



Event Management Plan

Event name	Rangeelu Gujarat Arts and Culture Festival 2025
Event location	Roe Green Park – Kingsbury NW9 9HA
Event date	Friday 5th September 2025 Sunday 7th September 2025
Time	Friday 1st Sept - 11.00 – 23:00 Saturday 2nd Sept - 11.00 – 23:00 Sunday 3rd Sept - 11.00 – 18.00
Organisation	Red Lotus Events CIC
Version number	Version 1.2
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1. Event management

1.1. Event overview

Event description

The Rangeelu Gujarat Art and Cultural Festival, organised by Red Lotus Events CIC, is dedicated to conserving and promoting the rich arts and cultures of Gujarat, India. This is the third festival held outside India, following the first one in 2016 at Fryent Country Park and the second one in 2023 at Roe Green Park. The event will showcase a variety of artists from across Gujarat and celebrate the region’s vibrant traditions and creative heritage.

Location

The event venue location is Roe Green Park, Kingsbury NW9 9PE

Description of the site and surrounding area

Roe Green Park is a cherished green space located in the heart of Kingsbury, within the London Borough of Brent. The surrounding area is predominantly residential, with Kingsbury Road providing convenient access to local shops, eateries, and public transport links. The park is also within walking distance of Kingsbury Station, making it easily accessible for visitors from across the borough.

Roe Green Park plays a vital role in the local community, not only as a recreational space but also as a venue for cultural events, health initiatives, and environmental education. Its blend of natural beauty, historical significance, and community spirit makes it a cornerstone of Kingsbury’s identity.

Dates and duration

The Rangeelu Gujarat Arts and Cultural Festival will take place from Friday, 5th September 2025 to Sunday, 7th September 2025. The entrance gate, where ticketing and security checks will occur, will open as follows:

- Friday, 5th September 2025: 11:00 - 22:30 (Film Screening Event: 19:00 - 22:30)
- Saturday, 6th September 2025: 11:00 – 23:00 (Traditional Folk Dance “Garba”: 19:00 – 23:00)
- Sunday, 7th September 2025: 11:00 - 19:00

Entrance and exit points

People will be using the existing footpaths in the park to attend the festival site, from Kingsbury Road, Roe Green and Bacon Lane. The pathways are well-lit and currently used by commuters to walk from Kingsbury Road to Bacon Lane, Roe Green Village and Street near Princes Avenue.

Stall holders will be coming with their vehicles into the festival area from Roe Green via Bacon Lane into Roe Green Park gates that will be manned by security during setup time. During festival dates (when not in use) the gates will be locked and no access permitted for any unauthorized vehicles.

An exhibitor ONLY car parking area is allocated on the grounds (see above) and will be locked and manned by a steward throughout the event days. The steward will be in addition to the 19 allocated security guards for the festival. The Heras fencing is 3.5m wide x 2m high (The size of the festival area was measured using a measuring wheel as 640m)

Expected capacity

It is anticipated that there could be around 3000 – 4,000 members of the public on site at any given time. The festival space is 16,000sqm the approx. area taken by structures would 1000sqm which allows for approx. 5m² of space per person at the festival. The total expected audience over the three days would be around 20,000.

As this is an outdoor event, depending on the weather these numbers may fluctuate, above stated are the numbers we anticipate. This will be managed through ticket sales, as well as wristbands, security will also have clickers as detailed in the Security management plan

Audience profile

The expected audience will span a wide demographic, including young singles, young couples, families with children, and individuals of all ages, races, and religions. Brent is home to the largest Gujarati community in London, with many residents living in Brent and Harrow.

Based on census data, the festival organisers are focused on promoting community cohesion, cultural exchange, and the arts. The event will feature vegetarian food from local businesses, and no alcohol will be served.

There will be a wide range of stalls, including Art and handicrafts representing the different regions, food and refreshment stalls that will mimic the authentic taste of the various cultures of the state. We will have stage performances as detailed below.

