

Subject: RE: proposal for Too Smooth Festive at Barleylands

From: Rewired Rewired (re_wired@ymail.com)

To: dave@barleylands.co.uk;

Date: Wednesday, 6 February 2013, 11:44

Hello Dave

Please find attached the Document with proposal for Too Smooth Festive at Barleylands.

Simon

Attachments

- proposal for Too Smooth Festive at Barleylands.doc (54.00 KB)

proposal for Too Smooth Festive at Barleylands (1) - Microsoft Word

File Edit View Insert Format Tools Table Window Help Nitro Pro 9 Adobe PDF Acrobat Comments

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General Summary Statistics Contents Custom

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OK Cancel

Mr. Simon Cordell.
109 Burncroft Av
Enfield
EN3 7JQ
06/02/2013

This is a short proposal for Too Smooth Festive at Barleylands

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3. Too Smooth Festival aims.
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7. Smooth Fest target audiences.
8. Smooth Fest plans the festival by.

1. About Too Smooth Entertainment:
Too Smooth Entertainment started with an idea to make everything you needed in one place for all your party needs.

It soon got bigger with the end goal to create a Festival at Too Smooth Entertainment we offer a high class of service. www.toosmooth.co.uk is the one stop for all your Entertainment needs.

Too Smooth Entertainment came together with an idea from a group of people all with the love of meeting new people bettering our self and others for today and the futther pulling

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Too Smooth Entertainment

- Fireworks and Pyrotechnics.....

EVENT PROMOTION AND MARKETING

- Ticketing.....
- Signage.....
- Health Promotion.....
- Advertising.....

USEFUL CONTACT NUMBERS

EVALUATION

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Event Management Plan

Index of Too Smooth Entertainment Health & Safety Policy Licensee's Statement Contents:

- Licensee's Statement.....
- Organization and Arrangements.....
- Area Organizers Supplement.....
- Employees Supplement.....
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Contents:

Too Smooth Entertainment hire companies

Introduction

- Brief outline of the Business and the product/service to be provided.....
- Aims for first 12 months & afterwards.....
- Brief financial & market Summary.....
- Background of the business.....

Personnel

- Key Person/s.....
- Staffing.....
- Management tree.....

Too Smooth Entertainment

Operations

- Outline of products and/or services to be offered.....
- Business premises.....
- Legal structure of business.....
- Communications.....
- Insurances.....
- Share ownership.....
- Licenses & permissions.....
- Commercial Premises, description of premises, location, leasing costs & terms.....
- Equipment needed and purpose.....
- Production, stocking.....
- Distribution/carrriage.....
- Suppliers/ sub-contractors and alternative suppliers.....

Marketing

- Target market(s) & customer definitions.....
- Market Research/Testing the Market.....
- Competition analysis.....
- Customer benefits.....
- Unique Selling Points.....
- Pricing Policy.....
- Marketing and sales promotion.....
- Other target markets.....
- Active sales methods.....
- Sales force incentives.....

Finance

- Profit and Loss Forecast for year one & two.....
- Cash Flow Forecast for 12 months & explanation.....
- Financial requirements before trading starts.....
- Total funding needed.....
- Anticipated sources of funds.....
- Profit and Loss Forecast, month by month & assumptions.....
- Breakeven analysis.....
- Personal Survival Budget.....
- Balance sheet & forecast balance sheet.....

Too Smooth Entertainment

Any Street, Any Town, Anyplace, Anywhere.

Introduction Too Smooth Entertainment:

Too Smooth Entertainment started with an idea to make everything you needed in one place for all your party needs. It soon got bigger with the end goal to create its own Festival this is still in the making.

Too Smooth Entertainment

But until that time comes, what has been gained in knowledge is there to help others.

Too Smooth Entertainment is a new company being launched it has its own group pages as well as event pages mostly created by word of mouth and social networking sites such as Facebook, with a good friendly following and growing community.

It has taken a long time in the making to get Too Smooth Entertainment to where it is today it all started in 2010.

Now it is ready to take the next steps needed to carry on work in the Entertainment business.

www.toosmooth.co.uk is the one stop stops for all your Entertainment needs.

At Too Smooth Entertainment we offer a high class of service catering for Power Generator Hire, Event Security, Clean Up Teams, Stewards, Sound System Hire, Bouncy Castle Hire, Catering Trailers Hire, Stage Hire, Lighting Hire, Marquees Hire, Entertainment Hire such as Clowns, Magicians, Bands, Dance Teams, Song Writers, Fire throwers, Face painters, mc's and DJ's, Adult Entertainment, 3rd Party Hire Halls, and much more just ask in our Forums for more information or if you need any advice or help people are there to help or you can call us within working hours.

At Too Smooth Entertainment we believe every one should have there special day and that's why we offer a event organizer call me back service in which one of our professional event organizers will call you back and help make that special day come true for you. Take advantage of our finance facility in with you can pay in installment to create your special day.

We are a London based company and our services are available for any type of function. We have public liability insurance and can provide any method of statements as well as pat testing and risk assessment.

Our functions range from live bands to DJ's and club to corporate events/conferences as well as charity work.

Festival info:

We at Too Smooth Entertainment aim to be a new music artistic and creative based festival for the younger and older generations of festival lovers. we have a date of the 00/00/2014 till the 00/00/2014 which we aim to have a 3 day music event license for up to 4999 people.

Too Smooth Entertainment came together with an idea from a group of people all with the love of life and meeting new people bettering our ways of life for today and the futher pulling together in the time of need and for the love of music and much more.

We relise at Too Smooth Entertainment there is a lot to organize and consider beyond the artistic and creative considerations, when building such events as a festival.

Too Smooth Entertainment

We hope to launch the festival at Barleylands farm which has its own camping site.

This attractive site provides an excellent base from which to visit Essex, having both easy access to the M25 A127 A12 and other B roads with excellent public transport links into the centre of Billericay. Close to Barleylands farm the site is mostly level, with several bush sheltered avenues and plenty of trees throughout providing shade.

There is on site parking for cars and vans and motor homes.

At Too Smooth Entertainment we also realise the positive effect creative activity has on individuals; providing enjoyment, eco living spaces and enriching lives. Culture helps make places distinctive, engendering pride in the local community.

It also makes a practical contribution in terms of sustainability, providing employment, encouraging learning and inspiring people to adopt creative and active lifestyles.

The festival that we are creating is a festival that will bring a large spectrum of music and live events to all verity of people bringing people together.

We plan this by opening the doors to the camping sites on Thursday To the general public so every one can ease into the wonderful surroundings Essex Barleylands farm Billericay and surrounding areas have to offer such as.

1. Barleylands farm has opened its doors to us and the general public for this wonderful 3 day magical event. It is well known for its -----
----- as well as wild life, full camping site as well as many beautiful views.

We will open the doors to the main arena on Friday with a start time of 12 mid day with six sound systems state of the art lighting staging big-top tents cinema fun fair rides with Ongoing music till 00:00pm.

There will be bands, dance teams, entertainers, song writers, state of the art -----, fire blowers, bonfire, workshops, art, live comedy, story telling, And to top it of with a funny circus, and much much more top artist such as ----- we aim to make this a Green and environmental three day sustainable lifestyle festival with exhibitors and vendors. It will host live bands food catering such as.

Where is the festival exactly?

- The festival will be held in the United Kingdom at Address: Barley lands Farm Office, Barley lands Rd, Billericay CM11 2UD.
- There is a map available to view here:
- http://maps.google.co.uk/maps?%20hl=en&q=barleylands%20billericay%20essex%20cm11%202ud&ps=1%20&bav=on:2,or:r_gc.r_pw.r_qf.&bvm=bv.41018144,d.d2k&biw=1400&bih=%20831&wrapid=tlr135835248610910&um=1&ie=UTF-8&sa=N&tab=i1

Too Smooth Entertainment

What are the festival times?

- The festival will gates will open on Thursday 00/00/2014 at 12 mid day for camping and campervans to set up live music will not be played till Friday 00/00/2014 at 12 mid day and will stop at 11 pm each night till Saturday 00/00/2014 11pm all public and motor homes must be of site by Sunday 00/00/2014 at 12 mid day.

When does the whole festival finish?

- The last night begins Saturday 12 mid day 00/00/2014 and will finish at 11pm all public and motor homes must be of site by Sunday 00/00/2014 at 12 mid day.

Where can I find set times and the full line-up details?

- The set times will be available on the website before you travel and in the programme.

Can I go in and out of the festival site each day and night?

- With your wristband you can go to and from the festival site from the hours of 11 am to 11 pm.

Is there parking at the festival?

- Yes, there is a large car park at Barley lands farm and parking is charged per mechanically propelled vehicle. We'd recommend using the Local Travel Wristband and using the buses provided.

What happens if I lose my wristband whilst at the event?

- Wristbands will only be issued once and broken / lost wristbands will not be replaced. Please look after them!
- Still got a question for Too Smooth Entertainment Festival? Email:

Local info

What currency do I need?

- British sterling can be bought easily at the bank and the post office or at the airport. At the moment the currency is around 1 British pound sterling equals 1.58 us dollar. Dated 00/00/2014.
- 1.58 US Dollar

Are there cash machines at the festival?

