



Reading
Application for a premises licence
Licensing Act 2003

For help contact
 licensing@reading.gov.uk
 Telephone: 0118 937 3762

* required information

Section 1 of 19

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is your business registered in the UK with Companies House? Yes No

* Registration number

* Business name If your business is registered, use its registered name.

* VAT number Put "none" if you are not registered for VAT.

* Legal status



Continued from previous page...

* Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Address Description

Palmer Park, above the Stadium
Wokingham Rd
Reading RG6 1LF

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

London Oktoberfest Ltd.

Details

Registered number (where applicable)

07400686

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

private Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Palmer Park is located on the east side of Readings city center.
The Palmer Park Stadium is located there, too

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Continued from previous page...

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PROVISION OF PLAYS

Will you be providing plays?

Yes No

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PROVISION OF FILMS

Will you be providing films?

Yes No

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PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

Yes No

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PROVISION OF LIVE MUSIC

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Traditional Bavarian folk music will be provide. The musicians are all from south Germany. The instruments they will play are: accoustic guitar, electric guitar, drums, bass, accordions, tuba, trombone

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Yes

No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Recorded music will be provided by a German DJ, who only plays his sets between the breaks if the live band. He will play a mixture of British, German and international pop music.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

Yes No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Continued from previous page...

THURSDAY

Start End
Start End

FRIDAY

Start End
Start End

SATURDAY

Start End
Start End

SUNDAY

Start End
Start End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

none

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Continued from previous page...

Enter the contact's address

Building number or name	Stuttgarter Straße 45
Street	
District	
City or town	Berlin
County or administrative area	
Postcode	12059
Country	Germany
Personal Licence number (if known)	SY05803 PER
Issuing licensing authority (if known)	Sheffield City Council

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

No one under the age of 18 is allowed to entry, except on sunday. On sunday only people under the age of 18 are allowed entry when accompanied by an adult over 18 years or over. We will also follow the Check 25 protocol and ask for a picture identification from anyone who looks to be under the age of 25 years.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

London Oktoberfest aims to fulfill all of the rules of the licensing act 2003 by staying in close contact with the Reading Borough Council and the residents next to the premises. Our goal is to minimize the event's impact on the everyday activities of Palmer Park.

b) The prevention of crime and disorder

Between 6 - 18 SIA Security personnel and 2 - 4 Stewards will be employed during the event days. Door searches will be conducted and those who are suspected of engaging in anti-social behavior will be denied entrance. We will also stay in close contact to the local police.

c) Public safety

An early closing times means that public transportation is still available for our guests. Safty stewards will also be used to aid guests in making a quick departure from the event site to the car park or public transport.

d) The prevention of public nuisance

The tent will be closed once capacity is reached. Anti social behavior will not be tolerated and anyone engaging in such a behavior will be removed from the premises. Also, we have our own noise consultant (sound engineer) in the team who will monitor and record the noise levels and ensure that the event music stays within an acceptable and legal range.

e) The protection of children from harm

People under the age of 18 years are only allowed to entry on Sunday and onla when they are accompanied by an adult over the age od 18 years. Furthermore, we will follow the Check 25 protocol and request picture identification from anyone who appears to be under the age of 25 years.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. The fee payable will be based on the rateable value of the property. Band A - 0 - 4300 - Fee Payable - 100 Band B - 4301 - 33,000 - Fee Payable - 190 Band C - 33,001 - 87,000 - Fee Payable - 315 Band D - 87,001 - 125,000 - Fee payable - 450 Band E - 125,001 and over - Fee payable - 635 Additional fees apply to outdoor events.

* Fee amount (£)

DECLARATION

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Continued from previous page...

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/reading/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

OFFICE USE ONLY

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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Consent of individual to being specified as premises supervisor

Florian Pehle

I

of



.....
hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Premises License for Reading Oktoberfest, Palmer Park, Wokingham Rd, Reading RG6 1LF

.....
[type of application]

by

London Oktoberfest Ltd., B1 Business Center, Suite 206, Davyfield Road, Blackburn, BB1 2QY

.....
[name of applicant]

relating to a premises licence

.....
[number of existing licence, if any]

for

Reading Oktoberfest
Palmer Park
Wokingham Rd
Reading
RG6 1LF

.....
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

London Oktoberfest Ltd., B1 Business Center, Suite 206, Davyfield Road,
Blackburn, BB1 2QY