Event organisers

The event organisers are Pritee Varsani and Mira Salat from Red Lotus Event CIC we have successfully hosted three festivals at Fryent Country Park (Rangeelu Gujarat in 2016 and Tribal India in 2017), as well as a Rangeelu Gujarat in 2023 at Roe Green Park in partnership with Brent Council, all without any issues. Given our previous experience, we are confident that the event will proceed smoothly without any concerns regarding antisocial behaviour. We expect families ranging from young children to the elderly.

1.2. Key event management contacts

The event managers will have overall responsibility for all aspects of the event. Other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Name	Role	Responsibility	Contact details –
[REDACTED]	Co Event organiser	Overall responsibility	[REDACTED]
[REDACTED]	Co Event organiser	Overall responsibility	[REDACTED]
[REDACTED]	Volunteer coordinator and Exhibitor Management	Volunteer recruitment, training, and event day management. Managing Exhibitors	[REDACTED]
[REDACTED]	Operations Manager	Risk assessments, legal compliance, fire points, site inspections, first aid provision, Security Management	[REDACTED]
[REDACTED]	Production lead		[REDACTED]
[REDACTED]	Site Manager	All event infrastructure, ordering, delivery timings, Organisation of waste clearance and recycling, Toilets and washing facilities and overall site management	[REDACTED]
[REDACTED]	Artist Management		[REDACTED]
[REDACTED]	Hospitality Management		[REDACTED] [REDACTED]

1.3. Event contractor contacts – other

We have collated the details of all people that will have some involvement with the event. This could be event suppliers, stallholders, emergency contacts, council contacts, and so on.

While it is not necessary for the council to have this list, it is important to create a comprehensive list for our own use. This helps with your event planning and event management on the day.

Company	Contact name	Service provided	Contact details
Gap Event Services		Portable toilets, Heras Fence, Pedestrian Barriers	
Farnham Royal Marquees		Stalls, Marquees	
Company	Contact name	Service provided, including famous or celebrity acts, performing or in attendance	Contact details –email, mobile

1.4. Organisational structure

The organisational structure will help everyone involved with the event to understand who is responsible for what. It is also an essential part of the emergency response planning. If there is an incident, our volunteers and the emergency services will need to know who is in charge.

We will make sure our organisational structure shows the levels of command and how things will be communicated up and down these levels.

Organisation structure				
Emergency services – Police, Fire, Ambulance				
		Event Organiser Pritee and Mira		
Operations Manager ██████	Production manager ██████	Artist manager ██████	Volunteer manager ██████	Site Manager ██████
Security staff	Production staff	Stage manager	Volunteers	Setup and dismantling the site
Stewards	Crew	Stage crew	Marketing & Sales Team	
St John Ambulance				
First Aiders				

1.5. Programme and production schedule

It is important to us to produce and document our event day programme. This not only helps us event management across the three days but also allows us to promote our programme to our audience prior and during the event.

A production schedule is also an essential element in us successful managing our event. It ensures tasks are done on time and not forgotten. With so much to think about it is easy to forget things if we don't document every task. The schedule helps us with what we need to do prior, during and after our event to ensure all tasks are carried out in a timely manner.

Date	Task	Start	Finish	Who	Complete
1/09/25	Heras Fencing, Toilets, Tower Lights to be installed	08:00	17:00	GAP	
1/09/25	Scaffolding	09:00	14:00	TBC	
1/09/25	Generators	10:00	14:00	TBC	
1/09/25	Waste Skip	09:00	10:00	TBC	
1/09/25 - 4/09/25	Onsite infrastructure build	09:00	18:00	Red Lotus Events	
Date	Task	Start	Finish	Who	Complete
2/09/25	Stage & Production	10:00	18:00	TBC	
2/09/25	Marquees to be installed	10:00	18:00	Farnham Royal Marquees	
3/9/25	Decorating the site	08:00	18:00	Red Lotus Events	
4/09/25	Exhibitors set up	08:00	20:00	Various	