Too Smooth Entertainment

- Brentwood B&B
30, Mulberry Hill, Shenfield, Brentwood, Essex CM15 8JS
Tel: 01277 233096 www.brentwoodbandb.co.uk

What's the weather like

- We never know what the weather will be like from one day to the other. It can be sunny one day and rainy the next. As we have such a variable climate changing from day to day, it is difficult to predict the weather. In general we have warm summers and cool winters. Our summers are cooler than those on the continent, but the winters are milder.
- The overall climate in England is called temperate maritime. This means that it is mild with temperatures not much lower than 0°C in winter and not much higher than 32°C in summer.
- Still got a question for Too Smooth Entertainment Festival? Email Us at -----

Where is the festival site located in comparison to United Kingdom? From M25 / A127

- Exit at J29 onto A127 South end bound. Exit at A176 junction for Basildon/Billericay. At the roundabout take the third exit on to South Wash Road. At the second mini roundabout turn left on to Barley lands Road. Barley lands car park is situated one mile down on the right hand side. Just follow the brown tourism signs to Barley lands from the A12 and A127.

From A12

- Exit at J16 onto B1007 towards Billericay. Drive through Billericay High Street and continue over the roundabout on to Laindon Road. At the roundabout take the 3rd exit on to Noak Hill Road and then take the 1st left on to Church Street. At the end of the road turn right on to South end Road and then turn right again in to Barley lands Road. Barley lands car park is situated 1/2 mile down on the left hand side. Just at Follow the brown tourism signs to Barley lands from the A12 and A127.

Train

- The nearest Train Stations are Billericay and Basildon, which are equal distances from Barley lands. From both stations you can take the number 100 bus which stops outside Barley lands.

Bus

- Monday to Sunday: First Group operates the 100 service every 15 minutes Monday to Saturday from Chelmsford to Lakeside and vice versa (via Billericay, Noak Bridge, Basildon & Grays) and every hour on a Sunday. The Barley lands bus stop is straight outside the main entrance on Barley lands Road. For full timetable

Too Smooth Entertainment

[please click here.](#)

- Saturday: NIBS Buses operate the 222 service from Wickford Wick to Billericay Railway Station (and vice versa) leaving Wickford at 17 minutes past the hour and Billericay 52 minutes past the hour, running every hour.
- The Barley lands bus stop is at the end of Barley lands Road.
- Use the new number 140 bus route to visit us on Sundays and bank holidays.
- http://www.firstgroup.com/ukbus/essex/journey_planning/timetables/timetable.php?day=3&source_id=2&service=140&routeid=2050691&operator=8&source=sp

Bike

- Click the link below for cycle routes in the area.
- <http://www.essex.gov.uk/Travel-Highways/Cycling-Walking/Documents/BasildonWEB.pdf> (Needs checking link is wrong)

Hire a car!

- There is a map of the local area here: <http://g.co/maps/zg4fq>. Can we walk from Billericay and Basildon Train station to the festival? It will probably take ----- minutes give or take, and while you can walk anywhere you like we'd recommend getting the bus as it's obviously a lot safer. Please be sensible.

Tickets

Where do I swap my ticket for a wristband?

- There will be an accreditation point at the Main Drop off Point next to the bus station and car park in Barley lands farm from 12 mid day Thursday 00/00/2014.

What do I need to bring to get in?

- You will need your ticket and also the card you purchased the ticket with and photo ID (i.e. a valid in date passport or driving licence).

How old do you have to be to attend?

- Too Smooth Entertainment Festival is an 18+ event and you will be required to show photo ID (i.e. a valid in date passport or driving licence). Please do not buy tickets if you are under 18 as you will not be able to get a refund!

Are there still tickets available?

- Information will be coming soon.

Too Smooth Entertainment

Will tickets be available at the festival?

- We expect tickets to be a sell out. So there will not be any available at the festival itself.

Are you doing day tickets?

- There will not be any individual day tickets available to buy in advance or at the festival.

I've got a new bankcard / lost the card that I purchased the ticket with, what do I do?

- Bring your new card & some ID with you and a letter / bill that match your account's address and that will be fine.

I paid for the tickets on someone else's card, what do I do?

- Please bring a photocopy of the card you purchased the tickets with along with a signed letter from the cardholder approving you to collect the tickets.

Can I sell my tickets, as I can't go anymore?

- Unfortunately all tickets are non-transferable and we are unable to offer any refunds for tickets no longer needed.

Someone's offered me a ticket to buy, how do I get in as it won't have my name on the ticket?

- It's not possible to transfer the names on the tickets so you will be unable to get in to the festival without the person who has bought the tickets, who must also have with them a valid ID.

I've purchased the Ticket & Program option, when do I receive my program?

- You will be given your program for the festival when you pick up your wristband at one of the accreditation points.
- Still got a question for Too Smooth Entertainment? Email: Re_wired@ymail.com

Travel

- If you have any questions about getting to Too Smooth Entertainment Festival from anywhere then email ----- and we'll send some options over. There are still plenty of cheap flights available though!

Too Smooth Entertainment

What is the closest airport to Too Smooth Entertainment festival at Billericay in Essex, England, United Kingdom?

- The closest international and non-international airports to Billericay in Essex, England, United Kingdom is listed below in order of increasing distance.
- London Southend Airport 20.4 km / 12.7 miles
- Biggin Hill Airport 25.5 km / 15.9 miles
- British Rail Terminal Airport 25.5 km / 15.9 miles
- Rochester Airport 31.6 km / 19.6 miles
- West Malling Airport 36.7 km / 22.8 miles
- Transfer coaches can take you from here to Billericay or your chosen town to stay in during the festival.

How far is Barley lands farm in Billericay Essex away from Billericay train station in Essex?

- It is approx 3 mi from Barley lands Craft Village & Farm Centre to Billericay Railway Station (8 minutes). Read more <http://www.kgbanswers.co.uk/how-far-is-barleylands-farm-in-billericay-essex-away-from-billericay-train-station-in-essex/17979917#ixzz2IA4AK49Z>

Travel information For Essex Local travel & transport and national rail & bus journey planner

- <http://www.travelfor.co.uk/Essex/Billericay/>

How much is a taxi from Billericay to Barley lands?

- It's looking like being about..... Billericay Taxis,
- <http://www.billericay-taxis.co.uk/promotions/>

Are there regular buses to Billericay from the airport?

- There are indeed, either by public transport or by a transfer.

How will we get to the festival site from our apartment?

- There will be regular buses from all the local towns to Barley lands farm and the timetables will be announced in plenty of time before you head off on your travels!

How do we get from the camp site to the festival?

- There will be gates with stewards to help guide you into the festival site all day and night!

Too Smooth Entertainment

- Still got a question for Too Smooth Entertainment Festival? Email here

Accommodation Apartments

Where can I find apartments to stay in for the Festival?

- **Holiday Inn**
Waterfront Walk, Festival Leisure Park, Basildon, Essex SS14 3DG
Tel: 0871 9429094 for reservations or 0871 9429003 direct
www.hibasildonhotel.co.uk
- **Hotel Camponile and Restaurant**
A127, Southend Arterial Rd, Pippis Hill, Burches, Basildon, Essex SS14 3AE
Tel: 0845 45 66 399
- **The Premier Travel Inn**
Festival Leisure Park, Basildon, Essex SS14 3WB
Tel: 0845 456 6399
- **The Old Rectory**
Lower Dunton Rd, Dunton Wayletts, Brentwood, Essex CM13 3SW
Tel: 01268 544417
- **Spa**
- **Greenwoods Hotel Spa & Retreat**
Stock Road, Stock, Essex CM4 9BE
Tel: 01268 829990
- **Guest House**
- **Badgers Rest**
2 Mount View, Billericay, Essex CM11 1HB
Tel: 01268 625384
- **B&B**
- **Berry Close Bed & Breakfast**
5, Berry Close, Langdon Hills, Basildon, Essex SS16 6BZ
Tel: 01268 546433
- **Brentwood B&B**
30, Mulberry Hill, Shenfield, Brentwood, Essex CM15 8JS
Tel: 01277 233096
www.brentwoodbandb.co.uk

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I've booked an apartment how do I find it?

- Be sure to print off maps before travelling and if you've booked it through a private let or a website, contact them in advance to check about their procedure for possibly meeting you. It might be that you have to make your own way to the apartment, so bring as much information with you.

How much does an apartment cost per night?

- The prices for apartments can vary per person per night it's up to what ever you want to spend!

Will I have to leave a deposit for my room?

- It will depend on the apartment you book with so check with them, but most places will require a deposit if you are staying more than a few nights.

When can we check in and out?

- Again that will depend on where you stay, but you can expect check in to be late afternoon and check out to be mid morning.

Will there be safes to leave our valuables?

- Apartments will be secure and lockable so your valuables should be fine in your room but please use safes or security boxes if available.
- If you have any questions about accommodation or are a bit wary of booking through a site you have some concerns about then email info@toosmoothentertainment.co.uk and we will see if we can help.
- Still got a question for Too Smooth Entertainment festival Email: info@toosmoothentertainment.co.uk

Camping

Where is the campsite in location to the festival?

- You can see the location of the campsite and the festival on the site map as well as other useful locations:

Can you drive to the campsite?

- No all vehicles must be parked in the car parks other than motor homes with motor home camping tickets.

Is there parking at the campsite? If so, how much will it cost?

- No there is no parking at the camp site there is a car park, this is priced at £10 .The

Too Smooth Entertainment

car park does have guards and guard dogs but doesn't have CCTV so please don't leave valuables in your vehicle.

Will there be lockable storage available at the campsite for passports and valuables?

