



**Shree Swaminarayan Temple Willesden**



**Willesden Temple 50th Golden Jubilee  
Event Management Submission Pack  
(Brent Council 2025)**



## Shree Swaminarayan Temple Willesden



### 2. Event Overview

**Event Name:** Festival of Golden Hearts – Golden Jubilee

**Organiser:** Shree Swaminarayan Temple Willesden

**Dates:** 5th July 2025 – 13th July 2025

**Location:** Neasden Studios, 430 High Rd, NW10 2DA

**Expected Attendance:** 1000-1500 attendees daily

**Volunteers & Staff:** 250+volunteers, SIA licensed security, medical staff

**Admission:** Community Entry only – Non ticketed event



## Shree Swaminarayan Temple Willesden



### 3. Daily Event Programme

Date & Time	Event
5th July (Saturday) 20:00 – 22:00	Religious Procession (12:30 PM Start) (Separate Event Management Plan Submitted), Evening Cultural Programme – Gujarati Singing
6th July (Sunday) 20:00 – 22:00	Magician Performance (Richard Essien - Magical Bones)
7th July (Monday) 20:00 – 22:00	Gents Drama Performance
8th July (Tuesday) 20:00 – 22:00	Live Singing & Charity Musical Album Release – (non-commercial)
9th July (Wednesday) 20:00 – 22:00	Ladies Variety Performance (Cultural Dance, Singing, Acting)
10th July (Thursday) 20:00 – 22:00	Ladies Drama – Women Empowerment
11th July (Friday) 20:00 – 22:00	Annual Gujarati Folk Dance Evening
12th July (Saturday) 20:00 – 22:00	Two Prominent Folk Singers from India (200- year-old compositions)
13th July (Sunday)	No Cultural Event (Closing Ceremony Only)



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### 4. Procession Details

**Date:** 5th July 2025

**Start Time:** 12:30 PM

**Start Location:** Shree Swaminarayan Temple, 220-222 Willesden Lane, NW2 5RG

**End Location:** Neasden Studios, 430 High Rd, NW10 2DA

**Route:**

- Deerhurst Road
- Willesden Lane
- Willesden High Road
- Dalmeyer Road

**Management:**

- Marshalled route with road closures (approved via Brent Highways and Metropolitan Police)
- 20 SIA Security
- 200+ marshals
- Police Liaison Officers on-site
  - [REDACTED] – Inspector
  - [REDACTED] Met. Police Hindu Association Chair
  - [REDACTED] – Strategic Recruitment Outreach Lead – NW Covering Brent  
(New Scotland Yard)

Agreement in place to have 12 Police Officers including 2 Sgts and 2 Police vehicles at both ends of the procession

- Rolling roadblocks where necessary

**(Separate Event Management Plan Submitted)**



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### 5. Site Plan Overview

- Main Stage & Audience Seating
- Food Court (Vegetarian Only)
- First Aid & Welfare Tent
- Lost Children Point
- Toilets (Accessible Facilities Included)
- CCTV Control Area & Volunteer HQ
- Shuttle Bus Drop-Off / Pick-Up
- External Perimeter Security
- Emergency Vehicle Access Routes

**Refer to file: Neasden Studios Site Floorplan 1106**



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### 6. Car Parking & Transport Plan

#### Car Parks Identified:

1. Shree Swaminarayan Temple, 220-222 Willesden Lane, NW2 5RG (AM/PM)
2. Neasden Studios, 430 High Rd, London NW10 2DA (AM/PM)
3. Queens Park Community School, Aylestone Ave, London NW6 7BQ (Weekdays PM & Weekends AM/PM)
4. Sapcote Trading Centre, 374 High Rd, London NW10 2DJ (PM)
5. Shree Kutch Satsang Swaminarayan Temple – Kenton Harrow (AM)

Shuttle Services: Continuous shuttle bus service operating from car parks 1-4, carpark 5 will operate one trip AM only on all 9 days.

#### Public Transport:

- Strong encouragement for attendees to use public transport (buses, Underground, Overground)

- Jubilee Line – Neasden Station (0.4m)
- Jubilee Line – Dollis Hill Station (0.4m)
- Bus – Route 302

- Car sharing encouraged to reduce traffic flow

Traffic Marshals: Deployed at all major junctions, car park entries, and shuttle locations.



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### 7. Risk Assessment Summary

Hazard	Persons at Risk	Control Measures	Severity	Likelihood	Risk Rating	Comments
<b>Large Crowds</b>	Public, volunteers, staff	Crowd management, security, capacity control, Overflow provisions, Live relay at the temple	Medium	Low	Low	Venue capacity is 1500 – number of chairs set are 1500, daily prayers and exit, if venue is full the event will be relayed from the temple where overflow can be managed over 3 floors
<b>Traffic Conflict</b>	Participants, public	Road closures, police liaison, marshals, Bay suspensions	Low	Low	Low	Shuttle service and booking of 17 minibuses to ensure vehicles are not congested in the area. External carparks set up to allow minimum disruption in the local area
<b>Fire</b>	All	Fire extinguishers, trained staff, clear exits	Medium	Low	Low	Voluntary fire marshals at all times during the event in required areas. (Policy attached)
<b>Medical Emergencies</b>	All	Onsite first aid, trained staff	Medium	Low	Medium	70 trained onsite first aiders including medical room and trained staff. In serious emergencies our protocol is to always call 999 (Policy attached)
<b>Lost Children</b>	Children, vulnerable adults	Safeguarding plan, Child ID, DBS Check, fenced	High	Low	Medium	Children are registered into the facility and there is a team with