1.6. List of Performers by Day

TIME	FRI	SAT	SUN
	September 5, 2025	September 6, 2025	September 7, 2025
11:00 AM			
11:15 AM			
11:30 AM	OPENING	DHOL	DHOL
11:45 AM			
12:00 PM	YRM	YRM	YRM
12:15 PM			
12:30 PM	DANCE OF HOME	DANCE OF HOME	DANCE OF HOME
12:45 PM			
1:00 PM	COMEDY	GARBA FLOW	GARBA FLOW
1:15 PM			
1:30 PM	MUSIC	MUSIC	MUSIC
1:45 PM			
2:00 PM	LAGNA GEET CHOIR	LAGNA GEET CHOIR	LAGNA GEET CHOIR
2:15 PM			
2:30 PM	DANCE OF HOME	DANCE OF HOME	DANCE OF HOME
2:45 PM			
3:00 PM		VOYAGE OF LEGACY	VOYAGE OF LEGACY
3:15 PM			
3:30 PM	MUSIC	MUSIC	MUSIC
3:45 PM			
4:00 PM	DANCE OF HOME	DANCE OF HOME	GARBH
4:15 PM			
4:30 PM	MUSIC SIDDHI DHAMAAL	MUSIC SIDDHI DHAMAAL	MUSIC SIDDHI DHAMAAL
4:45 PM			
5:00 PM	DANCE OF HOME	DANCE OF HOME	SUN DOWNER -
5:15 PM			
5:30 PM	SUN DOWNER -	SUN DOWNER -	HOLI
5:45 PM			
6:00 PM	END	END	END

Friday 5th September 19:30 - 22:30 - Film Screening

Saturday 6th September 19:30 - 23:00 - Open Air Garba - Red Lotus Events

1.7. Event / Entertainment programme

A run sheet is a useful tool for our event as we will have multiple activities occurring across the day at different locations within the event site. It's important we programme all the activities in a sensible and logical manner to make the event flow for your audience.

Stage and other programme		
Time	Feature programme	Other

11:00- 18:00	The Mapping Journey Baa Ni Varta Carrom Corner Thaali Tales Kite Flying Baap No Rasto Rangeelu Haath Bacha Nagar	Face painter Henna artist Pagdi Tying
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2. Licensing

We are aware licensable activities will require a premises licence as we will be providing regulated entertainment such as plays, films, live music, and dance

List any licence details below.

Premises Licence details	
Temporary Event Notice (TEN) details	N/A
Type of entertainment provided	
Details of market stalls, provide details	

3. Health and safety

As the event organiser, we have appointed Raz Thaker as our designated health and safety lead. He possesses the required skills, knowledge and experience to identify potential hazards during the event's set-up, breakdown and live operation. He will ensure that appropriate control measures are implemented at each stage to safeguard everyone involved and protect them from harm.

3.1. Risk assessments and management

We are aware the risk assessment process is not optional – it is an absolute necessity when planning our event. It is important to us that a risk assessment is not treated as something we do simply because it is a legal requirement – it is the single most important tool to ensure we cover all health, safety and planning aspects of your event.

Our risk assessment is a 'fluid' document that is being developed early on, constantly monitored, adjusted as necessary, and shared widely with internal and external stakeholders. We have referred to the Purple Guide for the information on our risk assessment and management.

The first step in the process is that we have develop a risk register. We have done this with our planning group and brainstorm every identifiable risk.

We have included the fire risk assessment as a separate document. – [Appendix 1](#)

3.2. Risk assessments – other contractors

Your contractors could include a fun fair ride, face painter, walkabout performer, electrical and lighting or marquee installation. Remember that you as the event organiser hold ultimate responsibility for any element of the event you contract in.