- Yes there will be secure storage boxes available to hire at the campsite.

Are we able to bring cooking stoves

- No there will be no fires on site including camp site other than motor homes campsite.

Can we bring Gazebos on to the site?

- Yes you can.

Are we able to camp together with friends?

- Certainly, you can arrange this in advance or if you all arrive together then it will be possible to camp together!

Are campfires allowed?

- There won't be any fires allowed on the campsite.

What's the earliest I can stay at the campsite, and when's the latest I can leave?

- The campsite will be open to Too Smooth Entertainment customers from 12 mid days Thursday 00/00/2014 until 12:00 mid day Monday 00/00/2014.

Is the campsite secure?

- There will be campsite security on site at all times, but we advise you to use the lockable storage facilities where possible.

Will there be showers at the campsite?

- Yes indeed, bring a towel!

Is it possible to charge my phone / camera / laptop at the campsite?

- Yes there are going to be power points for hire to charge items but it will be first come first served! It's going to be sunny we hope, so why not bring a solar powered charger with you?
- Still got a question for Too Smooth Entertainment festival? Email here.

Daytime at Too Smooth Entertainment

Too Smooth Entertainment

- [NEEDS UPDATING]

Night time at Too Smooth Entertainment festival

- [NEEDS UPDATING]

Attractions at Too Smooth Entertainment festival

- [NEEDS UPDATING]

Attractions at Barley lands farm

- [NEEDS UPDATING]

Food & Drink

Will food and drink be provided on the festival site?

- There will be bars on the festival site selling beers, spirits, cocktails and soft drinks. There will also be food available on the site; a few pizza and sandwich bars will be open all day and night

Will I be able to bring my own drink onto the festival site?

- No you will not be able to bring your own intoxicants onto the site?

What drinks are available at the festival bars?

- Beers, cocktails, wine, soft drinks, spirits and water.

How much will I have to pay for a drink?

- Drinks in the venue will be from around £3 for a spirit and mixes or beer, up to whatever you want to spend on cocktails and other drinks.

How much will food and drink cost me in the festival?

- Shops and stalls are at fair prices for all the daily essentials and expect to pay roughly £----- and £----- for a meal.
- Still got a question for Too Smooth Entertainment festival? Email:

Health & Safety

Too Smooth Entertainment

[NEEDS UPDATING]

DRUGS POLICEY

What is the policy on drugs?

- It's the same as the rest of the United Kingdom drugs are illegal and you could be facing time in jail for possession of an illegal substance.

ACHOLIC BREVRAGES

If I'm driving can I have a drink?

- Too Smooth Entertainment festival have a absolute zero tolerance for drink driving And there are routine stoppages and breath tests taking place around town centres a roads during the festival so please don't drink drive There will be plenty of public transport available.

MEDICAL SUPERVISION

What if I injure myself at the festival?

- There will be a medical team on site at the festival who will be able to help you with any incidents yourself or any friends require medical assistance with.
- If you have any questions please visit a member of the Too Smooth Entertainment team and we'll get help for you.

Communication

How much are calls going to be in the United Kingdom if I use my UK phone?

- Depending on which network you are with and what call plan you have the costs will vary, but it's safe to say that it will not be cheap! Be sure to check out offers that are available from your provider such as Vodaphone passport and other bolt on plans which will considerably reduce your charges abroad. Click below for more information:
- Orange Pricing - <http://www.orange.co.uk/roaming/croatia/>
- Vodaphone Pricing - <http://www.vodafone.co.uk/personal/price-plans/managing-my-costs/travelling-abroad/help-and-tips/VF051411>
- Three Pricing -
- http://www.three.co.uk/Support/Roaming_and_international/Going_abroad_Pay_Monthly/Destination_Details?content_aid=1214306374104

Too Smooth Entertainment

- T-Mobile Pricing - http://support.t-mobile.co.uk/help-and-support/index?page=home&cat=COSTS_AND_COVERAGE
- O2 Pricing - <http://travelabroad.o2-uktech.com/location.php>

Will there be Wi-Fi available anywhere at Too Smooth Entertainment festival?

- Essex is covered by Wi-Fi which you may have to pay a fee to use, but as you'd expect the strength is sometimes quite weak and intermittent but there are also bars and cafes which will have Wi-Fi so look out for those in Billericay and the surrounding towns should you be there.
- Still got a question for Too Smooth Entertainment festival? Email:

Overview of Billericay

- The town of Billericay is located Northeast of Heathrow airport a journey of 65 miles taking around 1 hour 15 minutes by taxi via the M25. It is in the Basildon Borough of Essex and is a commuter town for London; it has a population of 33,687 according to the 2001 Census. The name Billericay came from the Medieval Latin word, Billerica meaning 'dye house or tan house'.
- The history of the town has been discovered by dating made from material in the Burial Mounds of Norsey wood dating from the Bronze and Iron Ages and evidence also shows a time of Roman occupation. Most notable in the history of the town was the time when King Richard's II soldiers defeated Essex rebels at Norsey Wood.
- The Wycliffe Preachers are also remembered in history as having influenced the town but were later burnt at the stake for their beliefs during the reign of Queen Mary.
- Town attractions include Lake Meadows and Barley lands Farm for outdoor activities. The high street has a lot to offer from shops, cafes, restaurants and pubs, not to mention the Cater Museum where visitors can learn more about the history of the area.
- Notable people who are from Billericay are Alison Moyet, Comedian Lee Evans, Footballer Lee Harrison and Actor Nicholas Farrell.

PART 2

Event Place & Time

Name of Event:

- Festival of Too Smooth Entertainment.

Too Smooth Entertainment

Address of Event:

- Barley lands Farm, Barley lands Road, Billericay CM11 2UD - Telephone: 01268532253

Details of Too Smooth Entertainment festival activities:

- 1.
- 2.
- 3.
- 4.
- 5.

Estimated Number of People expected to attend:

- 1. 4999 people total
- 2. 4000 people paying customers
- 3. 999 people staff employees contractors

Date and Time Set Up Commences:

- Date: 00/00/2014
- Time: 00:00pm/am
- Date and Time Event starts or is open to the public:
- Date: 00/00/2014
- Time: 12:00 mid day
- Date and Time Event Finishes:
- Date: 00/00/2014
- Time: 11:00 pm
- Date and Time dismantling commences and anticipation conclusion time:
- Date: 00/00/2014
- Time: 00:00 am/pm

DAYS OF EVENTS TIMES AND FINISH

Day 1 Start:	Finish:
Day 2 Start:	Finish:
Day 3 Start:	Finish:
Day 4 Start:	Finish:
Day 5 Start:	Finish:
Day 6 Start:	Finish:

Too Smooth Entertainment

Event Manager Details:

Event Managers:

Simon Paul Cordell

Address:

109 Burn croft avenue Enfield London en3 7jq

Phone (Work): Phone (Home): 0208-245-7454

Fax:

Email: Re_wired@ymail.com

Contact during Event:

Phone: Mobile:

INSURANCE

Insurance Details:

Copies of insurance Certificate

Name of Insurer:

Address:

Phone:

Fax:

Email:

Policy Number and Expiry Date:

Public Liability Value and Asset Value:

FINANCIAL PLANNING

Budget:

BUDGET

ORGANISING COMMITTEE

Roles and Responsibilities

THE VENUE

Potential Hazards

- A list of identified hazards at Barley lands farm and the action taken to minimize the risk.

Too Smooth Entertainment

- Hazards Identified For Each Activity Action to Minimize Risk.
- 00/00/2014 Risk Assessment
- Barley lands farm advice you to carry out your own risk assessment once you have made your booking Have a look at the risk assessment below which may help you.
- You will be given a talk on health and safety before starting certain activities.
- Please let us know if you or some one you are bringing have any allergies or disabilities.
- Please ensure you have appropriate clothing for the day (including wet weather and suitable footwear).

Hazard Or Activity On The Site	Risks Associated With The Hazards	Potential To Cause Harm	Controls Already In Place And Action Required By Visitors
Running	Slipping, tripping, falling	Low	Public must be supervised and instructed not to run on the site.
Wet grass	Slipping, falling, sprains	Low	Supervisors as well as members of public and staff should be aware of the possibility of wet grass and take precautions against slipping and falling.
Uneven surfaces	Slipping, falling, sprains	Low	Supervisors as well as members of public and staff should take care when walking and wear sensible footwear.
Road and path edgings	Slipping, tripping, falling	Low	Supervisors as well as members of public and staff should take care at road and path edges to avoid tripping or falling.
Climbing of objects	Slipping, tripping, falling	High	Supervisors as well as members of public and staff climb on walls, gates fences etc.
Car Park	Moving vehicles	High	Children must be controlled at all times when exiting and boarding the coach and tractor ride.
Main Road	Traffic	High	Every one must be made aware of the road and supervisors must ensure that members of the public and staff should stay away from the road.
Farm machinery	Moving vehicles	High	Supervisors must ensure that members of the public stay be aware that Barley lands and Too Smooth Entertainment festival are a working farm and large machinery does move around the farm and site. This will be covered in the welcome and safety talk.