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		perimeter, lost child location in welcome marquee				assigned designated staff who sign in and out every child daily. All children to have a ID tags Childcare risk assessment attached
<b>Slips, Trips, Falls</b>	All	Clear walkways, hazard checks	Medium	Low	Low	covered in all departments RAMS and Risk Assessments
<b>Noise Complaints</b>	Local residents	Noise monitoring, schedule limits	Medium	Low	Low	Separate Policy
<b>Adverse Weather</b>	All	Marquees, cancellation plan	Low	Low	Low	Event is indoors
<b>Electrical Hazards</b>	Staff, volunteers, public	PAT testing, qualified electricians on site for 9 days	High	Low	Medium	All equipment pat tested, external contractors equipment also pat and safety checked. qualified electrician on site for full 9 days
<b>Food Safety</b>	Attendees	cooked in- house by our volunteer chefs maintaining a vegetarian diet as per our hindu values and traditions	Low	Low	Low	All food labelled with allergens
<b>Terror Threat</b>	All	Police liaison, security plan	High	Low	Low	Highly unlikely





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### 8. Security & Volunteer Deployment Plan

Total Volunteers: 900+

Role	Numbers	Duties
General Stewards	300	Wayfinding, assistance
SIA Security	15	Door entry, crowd control, patrol, random search
Traffic Marshals	90	Car parks, shuttle hubs
First Aid Volunteers	70	Support medical teams
Procession Marshals	200	Manage procession route
Stage Crew	50	Assist performances
Waste Management/Cleaning	50	Cleaning, waste disposal
Welfare Team	20	Lost children, safeguarding
Admin/Comms	30	Control room, liaison
Kitchen & Serving	80	Chefs and Serving Team

#### Training:

- Pre-event induction for all volunteers covering safety, safeguarding, communication, first aid basics. This induction will take place on 15/06/2025

#### Communications:

- Control Room with radio communications (walkie-talkies)
- Backup mobile contacts for all zone leads



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### 9. Safeguarding & Lost Children Policy

- All volunteers working with children DBS checked.
- Lost Children point fully staffed at the welcome tent.
- Parent ID verification required for child release.
- Dedicated safeguarding officer onsite daily.
- All incidents logged and monitored.

**See safeguarding and lost child policy attached**



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### 10. Medical & First Aid Provision

- 70 Medical First Aiders including 2 doctors.
- Onsite first aid welfare zone with bed.
- AED units installed at central locations.
- 999 protocols coordinated with emergency services.
- Emergency routes kept fully accessible.

**See medical and first aid policy attached**



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### 11. Noise Management

- Professional sound engineers operating stage PA systems.
- Sound tests prior to live events.
- Noise levels monitored in real-time.
- Neighbourhood contact number provided for complaints.
- Events end by 10:30 PM (weekdays), 11:00 PM (weekends).

**See Noise Management policy attached**



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### 12. Emergency & Evacuation Plan

- Clearly marked evacuation routes.
- Multiple assembly points designated.
- Emergency vehicle routes remain clear.
- Evacuation drills performed prior to public opening.
- Police, Fire, and NHS fully briefed.

Floorplan/Exit Route attached.



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### 13. Insurance Certificates

- Public Liability Insurance: £10 Million
- Employer's Liability: £10 Million



## **Shree Swaminarayan Temple Willesden**



### **14. Notification Letters Templates**

#### **Metropolitan Police**

We hereby notify the Metropolitan Police Event Planning Unit of the Willesden Temple Golden Jubilee 2025, including religious procession on 5th July 2025 with road closures from 12:30 PM. Full security, crowd management, safeguarding and emergency response plans are in place. Further liaison to be arranged for final joint planning.

#### **London Ambulance Service**

We hereby notify LAS of the above event, with St John Ambulance providing on-site first aid, welfare tent, AED units and emergency routes accessible at all times.

#### **London Fire Brigade**

We confirm all fire safety provisions, extinguishers, access routes, emergency planning and fire risk assessments are in place. Evacuation procedures rehearsed pre-event.

#### **Transport for London**

We request review of the procession route with regard to temporary road closures and any potential impact on bus routes. We will liaise with TfL's events planning officers accordingly.

#### **Brent Highways**

Full traffic management plan submitted for review, with advance warning signs, parking management, shuttle buses, and road closures as outlined.



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### 15. Event Key Contacts

Role	Name	Contact
Event Manager	[REDACTED]	[REDACTED]
Security Lead	TBC	
Medical Lead	St John Ambulance	
Police Liaison	TBC	
Safeguarding Lead	TBC	
Highways Liaison	TBC	