List all contractors associated with your event – we will need copies of their risk assessments.
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3.3. Crowd management

We have a crowd management plan, which forms an essential part of our event management plan. It has been prepared by a competent person appointed to co-ordinate and manage security, crowd management and safety.

Our crowd management plan has detail of our requirements, such as:

- the findings of the site inspection
- the recommended numbers and types of stewards
- methods of working, including communications
- chains of command
- audience profile
- crowd risk assessment
- methods of ingress and egress
- contingency planning
- emergency procedures

Please find attached our crowd management plan – Appendix 2 .

Crowd management details.

Admission policy	<ul style="list-style-type: none"> • Buy in Advance or at Door: You can purchase tickets online ahead of the event or pay £8 at the entrance. • Valid Ticket Required for Entry: All attendees must present their ticket (paper or digital) for inspection; no entry without a valid ticket. • Non-Transferable & No Commercial Resale: Tickets are for personal use only. Reselling, transferring, or commercial use without organiser permission may invalidate your ticket. • No Refunds or Exchanges: All ticket sales are final. Refunds or exchanges are not available unless the event is cancelled or rescheduled. • Organiser's Rights: Organisers reserve the right to refuse entry, carry out bag-checks, and make changes to schedules, performers, or venues without prior notice .
Audience capacity and crowd dynamics	No more than 4000 at any given time. This will be a family crowd
Search Policy	As per the SMP there will be a general search policy
Entry and exit points	1 main gate for entry and exit. End of day the fire exits will also be used for exit to provide even dispersal of public
Barrier type and location	Crowd barriers to form cue at entrance and at the stage to prevent over crowding
Ticketed event	£6 online and £8 at the door

3.4. Security

We have appointed a professional security company. The main purpose of security and stewarding is crowd control and monitoring. Our risk assessment has identified our security requirements.

We are aware that our Security and stewarding will also be needed for the following types of duties. These have been considered when conducting our risk assessment:

- searching at entrances
- badge checking
- rapid response
- emergency evacuation
- controlling and directing the public, as required
- monitoring fire exits
- monitoring fire equipment

When assessing the security needs of our event, we have also considered the following:

- venue location
- date
- operating times
- target demographic
- planned attendance numbers
- the potential for prohibited substances to be brought into the event
- the potential for weapons to be brought into the event
- fenced or open site

Please find attached our security management plan from Taur Security– [Appendix 3](#)

3.5. Stewarding

In addition to your own organisation's staffing requirements, we have also considered stewarding requirements.

Some key points we have considered when developing our stewarding plan are:

- Our risk assessment has helped us to identify our requirements
- stewards and volunteers will be trained and briefed to ensure they are fully aware of their duties and responsibilities
- We have developed a communications plan for all staff, including stewards and volunteers, as they need to understand how they can cascade information or report incidents during the event.

Stewards will receive a briefing at a short meeting at 9:00am on the morning of the event, which will include the following points as well as a 3-hour training day one week prior to the festival:

Allocation of their duties and will be expected to discharge the following duties competently:

- Be aware that in the event of an emergency, stewards will come under the direct control of the appointed security manager.
- Be familiar with the layout of the site and assist the public with enquiries.
- Be aware of the location of the First Aid point.
- Be aware of unruly behaviour and inform an SIA Security person and investigate immediately any disturbances or incidents.
- Ensuring refuse does not accumulate in any area used by the public.
- Communicate with their supervisor in the festival of any emergency via radios. Know and understand the arrangements for evacuating the public should this be necessary.

- Concentrate on their duties and not participate in the festival.
- Not to leave their duty post/area without the supervision' permission.
- Not to consume or be under the influence of alcohol.

Stewards will wear distinctive (high visibility) clothing to facilitate easy identification. Safety Officer [REDACTED] | [REDACTED]
[REDACTED]

3.6. Counter terrorism

Our emergency procedure has considered potential counter terrorism threats. This has been proportion to the level of risk presented by your event activities. We have used the purple guide as a guidance to help mitigate the threat of a terrorist attack in crowded places.