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Foreign objects	Cuts, burns, abrasions	Low	Supervisors should ensure that members of the public do not pick anything up while on the farm, unless instructed to do so by member of staff.
Animals	Infection, biting, crushing & kicking	High	All animals on site are properly controlled. Your group will have a member of staff with you who will advise on which animals to touch/feed and how to do so. Supervisors must ensure that children wash their hands after handling the animals and especially before eating and drinking. (Wet wipes are not sufficient).
Hazard or activity on the site	Risks associated with the hazards	Potential to cause harm	Controls already in place and action required by visitors
Bees, wasps, insects	Stings	Low	These are natural inhabitants of the countryside. Bees and wasps pose low risk unless provoked.
Chemicals and substances	Inhalation, skin and eye contact	High	All substances and chemicals are all kept in a locked building away from the public.
Infection	Various	Low	Supervisors must ensure that members of the public wash their hands after touching the animals and before having any food or drink. Any cuts or abrasions should be protected by a dressing. There is a first aid points on the farm should a dressing be required.
Petrol/diesel	Fire, explosion	High	The use of petrol and diesel driven equipment is monitored and controlled by the farm workers. All petrol and diesel tanks are locked to avoid access by the visitors.
Electrical equipment	Fire, electrocution	High	All electrical appliances are tested and inspected on a regular basis by the maintenance staff. Visitors should not touch or interfere with electrical equipment.
Straying into prohibited areas	Unidentified hazards	Low	Staff and supervisors should ensure that members of the public do not wander off. This will be covered in the welcome and safety talk.
Buildings	Unstable floors/walls/roofs/falling debris	Low	Barley lands ensure the structural integrity of all buildings.
Water	Falling in the water	Low	Supervisors as well as members of public and staff should take care and will be instructed to stay away from the edges of the water and surrounding fencing perimeter. Supervisors should ensure that no one gets too close.
Pond dipping	Direct access to pond edge. Bacteria in	High Low	Barley lands farm have a fenced area and gated access. Children should be accompanied by an adult when pond dipping.

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	pond.		Cuts must be covered and hands washed after activity. This will be covered in the health and safety talk.
Indoor and Outdoor Play areas	Falling, tripping	Low	Barley lands farm Children should be supervised at all times.
Bouncy Pillow	Falling off, bouncing into one another	Low	Members of the public should be supervised at all times and only allowed on in small groups.
Trampolines	Falling off, bouncing into one another	Low	Barley lands farm Children should be supervised at all times and only allowed on in small groups.
Zip wire	Falling off, getting hit by seat	Low	Barley lands farm Children should be supervised at all times and should only go on the zip wire one at a time and wait in the designated area.
Tractor Ride	Falling over, falling when getting off	Low	Supervisors should ensure that Members of the public stay sitting down while the tractor is moving and help the public down from the tractor when the ride has finished.
Train Ride	Injury if train derails, burns from coal	Low	Passengers must keep their hands and arms inside the carriage at all times while the train is in motion.
Glassblowers	Cuts and burns	Low	Barley lands farm Children and supervisors are only allowed in the viewing galleries.
Blacksmith	Burns, sparks	Low	Members of the public and supervisors are not allowed past the barriers put in place in the blacksmiths workshop.

Site Plan

- Included are the meeting points for emergency services on site map here:

Site Plan Checklist

Site Plan Checklist		Yes	No
01	First Aid Posts		
02	Non-Alcohol Areas		
03	Non Smoking Areas – Around Food Stalls Etc		
04	Licensed Liquor Consumption Areas		
05	Picnic, Quiet Areas		
06	Entrances & Exits		
07	Main Power, Water, Gas Control		
08	Taxi & Bus Stops		
09	Entertainment Sites		

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10	Toilets And Toilet Blocks
11	Stages
12	Communications
13	Pedestrian Route
14	Emergency Egress Routes
15	Restricted Areas
16	Liquor Outlets
17	Lost /Property
18	Public Telephones
19	Licensed Liquor Consumption Areas
20	Rubbish Bins
21	Security Locations
22	Seating
23	Drainage Pits
24	Food
25	Vendors
26	Stalls
27	Media
28	Sharps Containers
29	Drinking Water Sites
30	Vehicle Access Routes
31	Emergency Access
32	Egress Routes
33	Emergency Vehicles
34	Parking
35	Firefighting Equipment Fire Extinguishers Fire Blankets Hose Reels Hydrants
36	Event And Incident Co-Ordination Centre

EVENT SITE CHECK LIST

Event and Incident Co-ordination centre	First Aid posts
Licensed liquor consumption areas	Picnic/quiet areas
Main Power/water/gas Control	Taxi & Bus stops
Toilets and Toilet Blocks state whether mobile	Stage location
Restricted Areas	Liquor outlets
Public telephones	Rubbish bins
Seating	Drainage pits
Media	Sharps Containers
Vehicle access routes	Parking
Emergency access & egress routes - emergency vehicles	Firefighting Equipment Fire Extinguishers Fire Blankets Hose Reels Hydrants

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Contingency Plan

- It is essential to brief all those involved in implementing it. They must fully understand their roles and responsibilities. No one has time to read a plan when an incident occurs.

EVENT CONTINGENCY PLAN FOR Too Smooth Entertainment Festival

COMMAND & CONTROL
Car parks
Event Manager/Chief Organizer (Person who has overall responsibility):
Name: How contacted during event: Where located during event
Safety Officer:
Name:
How contacted during event:
Where located during event
Police at the event:
How to be contacted during event:
Where located during the event
RESPONSIBILITY OF INDIVIDUAL AGENCIES/GROUPS
List and charts of the responsibilities and numbers of personnel.
All responsibilities must be DISCUSSED and AGREED with each individual agency, group
COMMUNICATIONS:
How the event control/organizers will communicate with the event staff/marshals and vice, versa.
How the event control, organizers will communicate with the public.
A list of persons who will have radios and what channel they can be contacted on.
A list of persons who at the event location will have access to a phone and their Contact telephone numbers.
EVENT SIGNAGE (to the event and around the event site) Explain:
Who is erecting the signage to the event:
When will it be in position?
LOST/FOUND PERSONS
What steps will be taken for re-uniting people who get separated?
LOST/FOUND PROPERTY
Where is lost property to be taken to? If it is not reclaimed, what will happen to it?
EVACUATION PLAN
Describe the actions to be taken if the event location had to be partially or fully evacuated.
Who will make the decision to evacuate the public from the event location?
Who will coordinate the evacuation?
How will the event staff, marshals be informed and briefed of the situation?
Do the event staff/marshals have specific tasks in the event of an evacuation?
Which exits will the public be directed to?
Where will the public be evacuated?

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Who will inform the emergency services?
Who will direct the emergency services when they arrive at the event location?
MEDIA
If there was an incident at the event that attracted media interest, Consider: Who would Speak to the media and where would this take place.
Weather

TRAFFIC AND PEDESTRIAN MANAGEMENT

Traffic Management Plan

- A Traffic Management Plan has started to be developed for this event and a copy of the traffic management plan will be provided to the local Council with the development of this plan.

Is there car parking for:

Emergency	Yes
Vehicles	Yes
Key	Yes
Stakeholders	Yes
Disabled Patrons	Yes
General Parking	Yes
Overspill	Yes
Buses	Yes
Taxis	Yes

Road Closures

- Does Too Smooth Entertainment festival require any roads to be closed for the event?

The following documentation is also required:

- A public liability policy of at least 10m to cover the event Traffic Management Plan.
- Evidence of notification of proposed road closure to emergency services

COPY OF Traffic Management Plan for TOO SMOOTH ENTERTAINMENT FESTIVAL AT BARLEYLANDS FARM CM11 2UD

Introduction

- The Traffic Management Plan has been prepared for Too Smooth Entertainment festival

The aim of the traffic management plan

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- The aim of the traffic management plan is to lay out the requirements and Provisions to be implemented in the process of achieving the most efficient and safe movement of vehicles on the public highways around the site in conjunction with the efficient movement of vehicles onto and off the Barley lands farm over the period of the festival.
- The Traffic Plan details provisions to cater for the additional traffic.
- The Traffic Plan details provisions to cater for the additional traffic over and above the normal through traffic expected to attend the area of the Festival Site.
- From the build up to the Festival when the level of Festival related traffic may affect other traffic on the highways from the Sunday prior to the Festival, through the main part of the Festival when the site is open to the public until the vast majority of public attending the event have left the site on the evening of the Monday.
- The Traffic Plan is a working document reflecting the responses of the traffic management team to a variety of issues affecting the flow of traffic around the area of Barley lands farm the Too Smooth Entertainment festival site.
- Whilst this document reflects the planning and agreement to the traffic management issues that arise between the writing of this document in regards to the planning of Too Smooth Entertainment festival.
- Too date 00/00/2014 there may be issues that arise between the writing of this document and the implementation of the Too Smooth Entertainment festival traffic management plans.
- All alterations to the enclosed plans will be made with consultation to those affected by any changes. Alterations and proposals to the above plan will be put into writing to blue team management and will be to improve the performance of the general aims and objectives of the plan itself, that being the safe and efficient movement of vehicles along the highways around and in the Festival site.

The report is split into the following areas.

