precautions & Equipment**

*Please provide a risk assessment giving details and name of any contact with the Fire Service.*

1. **Media**

*Where will your event be advertised?*

1. **Noise Management**

*What measures will be put in place to ensure adequate management of noise levels?*

1. **Waste Management**

*Give details of the measures you will have in place to ensure the site is left clean and tidy and also ensure that the event does not have an impact on the local environment.*

1. **Toilet Provision**

*If you are providing toilets for your event please state how many, including any disabled facilities.*

1. **Catering**

*Please provide details of food vendors i.e. including tea/coffee, food and ice-creams*

1. **Lost Children Policy**

*Provide details of measures in place in the event of any lost children.*

1. **Insurance**

*A minimum of 10m Public Liability Insurance is required for all events. Please provide a copy of your insurance certificate.*

1. **Emergency Contact**

*Who should be contacted in the event of any emergency? Please provide a contact list for circulation to the SAG*

**Please send your completed form to Lorrae Hunter email** [**lorrae.hunter@north-herts.gov.uk**](mailto:lorrae.hunter@north-herts.gov.uk) **or Lewis Burden email** [**lewis.burden@north-herts.gov.uk**](mailto:lewis.burden@north-herts.gov.uk)

**All documents provided will be circulated to the Safety Advisory Group**