Please find attached our counter terrorism procedures – [Appendix 4](#)

3.7. Barriers and fencing

The event area will be enclosed with Heras/mesh fencing panels. Each emergency exit will be 3.5m wide bar the entrance gate which will be 8m. We have 5 emergency exits; all will be clearly marked with head level signs.

The perimeter of our event will have Heras fencing supplied and installed by Gap Event Services; we will have barriers for crowd control near the stage and the ticking gate entrance to:

- help us manage and influence the behaviour of crowds, to line routes and to prevent visitors climbing on top of temporary structures and putting themselves at risk of falling
- relieve and prevent overcrowding and the build-up of audience pressure
- shield hazards from people

3.8. Management of attendee numbers

It is anticipated that there could be around 3000 – 4,000 members of the public on site at any given time. As this is an outdoor event, depending on the weather these numbers may fluctuate, above stated are the numbers we anticipate.

This will be managed through ticket sales, as well as wristbands, security will also have clickers as detailed in the Security management plan. There will be only one event entrance, for all event attendees, there will be 100% searches conducted.

3.9. Emergency procedures and planning

You must document your procedures for fire, raising the alarm, initial emergency response, site evacuation, communicating with your audience in an emergency, summoning and liaising with the emergency services, who will make decisions, show stop procedures, and so on.

Our risk assessment helps us to document our procedures. Thinking about what you will do if a fire or other emergency occurs:

- where on the site will you evacuate people?
- how will you communicate this instruction to your audience?
- who will take responsibility for these decisions?

- what systems do you have in place to contact emergency services?

It is important you communicate your emergency procedures with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event. Emergency procedures will always include definitions – that is, when does an incident become major and therefore the management of the incident is handed over to the police. We have obtained guidance from The Purple Guide.

Please find attached our emergency procedures and planning procedures – [Appendix 5](#)

Key Elements of our Festival Evacuation Plan:

Identify Hazards: Assess potential risks like fire, severe weather, security threats, or medical emergencies.

Escape Routes: Designate clear and unobstructed escape routes, ensuring they are well-lit and appropriately signed.

Assembly Areas: Establish designated assembly points away from the danger zone, where attendees can gather safely.

Communication: Develop a system for communicating with attendees during an evacuation, potentially including public address systems, social media, or designated staff.

Vulnerable Individuals: Plan for assisting attendees with disabilities, young children, or those with limited mobility.

Staff Roles and Responsibilities: Clearly define roles for event staff, including marshals and security personnel, to guide attendees and manage the evacuation.

Emergency Services: We have established protocols for contacting and coordinating with emergency services (police, fire department, ambulance).

Testing and Review: Regularly test the evacuation plan through drills and simulations to ensure its effectiveness and identify areas for improvement.

Specific we have taken into consideration:

Fire Safety: Ensure fire exits are clearly marked, unobstructed, and easily accessible. Have a plan for using alternative exits if primary routes are blocked.

Bomb Threats: Have a procedure for handling bomb threats, including gathering information from callers, notifying relevant authorities, and potentially evacuating the premises.

Weather: Consider potential weather-related hazards like severe storms or flooding and have a plan for sheltering attendees or implementing a controlled evacuation.

Crowd Management:

Ensure adequate crowd control measures are in place to prevent panic and facilitate a smooth evacuation.

Security: Develop protocols for managing security threats, including potential for violence or crowd surges.

Post-Evacuation: Establish a plan for accounting for all attendees and providing support during and after the evacuation.

3.10. First aid and medical cover

The Purple Guide provides guidance to help you establish your first aid, medical and ambulance requirements.

First aid and medical staff should never be asked to undertake a dual-role – for example, stewards being classed as first aiders. Also, first aid staff should not be expected to have responsibility for, or share a location with, lost children or any other non-medical welfare service.