The report is split into the following areas	
01	The proposed event
02	Traffic levels and expected peaks
03	The Site
04	Vehicle access onto the site and car parks
05	Emergency access onto site
06	Car parking areas and capacities
07	Caravan Camping Fields
08	Drop Off point

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09	Disabled
10	Check lanes
11	Bus services to the site
12	Rail and Ride service
13	Vehicle routing
14	Road Closures
15	Route signage
16	Labeling system
17	Traffic Lights
18	Pedestrian Access
19	Publicity for plan
20	Communications
21	Road Cleaning
22	Police
23	Lighting
24	Crime Reduction
25	Tow away Facilities

The Proposed Event

- Too Smooth Entertainment Festival is to be held over the period of a Friday till Sunday. The site is open to the public prior to this from the Thursday at 12.00 hours mid day from which time the majority of the public will start to arrive. Following the Too Smooth Entertainment Festival the majority of public will have left the site by the Monday by 20.00 hours.
- Prior to the arrival of the general public there will be a build up of traffic attending the site delivering temporary structures and equipment to the event.
- Whilst the number of vehicles attending the site increases over a period of one week prior to the festival these vehicles do not cause a major problem, which requires traffic control measures. The arrival of the traders and performers on the previous Sunday will create issues, which will require some traffic measures.
- Festival visitors are encouraged to use public transport as much as possible.
- The Festival bus station will be sited -----to cater for those who arrive by coaches, bus, local services.
- The level of service provided by the railways caters for the demands expected. There are links set up to encourage people to book tickets through rail companies who will be pushing our no ticket No entry message.
- The Festival will continually do studies making improvements to the loading and queuing of passengers in order to improve the flow of people at peak times.

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Traffic levels and expected peaks

- Over the period of the Festival there will be different levels of traffic flow expected. We at Too Smooth Entertainment festival will keep the levels of traffic relatively consistent, and the steady movement of the public attending the Festival to arrive earlier as well as the majority of visitors arriving on site by Thursday rather than by the Friday.
- In addition to the vehicles arriving on site there are trade stands, performers and suppliers vehicles arriving the peak for the trader vehicles is Thursday / / / one week before the start date of / / /.
- All these vehicles arrive on site via -----Road accessing the site through Gate1
- The arrival of Performers will be from Wednesday 00/00/2014. And go through to the Sunday of the Festival. Performers will access the site through gate2 vehicles or gate 3 pedestrians.
- The performer's vehicles arriving on site will have there own staff car park marked silver or bronze to stop significant problems to the traffic plan.
- Although there is a curfew for vehicle movement on site this is not seen as a significant problem for the traffic plan as there is parking areas within the car parks to hold vehicles.
- The supplier's vehicles access the site via Gate 4 off the -----road.
- The number of vehicles gradually increases over the week leading up to the Festival. Whilst the number of vehicles attending the site in the early week does not cause a problem the number of vehicles attending from Thursday before the event is significant but does not require any external traffic management.
- As part of signage specification all access roads leading from the ----- and the ----- roads towards the site have signs put up to state that access for Festival deliveries is at gate5 and to direct deliveries to gate 5 deliveries.
- The capacity of the car parks is ----- despite the high levels of vehicles attending of 1500 at peak. The estimated number of vehicles in the official car parks will be
- 3,000 to 4,000 peak. There will still be areas left available for over 1,000 cars to be parked.
- The aim is for the general public to arrive on site earlier.
- The peak flow of public vehicles is from the Thursday to the Friday
- The majority of ticket holders arriving on site are on site by midnight on Thursday 00/00/2014.

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- In order to cater for a possible increase of mechanical propelled vehicles trying to park other are available to the Festival marked in the site map as contingency, running of the adjacent to all ready running car parks with space for over 1,000 cars. These fields are kept as contingency.
- The peak arrival patterns for public vehicles arriving on site are as follows,
 - Wednesday Noon to 0000/00000hours
 - Thursday 10am until 0000/0000 hours
 - Friday from Noon until 0000 hours
 - Saturday and Sunday no peak arrivals a steady flow of traffic all day.
 - The Peak exit flows are as follows:
 - Friday and Saturday nights there is an increase in the exit of traffic from gate 6 as staff public and performers leave Barley lands farm between 2300 hours and 0130 hours each night.
 - Sunday EXIT peak flow from 2300 hours for around 2 to 3 hours
- Monday the peak EXIT flow is reached by 10 am and carries on until 0000/0000 hour's dependant on road conditions and traffic accidents.
- For the attendance levels proposed of 4,999 people Too Smooth Entertainment festival would expect a Vehicle count of approximately 3,000 for all types of vehicle in the car parks.
- By sustaining the area of parking available we retain some flexibility to use alternative car parks labeled cooper car parks contingency should problems arise at one of the car parks.
- In addition if the weather conditions are such that the car parking areas become water logged we are able to use alternative sites.
- The caravan campsite area is always under great scrutiny.
- A set of check lanes for the caravan campervan area ensure that all vehicles and caravans entering the area can be searched as required and that all vehicles can be checked quickly and efficiently.
- There will be a coach service to the site requiring a considerable number of coaches to carry large numbers of visitors. The coach services are required to guarantee that only ticket holders are carried to the site on their coaches.
- The peak flow for the coach arrivals will be on Thursday when approximately
- 00% of the coaches will be expected. And Friday 00%. The total number of coaches expected would be in the region of -----
- The Bike compound will be-----

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- The recovery compound is in the ----- next to ----- gate and must be away from the site on the Tuesday.
- A considerable number of people are dropped off at the site, In order to facilitate this there is a drop off point between ----- gate and ----- gate to the ----- of the site and the -----, which combines with the main entrance.

The site

- The site for Too Smooth Entertainment Festival is located on barley lands farm of the A127 Southend bound. Exit at A176 junction for Basildon/ Billericay Village.
- The land is either owned by Mr. ----- Who rents the land to Too Smooth Entertainment Festivals for the duration of the festival?
- The festival will expand considerably if a successes.

Vehicle access onto site

- The Festival Site is served by three A class roads and a number of C and B class lanes. The A 127 and the A176 as well as the A12
- Access onto the Festival site is off the ----- road via Gate 2, and Gate 3. Alternative access is off ----- Access from the-----

Vehicle access for car parks

- The car park available for parking vehicles is situated to the ----- of the main festival site entrance gate 3.
- Some additional staff car park are situated to the ----- of the site.
- The coach and bus station is located to the ----- Side of the site between ----- Gate

Emergency access onto site

- As Part of the traffic plan all car parks have been given:

01	Platinum	public car park
02	Gold	public car park
03	Silver	stall and Performers for all stages
04	Bronze	Staff and hospitality parking.
05	Cooper	contingency
06	steel	coaches

- Vehicle access points onto the licensed site and inside the fence line as well as the pedestrian are labeled as gates:

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- The Vehicle access points and the pedestrian gates are:

01	GATE 01	Traders Vehicles
02	GATE 02	Accesses Vehicles
03	GATE 03	Entrance Pedestrians
04	GATE 04	Suppliers Vehicles
05	GATE 05	Delivery Vehicles
06	GATE 06	Pedestrian Exit
07	GATE 07	Drop Off People
08	GATE 08	Parking For Public Transport Coaches And Buses
09	GATE 09	Performers For All Stages
10	GATE 10	Emergency Public Traffic Entering The Site
11	GATE 11	Emergency Planning Exit
12	GATE 12	

- The Vehicle Gates are numbered gate 1 to gate 10. The site has been laid out in such a way as to segregate and have control procedures in place for various groups of people.
- To the ----- of the site off the ----- road via gate 8 there is access and parking for public transport coaches and buses.
- Performers for all stages are situated on the ----- side of the site, and have silver and bronze car parks for staff and hospitality parking.
- In addition to gates ----- off the ----- there are additional entrances.
- First used is the gate 11 the entrance which will be used for emergency public traffic entering the festival.
- There is an entrance located between ----- gate and ----- Gate. Which will be used in emergency planning used to exit vehicles from ----- Gate the entrance is called ----- The final entrance to the site from the -----

Car parking areas and capacities

- The staff car park is situated in ----- location on the site map. And is associated with each of the routes into the site via ----- gate ----- gate ----- gate ----- gate
- And is situated on ----- road, to the ----- of ----- Village.

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- Vehicles displaying Village guests on there car passes are allowed access to the silver and bronze Staff car parks.
- Within the car parks roadways will consist of stone farm tracks, metal road ways or grass pasture avenues. Where roadways are essential to the functioning of the system they are maintained in order that vehicular traffic can access the car parks at all times.

Within the car parks signage is displayed stating that there is to be no Caravan Camping Fields

- Camping in the car parks is prohibited there will be signs in conjunction with the efforts of the Car Park staff and security. Too stop the public attempting to sleep in cars in the car parks.

Traffic flow expected

Over the period of

- Over the period 00/00/2014 to the Sunday before the Festival a gradual build up of contractor vehicles as well as vehicles accessing the site to deliver equipment and materials for on site build up works.

Traders and performers

- Traders and performers are to start arriving from 00/00/2014 to the 00/00/2014 when all traders should be on site of the festival with a considerable number of the performers.

The general public will start arriving from

- The general public will start arriving from early on the Thursday usually several hours before the gates officially open at 00.00 am. The flow rate will gradually increase and is expected to peak on Thursday evenings with the balance of people arriving on Friday.

Over the weekend there will be a considerable number of vehicle movements on and off the site.

- Over the weekend there will be a considerable number of vehicle movements on and off the site as local people visit the festival and other festival visitors leave the festival site to replenish food supplies or visit the local area. This will culminate in a peak of traffic leaving the site on Friday, Saturday and Sunday evenings from 00:00 am until around 00:00 pm.

On the Monday following the Festival traffic will.

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- On the Monday following the Festival traffic will leave the site from around 7am until around 6 pm the peak flow being from around 9:00 am until 00:00pm.

Site access points

- All relevant access points will be open to the public from 00:00 am on the Thursday of the event 00/00/2014. It must be noted that this may mean that the car parks site become busy during the event. If this should occur the road signage will direct public vehicles to cooper car park to the ----- of the site.
- The accesses onto the site through the Fence Line are classified into two areas, those gates for pedestrians and those gates for vehicles. To avoid any confusion the pedestrian entrances have been given the marks----- to ----- and the vehicle gates have been given marks-----to----- . The vehicle accesses off the public highway onto the licensed site have been given marks-----

There will be a number of vehicle accesses onto the site and to the various parking areas and they are as follows.

Non-public types of vehicles

- ----- is the main access for all non-public types of vehicles off the A - ----- Trying to access the site. This gate is situated at ----- And is the access to the -----, This access will allow for two-way traffic movement inside the gate.

Main access point onto the site for public traffic

- ----- Gate will be used as the main access point onto the site for public traffic from the west. Public traffic approaching from the ----- That do not follow the signs to the ----- car parks or Yellow gate will be directed into this entrance.
- At such times as the traffic flow increases then the white gate (----- Railway line) will work as an entrance in conjunction with this entrance. Orange vehicle label holders will access the reserved car parks closer to the pedestrian entrance gate through this gate.
- Part of this access will include an access into the land opposite Orange entrance owned by John Gain. The access to this land is situated opposite
- ----- Staff from Orange entrance will man the additional parking if required.

Drop off vehicles.

- ----- Gate will accept public traffic from the ----- along with drop off vehicles. ----- vehicle label holders will access their parking area through this gate.

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Emergency access point during the peak arrival of traffic and vehicles exit

- -----Gate this access will be used as an access point during the peak arrival times only if required.
- Outside those times this access point will be used to exit vehicles from the site from the ----- Prior to the event until the Monday after the event other than the peak times for traffic arriving at the site. All vehicles wishing to leave the site or the public parking areas will be required to use this exit. Heavy vehicles will have to use the existing concrete road and exit via -----gate.

Public caravan camping area

- -----Gate, which is the gate onto the site off ----- near.
- ----- This route gives access to the public caravan camping area

Staff vehicles

- The staff is to access the site via -----Gate which points off the A----- And is for staff vehicles and emergency personal only and is label -----
--- Vehicles will operate a one way system by which the vast majority of vehicles will only travel in a clockwise direction.
- The aim is to cut down on the amount of traffic instances of traffic meeting oncoming vehicles. This will apply to the emergency services as well except in times of emergency or where an operation may be compromised.

Gate ----- relief for cutting the traffic congestion

- Traffic congestion -----Gate off the A ----- into the public car parks is located to the ----- On the A ----- This entrance will be used to assist in the flow of Public vehicles off the A ----- into the car parks. It is likely that the use of this entrance will reduce the queuing times on this side of the site and assist in the redistribution of vehicles to the ----- of the site cutting the traffic congestion considerably.

Emergency access onto the site

- Emergency access onto the site will be using routes agreed with the three emergency services.

Access for the medical teams and ambulances.

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- Access to the two medical centres for ambulances will be via ----- Gate using the concrete road and accessing the fenced off site via ----- or using -----
----- Accessing the Fenced off Site via -----

Access for the police and fire brigade

- Access for the police and fire brigade onto the Fenced off site can be along the following routes.
- From the A ---- via ----- Gate.
- From the A ---- Via ----- Gate.
- From the A ---- Via ----- Gate.

Caravan Camping Fields

- The Caravan Camping Field is situated to the ----- of the site at ----- Gate. There will be ample space for one vehicle per Caravan or motor home for parking with room to spare.
- The fields will be open to ticket holders only to park as directed by the staff.
- The Caravan sites will be fenced off with steel shield and will be secured by security staff.
- Any changes to the Caravan Campervan parking areas will not affect the traffic plan dramatically. The changes will allow staff to control and direct vehicles more efficiently.
- The caravan Campervan fields will be run by dedicated teams who will be responsible for the parking and management of the fields throughout the festival. All caravans will be checked into the fenced off area and searched.

Drop Off Point

- The Drop Off point will be situated between ----- Gate off the A -----
Signage will be in place to direct all traffic to this one location to drop off.
- Vehicles will be directed to access through ----- gate and exit via -----
Gate.
- The drop off area will be fenced off so that all persons being dropped off can be directed to pedestrian gate.

Disabled

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- Within each of the car parks disabled drivers will be directed to park as close to the pedestrian gates as possible. Where drivers require access to the site with their vehicles then they will be directed to the -----Gate. On arrival staff will identify the need of the driver and will issue the appropriate passes so that the vehicle can gain access to the disabled area.
- For those who are not given vehicular access there is a bus facility to take them on site to the relevant disabled camping area. The bus will operate from the yellow ----- disabled car park via -----gate to the drop off point inside the site.

Check lanes

- There will be -----sets of check lanes. Each set of lanes will be manned by gate staff that will be briefed to check for the appropriate accreditation for the vehicle and occupants to proceed to the car parks.

Staffing levels will be maintained to.

- Staffing levels will be maintained to such a level that will be able to cope with the flow of vehicles through each gate.
- Keeping updates to work out ways to improve performances for each entrance. We intend to put more staff in at peak times as a safety margin.
- The check lanes will be made up using a temporary roadway system, which will mean that the operation will continue to function in inclement weather conditions. Each set of lanes will be set up so that there will be available lanes for use at peak times.

Bus services to the site

There are bus and coach operations running to the site.

- No. 100 runs every twenty minutes From Billericay Station to Barley lands:
- 2 minutes past the hour,
- 17 minutes past the hour
- 32 minutes past the hour,
- 47 minutes past the hour.

From Barley lands (Magic Mushroom Restaurant) to Station:

- 5 minutes past the hour,
- 20 minutes past the hour,
- 35 minutes past the hour,
- 50 minutes past the hour,

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- Until 18:22, 18:52, 19:22, 20:09, 21:21

From Barley lands (Magic Mushroom Restaurant) Towards Lakeside Saturday

- No. 100
- 13 minutes past the hour,
- 28 minutes past the hour,
- 43 minutes past the hour,
- 58 minutes past the hour; Until 18:03, 18:23, 18:42, 19:02, 19:27, 19:54, 20:24, 20:54, 21:54

Nibbs 222 Saturday

- Every hour, Billericay to Wickford, 8:02, 9:07, 10:17, 11:07, 12:07, 1:07, 2:02, 3:03, 4:02, 5:02, 6:02. Every hour, Wickford to Billericay, 7:31 to 5:30

Sunday NIBS Buses operate the 251 service. This service leaves Wickford Broadway at:

- 27 and 55 minutes past the hour, and, Billericay Railway Station at 11.09 & 13.09.

The Barley lands Farm Shop bus stop is 100m from the Wickford entrance to the Show.

- No. 140 Sunday
- 10:53, 12:53, 14:53, 18.53
- Access to the bus station will be via----- Gate. The coaches and
- Bus and rail and Ride drivers will all be briefed to use this entrance and to obey the directions of the marshals and security.
- All coaches or buses arriving on site will be checked for non-ticket holders other than those vehicles which the festival security staff are aware have been checked prior to boarding.
- The bus station pedestrian area are strictly controlled as a ticket holder only area in order to prevent the levels of crime associated with this area in the past.
- The lay out in the car park means a reduced flow of pedestrians from the car park to -----gate this factor along with a review of the capacity of the wrist banding operation will mean queuing will be reduced.
- We have the ability to divert buses to -----
- Coaches will be required to provide the following:
- A guarantee that they will only carry ticket holders.

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- A detailed plan of the departure strategy for the coaches on Friday Saturday and Monday.
- Any person with no tickets carried by a coach will be refused access to the site and the bus or coach driver will have to take them away from site.
- To assist with the queuing of people departing the festival the recovery vehicle compound will be reduced to allow a greater queuing area for public waiting for buses.
- Rail and Ride service.
- The rail and ride service will operate between Billericay Station and the Barley land farm Bus station.
- The operation will be geared up to accommodate the numbers of travellers expected on the incoming trains between Thursday and Sunday and the departing trains on Thursday and Sunday and Monday.
- The route between the Rail station and Bus station will be via the ----- to -----
--On to the A-----
- Stewards and security at the railway station are employed to organise the ticket and non-ticket holders during the period of the festival and will be employed to assist railway staff in organising members of the public.

Vehicle routing

- Routing to the site will be from a number of directions using the A----- from the ----- and using the A----- The performers and traders will be directed to use the most appropriate route and guided to use the roads listed above from the area from which they are travelling.

Signage for each route will start from the most appropriate point.

- On the A-----from Frome outside ----- to direct all vehicles to the -----
- On the A----- from ----- from the area of the -----
- Traders, performers and those with reserved parking will pick up signage from the above locations and will be directed to each of the ----- coded entrances or parking areas.
- -----Gate located off the A----- immediately to the -----
-----village the drop off point will be signed from each direction on the A---
-----and the A-----and direct all vehicles to the -----gate.

Too Smooth Entertainment

- The routing to each of the entrances is signed along each of the above roads and follows similar signage schemes used the ----- provide the signage. The signs will be ----- coded. All routing signs and signs associated with the clearways and any road closures will be provide to the relevant standards.

Road Closures and One way Orders

- Road closures are applied for to assist in the management of traffic at the Festival. They are discussed and agreed with the police, local parish councils, and the County Council Highways Dept.