You should identify where each first aid point is located on your site, and you should include this on your site plan.

Please find attached our First aid and medical cover – [Appendix 6](#)

3.11. Electricity

All electrical equipment, generators and installations, even temporary ones, will comply with the general requirements of the Electricity at Work Regulations 1989 and should be installed and maintained in accordance with the relevant British Standards.

Where an event has an electrical supply, the event organiser must appoint a competent electrician to sign-off the installation prior to the event starting.

Here's a more detailed breakdown:

1. Power Load Assessment:

Determining Needs: Identify all equipment requiring electricity, including lighting, sound systems, vendors, and other infrastructure.

Calculating Demand: Estimate the power requirements of each piece of equipment and sum them up to determine the total power demand for the festival.

Generator Sizing: Ensure the chosen generators have sufficient capacity to handle the total power load, accounting for potential surges and future expansion.

2. Power Distribution:

Safe Setup: Implement proper cable management, using protective channels or elevated placement to prevent tripping hazards and cable damage.

Secure Connections: Employ socket couplers and weatherproof enclosures to protect connections from the elements and ensure electrical safety.

Qualified Personnel: Utilize trained electricians and technicians to handle the installation, operation, and maintenance of the electrical systems.

3. Safety and Compliance:

Regulations: Adhere to relevant electrical safety regulations, such as BS 7909, which provides guidance on temporary power systems at events.

Risk Assessment: Conduct a thorough risk assessment to identify potential hazards related to electricity, including fire, electric shock, and equipment malfunctions.

Emergency Procedures: Establish clear procedures for dealing with power outages, including backup power solutions and communication protocols.

Energy Efficiency: Implement measures to minimize energy consumption, such as using energy-efficient lighting and optimizing equipment usage.

4. Waste Management: Ensure proper disposal of electrical waste and promote recycling initiatives to minimize environmental impact.

5. Backup Power:

Redundancy: Implement backup power systems, such as generators or battery storage, to ensure continuous power supply in case of primary power failure.

Monitoring and Maintenance: Regularly monitor the performance of backup systems and conduct necessary maintenance to ensure their readiness in emergencies.

3.12. Fire safety

We have included the risk of fire in our event risk assessment. We have made sure that we have addressed the key areas of the fire risk assessment process. You must:

- identify potential ignition and fuel sources, such as liquid petroleum gas (LPG), generators, flammable materials, smoking, electricity, naked flames, barbeques, bonfires, fireworks, and so on
- identify people at risk within and surrounding your site and those at highest risk
- evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur
- remove or reduce fire hazards and remove or reduce the risks to people
- consider detection and warning, raising the alarm, firefighting, escape routes, signs and notices, lighting, maintenance
- ensure emergency access
- ensure water provision
- record significant findings and action taken
- We will inform and instruct relevant people, provide training
- keep the assessment under review and revise it where necessary

Please find attached Fire Safety – Appendix 7

3.13. Temporary structures

The use of temporary demountable structures at our event includes a stage, grandstands, lighting towers, gantries, Marquees and so on. We will make sure as the event organiser's that a competent person or company is appointed to work on a temporary structure.

All suppliers will provide us with a copy of their public liability and employee insurance certificates, with relevant risk assessments and method statements for the product they are supplying for our event

Please find attached our Temporary Structure details – [Appendix 8](#)

4. Communications

The importance of communications when planning and delivering our event is paramount. We

4.1. Event communications – surrounding residents

Communicating with our planning team pre-event we will ensure all people are aware of all what is being proposed. We will communicate our event to the residents and businesses in the surrounding area, the earlier the better. The Fire Brigade, Ambulance and TFL have been emailed about our three day event.

4.2. Event day communications – audience

Audience communication has been considered to make the visitor experience enjoyable and seamless. This could include flyers, site plans, signage, public address system, stage schedules, and information points. It should include details of any signage or public information facilities being used to direct persons around the site, provide important information – for example, welfare facilities, first aid points, lost children, emergency messages, and so on – and restrict the public from certain areas if required.

4.3. Event day communications – internal

We will have a clear communications plan in place to ensure everyone is familiar with the plan. We will have the communications equipment we need on the day. This will include radios, mobile phones, staff to run errands and messages and a public address system.

When developing our plan, we will ensure that under the Event Management Contacts section, we will have a list phone contact details and radio channel details if radios are being used. We will ensure that via our Organisational Structure, all people working on our event understand the chain of command and therefore who they will contact should they need to report an incident or cascade information. We will also ensure our communications plan takes into consideration the organisational structure and the emergency procedure

5. Publicity and promotions

Event flags have already been installed at 55 key locations across Brent. We will also be carrying out door-to-door flyer drops and displaying posters in selected local shops throughout the area. McDonald's is supporting us by putting up A0-sized posters in eight of their branches across Brent and Harrow, and will also include flyers in takeaway bags two weeks before the festival.

In addition, Daniels Estate is helping by placing promotional boards outside up to 100 households in Brent. We have also launched a marketing campaign on social media to further boost awareness and reach.

Tickets are being sold on our website platform and on the door subject to availability.

6. Children

We have developed a lost children's policy and will make all event staff and volunteers familiar with the procedures and policy. Important points we have considered is to identify arrangements for the 'safe' care of children until such time that they can be reunited with their parent or carer

Please find attached our Lost children policy details – [Appendix 9](#)

7. Insurance

As an event organiser we have public liability insurance.

Please find attached our Public Liability Insurance Policy – [Appendix 10](#)

Red Lotus Events will be covered by Public Liability Insurance up to £10 million. Contractors – Copies of contractor insurance certificates will be requested and kept on record for inspection.

8. Provision of food and drink

Catering at our event will be provided by various suppliers who will need to supply food hygiene certificates and insurance documents as part of their contract.

The Mumbai Cafe
Shayona
Rajwadi Rasoi

9. Site considerations

9.1. Site plan

A site plan will be submitted for our event to BSAG.

Our site plan will include:

- placement of all temporary structures
- all other site infrastructure
- position of attractions and amusements
- catering and hospitality areas
- toilets

- Stall holders only car park
- position of site in context to the road
- any fencing or barriers
- generator or power sources
- power supply
- entry and exit points
- emergency exits, assembly points and access routes
- first aid points
- information point
- lost children point
- vehicle entry points
- any event décor – that is, flags, banners, and so on

We will create two versions of our site plan:

- one for use at the site on the day to provide event participants with information
- one that is purely for our management team

Accurate site plans is helpful when you are doing the site build as you can clearly direct people to their correct position when they arrive on-site.

Our Site plans is also a useful tool in the event design process as we can plan:

- how people will enter the site
- how people will interact with the site
- how people will move about the site

Please find attached our Site Consideration – [Appendix 11](#)

9.2. Sanitary facilities

As event organisers we are required to provide adequate toilet and hand washing facilities for our event attendees, staff and contractors. We will also provide disabled facilities.

Our audience size would likely be split 50-50 male to female ratio this will determine the number of toilets required for an event.

Toilets

We have used the Purple Guide as a guideline for toilet numbers. As the Gate opening time for our event is more than 6 hours, we have calculated our requirement for 18 toilets and 2 accessible toilets with baby changing facilities

Wash facilities

We will be providing hand washing facilities, adequate supplies of liquid soap and disposable hand towels in the toilets.

9.3. Traffic, Transport and Parking

We acknowledge that traffic management at our event is our responsibility. Through our risk assessment process, we have considered traffic, transport and parking. So we have written a

traffic management and parking plan for the event, with the aim of promoting safe attendance at the event and causing minimal disruption to the community.