Route signage

- Route signage into the site will concentrate on the following categories:
- Those with a specific coloured vehicle entrance to get to members of the public looking for public parking drop off point.
- Buses, coaches and disabled will only be directed when closer to the relevant vehicle entrance.
- Additional signage within the village of Billericay to advise of any weight restrictions for HGV vehicles, direct festival vehicles and pedestrians and signage to enforce the various clearways and road closure orders will be put in place.
- There will also be a number of diversionary routes for through traffic using the A --- ----- and A ----- . These signs will advise through traffic on those routes to avoid the area of the festival and direct traffic to use alternative routes. All routes will be agreed in advance with the County Highways and the police.
- The details of signage are agreed ----- with signage Contractors the contractors is supplying relevant details and costs.
- Too Smooth Entertainment Festival signs will have the heading Too Smooth Entertainment FESTIVAL to enable drivers to pick up the route signage quickly Signage is to advise delivery drivers not to access the site via or either -----

The AA and Rac break down teams will provide:

Labelling

- (TO BE UPDATED)

Traffic Lights

- (TO BE UPDATED)

Pedestrian Access

Too Smooth Entertainment

- (TO BE UPDATED)

Publicity for plan

- (TO BE UPDATED)

Communications

- (TO BE UPDATED)

Road Cleaning

- (TO BE UPDATED)

Police

- (TO BE UPDATED)

Lighting

- (TO BE UPDATED)

Crime Reduction

- (TO BE UPDATED)

Tow away Facilities

- (TO BE UPDATED)

The Peak exit flows are as follows:

- Friday and Saturday nights there is an increase in the exit of traffic from ----- gate as staff and performers leave between 2300 hours and 0130 hours each night.
- Sunday EXIT peak flow from 10:00 hours for around 2 to 3 hours
- Monday the peak EXIT flow is reached by 10:00 am and carries on until 1800/1900 hours dependant on road conditions and traffic accidents.

Adjoining Properties

- Have adjoining property occupants been contacted regarding the proposal of this event.
- How and when.....

Too Smooth Entertainment

INCIDENT MANAGEMENT PLAN

Event Incident Control Centre

- Ensure the Incident Control Centre is clearly marked on your Site Plan and detail where First Aid will be supplied.
- Exit, evacuation points and fire extinguishers
- Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan.
- How will communication be conducted on the day of the event with event officials?
- How will communication be conducted with the public?
- How will communication be conducted in the event of an incident?
- Portable handheld radios
- Mobile phones
- Who will request further police and other emergency services assistance?

Incident Management Plan including First Aid Arrangements

Fire Fighting Equipment

- Portable equipment for fire protection will be strategically located through out the venue for initial attack of the fire. In the aid of emergency for use of staff the public and/or safety officers. The location of fire equipment on site map is.

Fire Danger Period

- A day of total fire ban and fire danger period has been considered and A plan will be submitted to the fire service

Incident Management Contact Details
First Aid Officer 1 Name Contact details
First Aid Officer 2 Name Contact details

Too Smooth Entertainment

First Aid Officer 3

Name

Contact details

Incident Officer

Name

Contact details

Ambulance Service

Name

Contact details

Fire Service

Name

Contact details

Hospital

Name

Contact details

Lost and Stolen Property:

- Arrangements have been made for the lost or stolen property

There location is on the site map here.

Incident Reports

- All incidents are to be recorded in the following format:

Incident Report

Name of Event:

Event Manager:

Date and Time of Incident:

Description of Incident:

Persons involved:

Name:

Address:

Too Smooth Entertainment

PUBLIC HEALTH

List of Vendors

	Business/Vendor Name	Contact Phone during event	Type of Food	Council Permit
1				
2				
3				
4				
5				
6				
7				

- List of all vendors at Too Smooth Entertainment festival who will be selling any article of food and what food is being provided at the event: and evidence of vendors Council permit for the operation of their stall.
- Temporary Food Stalls

Alcohol

- We intend for there to be alcohol at Too Smooth Entertainment festival 2014
- Alcohol will be sold and consumed with Local council permission A Liquor License been obtained If not alcohol will be prohibited.

Toilets

- How many toilets will be provided at the event?

Toilets	Location on Site
Car Park	
Male:	
Female:	
Disabled:	
Camping	
Male:	
Female:	
Disabled:	
Main Arena	

Too Smooth Entertainment

Male:
Female:
Disabled:

Staff

Male:
Female:
Disabled:

Who Will Be Responsible For The Cleaning Of Toilets?

Contact Details During The Event:

Name:

Contact Details During The Event:

Name:

Water

- The location of water is clearly signposted and marked on the site plan.
- Extra water will be supplied to patrons on very hot days if needed.
- The source of water is.....

Shelter

- Shelter will be provided at the event. Mark on the site plan. Here: www -----
Sunscreen will be available at the event:

Waste Management

- Arrangements have you made for extra bins to be provided for the day From: -----

The Arrangements For The Rubbish To Be Removed Appropriately On The Days Are As Follow

00/00/2014.

- 1.
- 2.
- 3.
- 4.
- 5.

00/00/2014.

- 1.
- 2.

Too Smooth Entertainment

- 3.
- 4.
- 5.

00/00/2014.

- 1.
- 2.
- 3.
- 4.
- 5.

Noise

- Describe the activities/mechanisms likely to create higher noise levels at your event.....
- Describe how you will monitor and minimize noise levels.....

PUBLIC SAFETY

Security & Crowd Control

- Crowd management procedures are in accordance with the recommendations in the Event Safety Guide and the HSE document 'Managing Crowds Safely'

Event Safety Guide

http://www.thunderbay.ca/Living/recreation_and_parks/Events/Event_Hosting_Strategy/planning_guide.htm

HSE document 'Managing Crowds Safely'

<http://www.hse.gov.uk/pubns/indg142.htm> Crowd control is the overall responsibility of the Security Manager, assisted by stewarding and Site Safety Staff – reference should be made to the Security Plan for operational and organizational issues.

List of different security firms

Contact Details 1

Name
Name of Company
Address
License Details:
Contact Details:
Phone
Mobile:

5.

Too Smooth Entertainment

Contact Details 2

Name
Name of Company
Address
License Details:
Contact Details:
Phone
Mobile:

A security firm has been contracted, provide details are.

Security Firm Contracted Details

Name:
Name of Company:
Address:

License Details:
Contact Details:
Phone:
Mobile:
Number of Security
Personnel at Event:

Who Is The Police Contact?

Police Contact Details:

Police Contact Details:	
Name:	
Station:	
Phone:	
Mobile:	
Fax:	
Email:	

Public Assembly

- We will be fencing off the boundary of Too Smooth Entertainment Festival and restricting access and egress. We will need approval from Barley lands farm manager and the Local government authority.

Too Smooth Entertainment

Company details in charge of fencing

Company Details In Charge Of Fencing

Name
Name of Company:
Address

Details:
Contact Details:
Phone
Mobile:

Lighting and Power

- Too Smooth Entertainment Lighting and Power will supply emergency power & lighting and make negotiations with barley lands farm manager in regards to back up power.

Lighting and Power

Name of Certified Electrician:
Contact Details during the event:
Location of Lighting Control
Mark on site plan
Location of Mains Power Control
Mark on site plan
Name
Name of Company:
Address

License Details:
Contact Details:
Phone
Mobile:
Fax

Describe emergency power and lighting systems.

Electricians will be available for the event 24 hours a day.

Temporary Structures

- There will be temporary structures at the event

Details

Too Smooth Entertainment

Has a permit been obtained?

Fireworks and Pyrotechnics
Permit Number:
Person Responsible for
Fireworks:
Contact Details During Event:
Phone:
Mobile:

Event Promotion and Marketing Ticketing

- Are there tickets for the event?
- Pre-sold yes
- At the Gate yes
- Both yes
- Will the tickets provide information about the event?

Signage

- The following signage will be installed, as per the site plan, at the venue

Item		Signage	Were	How Many
1	Phones			
2	Parking			
3	Entrances			
4	Information			
5	Communication			
6	Incident			
7	toilets			
8	Control			
9	Centre			
10	No Smoking			
11	Rules relating to alcohol			
12	Exits			
13	Toilets			
14	Lost and Found			
15	Water			
16	Public Transport			
17	Pick up			
18	First aid posts			
19	Security			

Too Smooth Entertainment

20	Camping			
21	Areas			
22	Facilities			

Health Promotion

- A health messages that will be promoted on the day

.....

.....

.....

Promotion

- What advertising will be conducted?
- When will advertising be conducted?
- How will advertising be conducted?

Too Smooth Entertainment Health & Safety Policy Licensee's Statement

Contents

Licensee's Statement

- Organization and Arrangements
- Area Organizers Supplement
- Employees Supplement
- Contractors Supplement

Health & Safety Policy Statement

- As the Licensee of Too Smooth Entertainment Festival 2014, I have overall responsibility for the health and safety of all employees and others who could be effected by our work activities and will Endeavour to ensure that based on the advice supplied to me the by the Event Safety Coordinator, we take a positive attitude to the health, safety and welfare of employees, sub-contractors and the general public.
- Health and safety is considered of prime importance and it is accepted as an integral component of our success. Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as they need for this purpose.
- Through the initiation, monitoring and review of the Policy we aim to secure the health, safety and welfare of employees and sub-contractors at work and to protect people other than those at work against risks to health and safety arising from our activities. I will therefore Endeavour to take all reasonable steps to ensure the objectives of this Policy are met and that necessary resources are allocated to accomplish our goals.