An exhibitor ONLY car parking area is allocated on the grounds and will be locked and manned by a steward throughout the event days. Stall holders will be coming with their vehicles into the festival area from Roe Green via Bacon Lane into Roe Green Park gates that will be manned by security during setup time. During festival dates (when not in use) the gates will be locked and no access permitted for any unauthorized vehicles.

Please find attached our Traffic Management Plan – [Appendix 12](#)

9.4. Waste management

It is essential for us as event organisers to put in place waste management plans to minimise the environmental impact. Points we have taken into consideration: how we will keep the site clear of waste before, during and after the event – this will be done by volunteers and contracted cleaners.

- We will keep the site clear of waste before, during, and after the event with the help of volunteers and contracted cleaners.
- Volunteers will carry out litter picking using bin bags and gloves to maintain safety and hygiene, ensuring the site stays clean throughout the festival.
- Large bins will be placed at multiple locations across the site, mainly around the food areas, to encourage proper waste disposal.
- A 40-yard skip will be delivered by Glynns on **1st September**, emptied on **4th September** to prepare for the festival opening, and collected on **Monday 8th September at 18:00** once the event concludes.

This plan ensures the festival remains clean, safe, and environmentally responsible at all times.

9.5. Sound noise and vibration

The things most likely to cause noise nuisance at our event include live music stages and public address systems. We will give due consideration to noise nuisance and seek agreement on noise levels to residents surrounding our event. We will leaflet nearby residents of the three-day event.

Please find attached Sound noise and vibration– [Appendix 13](#)

9.6. Surface protection and trees

If the event requires a large amount of equipment on the site, we have already consider installing a track way to protect the ground. Tree root compaction can cause the premature death of trees due to compaction of soil around roots, restricting their ability to absorb oxygen from the soil.

We want to create a safe, accessible, and environmentally responsible event while minimizing the impact on the surrounding environment, including trees.

9.7. Weather

✓ Daily Weather Monitoring

- Monitor Met Office forecasts daily from 2 weeks before the event.
- Event organisers to check twice daily during the festival.
- Use trusted weather apps & local authority alerts for real-time updates.

✓ Extreme Heat Plan

- Provide shaded areas (marquees, tents).
- Free water stations available.
- Pre-event advice to wear hats, sunscreen & stay hydrated.
- First aid teams briefed for heat-related issues.
- Strenuous performances scheduled in cooler parts of the day.

✓ Heavy Rain Plan

- Covered stages & audience areas.
- Waterproof covers for all electrical equipment.
- Securely anchored tents & marquees.
- Temporary walkways in muddy areas.
- Attendees advised to bring rain gear & boots.

✓ Strong Winds Plan

- Install all structures to wind load specifications.
- Daily checks to secure all structures.
- Close or dismantle structures if wind exceeds safe limits.
- Clear plan to evacuate areas if needed.

✓ Severe Weather (e.g. Lightning)

- Stop stage activity & move people to safe shelters if needed.

- Clear process to pause, delay or cancel for safety.
- Announcements & signs guide visitors calmly.

Communication Plan

- Event Control Team makes weather decisions.
- Staff, volunteers & stallholders briefed in advance.
- Attendees informed via stage, PA system, stewards & social media.

Insurance

- Public liability insurance includes weather-related incidents.

10. Appendix

Please list below detailed documents to compliment the event management plan.

1.	Risk Assessment and Management - Version 1.0 090725
2.	Crowd Management Plan - Version 1.0 010725
3.	Security Management Plan
4.	Counter Terrorism - Version 1.0 100725
5.	Emergency Procedures and Planning - Version 1.0 090725
6.	First Aid and Medical Cover - Version 1.0 090725
7.	Fire Safety - Version 1.0 070725
8.	Temporary Structure Details
9.	Children's - Version 1.0 250625
10.	Insurance Policy

11.	Site Considerations - Version 1.0 020725
12.	Traffic, Transport and Parking - Version 1.0 010725
13.	Appendix 13 - Sound noise and vibration - Version 1.0 100725