5.

Public Event Submission Forum For LDN's Mini Fest Multi Culture Festival Get Involved And Make A Difference Have Your Say In LDN's Mini Fest

Have your say. Please feel free to take part in LDN's Mini Fest a Multi Culture festival made for the right reason's a few of which are listed below.

We encourage you to take time in the understanding in what is involved in making a festival, as we unite plan and create it, in the understanding of what we demand and desire of each other to organize a successful festival as well as the positive outcomes that can be achieved.

We intend to set goals together as a collective of Too Smooth members, not excluding Directors, secretary's, treasuries, and administrator's, representing roles and responsibility's terms and conditions, acting towards LDN's Mini Fest and Too Smooth Entertainment, in turn creating LDN's Mini Fest.

Together we have key responsibility's and liability's of duty of care effecting each other in holding a festival, as well as licensing, and health and safety aspect's, amongst many other key issues to be implemented within the working frame of a working festival. Our intensions are together to achieve good team work, helping in addressing more issues in holding and creating a festival.

All LDN's Mini Fest member's and attendee's will pledge to represent all involved equally, with each others best interest's in all matters at all times including LDN Mini Fest, and Too Smooth at all times, by signing the form below or signing up to the Too Smooth forum website you become a member, please read our terms and conditions, on members for more details cheack in the Forum terms and conditions

We intend to get 2000 submission forms before we prioritize LDN's' Mini Fest, we will keep you updated on targets as we make progress.

Do not anticipate, Please submit the submission form below.

Our general meeting will be held in the Too Smooth forum for all who would like to get involved to have there say. We would like to hit the 200 mark, of people involved in LDN's Mini Fest before we hold our first general meeting. Please sign up by using the submission form below at the bottom of this page. Do not forget to state if you intend to be a trader or attendee.

Events submitted:

Events submitted are eligible on: A space-available basis.

We cannot guarantee any submission; how ever, submitting by the deadline (with as many details included as possible) can only help.

Deadline

Event submissions are due by: 00/00/2016/17

COMMUNITY & ARTS LISTINGS

The submission form below is for Community Listings events, which include anything from classes and club meetings to sports events, kids activities, calls for volunteers and donations, items of civic interest, plays, art exhibits, comedy, book signings, and music and a verity of multi Cultured food and drink's. Please include all the information you can in the form below.

We respectfully put you in receipt of this document, with the vision of growth, within the potentials of it reaching you. We urge you for help in achieving all goals set within this document.

We hope you can find time to take action with us in creating LDN's Mini Fest. To find the positive and productive effect's that can be achieved when holding and creating a festival. If such a festival as LDN's Mini Fest was put into effect, the effect would be one of positive action's amongst many people, in turn creating a key asset to the key element's all ready in place such as creating stronger and safer communities, in which helping with Healthier and independent living, integrated with healthier environments, constituting towards citizens having better social development options, such as job's, and skill's opportunity's. LDN's' Mini Fest will create more of a level field for work and employment within London by networking within the boroughs and creating LDN's Mini Fest. This would have great benefits on today's society, if LDN's Mini Fest had such effect's as developed, this effect would be one of achievement one of many goals set within the relevant field and sectors to be achieved . This would benefit all London's citizens as well as its boroughs with the understanding in community's matter, a important key element in life, LDN's Mini Fest will create much respect while inspiring talents and creating fair opportunities.

Mini Festival aims

LDN's Mini Fest aim to be a valuable asset to London. Our aim is to bring the 33 boroughs that London represents together. Mini Fest will be the place for the local community's to come together and interact, together as one. This will create a unique opportunity to engage with others. Getting involved provides every one the opportunity to connect within the local community's, to build and brand awareness and show yours and their support in a fun entertaining and engaging manner as everyone enjoys an unforgettable event.

We are creating a new music artistic and creative based festival for the younger and older generations of festival lovers.

The festival that we are creating is a festival that will bring a large spectrum of music, arts and live events to all variety of people, in turn bringing people together.

Mini Fest will be a conference of young and old talented artists throughout London. This is an opportunity to showcase London's talents in arts, crafts, singing and dance in a safe manner. To show that Together we have the ability to achieve, and make our dreams a working reality, keeping in mind that positivity and productivity are two key elements in success, that we can all achieve. London's borough's Council's have outstanding music service's and provide a wide range of high quality value for arts opportunities for children, young people and adults, who live and go to school or work in one of London's Boroughs, who we hope to have come on board to support LDN's Mini Fest.

This event is a community based event that is a fundraiser. We are raising funds for
===== so they can continue to educate & support our younger generation.

Our aim is to raise awareness & education within the community. We have so many young and talented children and young people within our community, people who deserve an opportunity to have the care and support of their community's.

Every one is committed to serving all borough's fairly, delivering services & building strong communities. We need to recognize the social problems that children and young people as well as adults and old age pensioner's face every day, like homelessness, abuse, depression, loneliness, and early parenthood. These children and young people as well as adults and old age pensioner's have to live with this every day.

Our outcome approach is a chance to change the lives of so many people and to give opportunities that they may never have otherwise had, a positive and productive attitude. We strongly believe that this is a visible and valuable project both for the community and who will also benefit greatly, LDN's Mini Fest is a investment that can only benefit every one.

These changes in the community will bring a community closer, more active citizens, and improvements on life skills and social activity, communities enjoying and using the rural & urban environment enabling a healthier more active community. If we can help one more child or young person to have a better outlook towards our understanding of life, then we have achieved our goal.

About Too Smooth Entertainment

Too Smooth came together with a group of people, all sharing common interests such as meeting new people and bettering themselves for today and for the future, pulling together in times of need accompanied by everybody's simple love of life and their passion for music including =====, helping make any dream a certain reality.

So with this in mind a business plan was created to make one of the best UK Establishments supplying all entertainment needs. At Too smooth we support young people climbing the ladder of life looking for work who are committed to engaging with the community to help develop there talent and skills. We do not hide expenses we are based in north London we are a professional entertainment company based in the UK in which covering all your party requirements. We promote work experience in many trades of work, Too smooth has a vast range of your hire needs plus trades and services to create that special event for that special day. We hire at fair prices and listen to our customers carefully making every event as special as it should be.

It soon got bigger with the end goal to create a Festival.

We realize at Too Smooth Entertainment there is a lot to organize and consider beyond the artistic and creative considerations, when building such events as a festival.

We also realize the positive effect creative activity has on individuals; providing enjoyment, economic living space's and enriching lives. Culture helps make places distinctive, engraving pride in the local community. It also makes a practical contribution in terms of sustainability, providing employment, encouraging learning and inspiring people to adopt creative and active lifestyles.

We will work closely

- Metropolitan Police.
- London Fire Brigade.
-
- Events Team.
- Music Support Service.
- Ambulance Services.
- Licenses & Permits

We Understand the following protocols and can implement them within any event that we organize where needed

- Licenses & Permits where necessary.
- Risk Management.
- Entertainment License.
- Crowd Management.
- Road & Traffic Management.
- Transport Management.
- Eco Friendly Waste Management.
- Accident & Emergency Management.
- Public Liability Insurance.
- Equipment Insurance.

Contractors, Suppliers, Vendors & Staff all British standards

All of our Contractors, Suppliers, Vendors & Staff are certified British Standard & public liability insured professionals. We will supply all our own equipment, outsourcing where necessary and can provide any method of statements as well as pat testing and risk assessment.

Emergency and other key organizations

All organizations will maintain High levels of British Standards and good practice in all Health and Safety responsibilities. An Incident Management Plan including First Aid Arrangements will be in place including, Fire Fighting Equipment. Which will be strategically located through out all venues for immediate initial attack of incidents. This will be in aid of emergency for use of staff and public or safety officers. The location of emergency equipment will be on site maps.

Together working closely as one with

- Metropolitan Police.
- London Fire Brigade.
- London's Council Events.
- Too smooth Entertainment.

What is LDN's Mini Fest and why create a festival

Our aim is to create a new music artistic and creative based festival for the younger and older generation's of festival lovers to come together in the belief that communication is the key to life and new opportunity's that will arise when people are given a chance to succeed in there dreams amongst others. The festival that we are creating is a festival that will bring a large spectrum of health and well-being concepts as well as music and live events to all verity's of people bringing them together.

LDN's Mini Fest will be a conference with in its self of young talented artists throughout London as well as trader's with fun outgoing people, with many people showcasing their talent's in arts, crafts, dancing or singing. To show that positivity & productivity are key elements in life, something that we can all achieve!

This event is a community event that is a fundraiser for ===== please take time to look at their website www.=====, our aim is to raise awareness & education within the community.

We organize various social events in the UK. We have so many young and talented people who are part of our establishment and it is now time to take action within the cause of people who deserve an opportunity to have the support of their community.

We aim to be a valuable asset to London. This is a place for the local community to come together and interact, together as one. This will create a unique opportunity to engage with others. Getting involved helps provide you the opportunity to connect within the local community's to build and brand awareness while showing yours or your companies support in a fun entertaining and engaging manner as you enjoy a unforgettable event.

Getting involved with LDN'S Mini Fest is easy

Take your opportunity now to get involved to get up and become a part of this event built for all the right reasons.

Submission form

[contact-form-7 id="2141" title="Contact form 1"]