[name of applicant]

concerning the supply of alcohol at

Reading Oktoberfest
Palmer Park
Wokingham Rd
Reading
RG6 1LF

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

SY05803PER

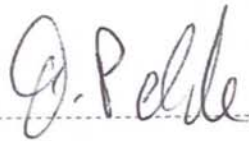
[insert personal licence number, if any]

Personal licence issuing authority

Sheffield City Council, Licensinf Service, Staniforth Road Depot, Sheffield S9
3HD, Tel 01142734264

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed



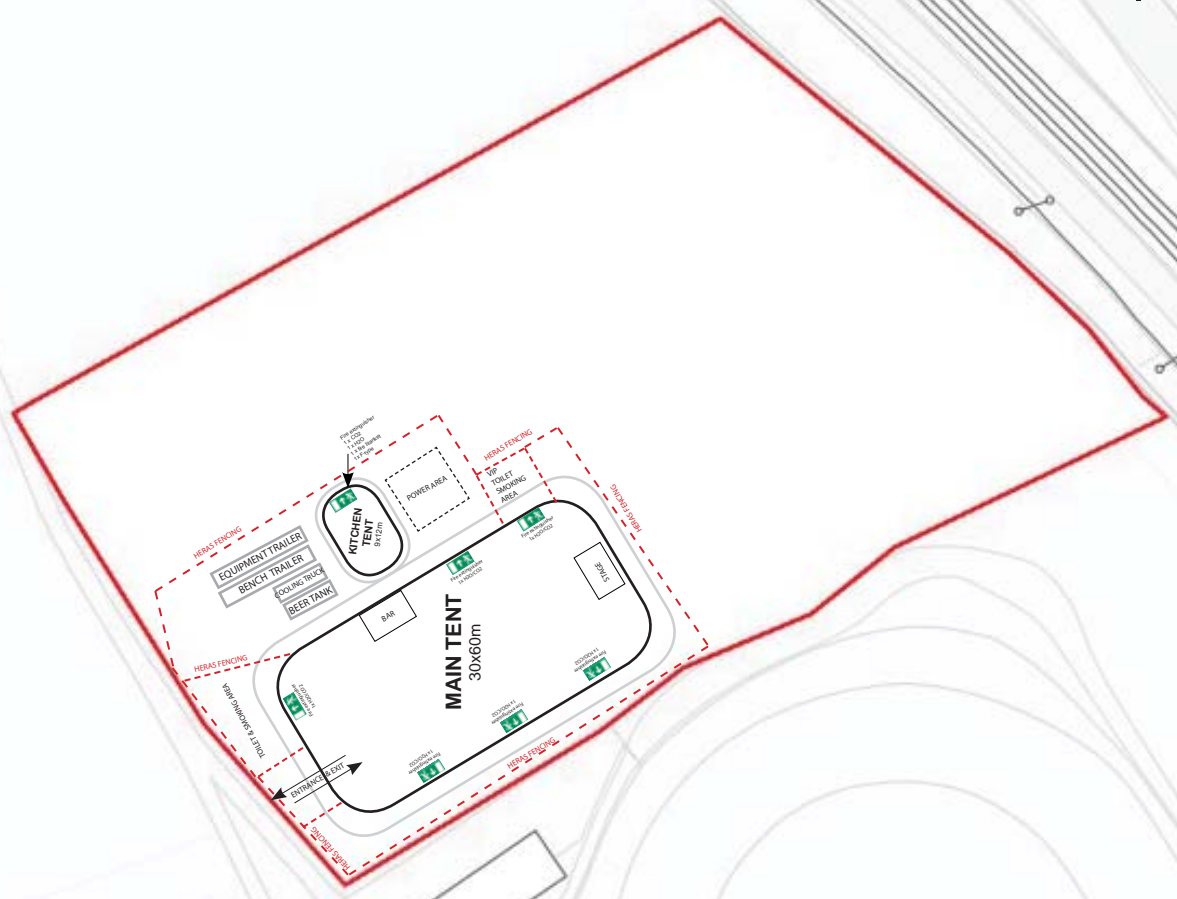
Name (please print)

Florian Pehle

Date

26.05.2015

er Park



Pavilion

Bowling Green

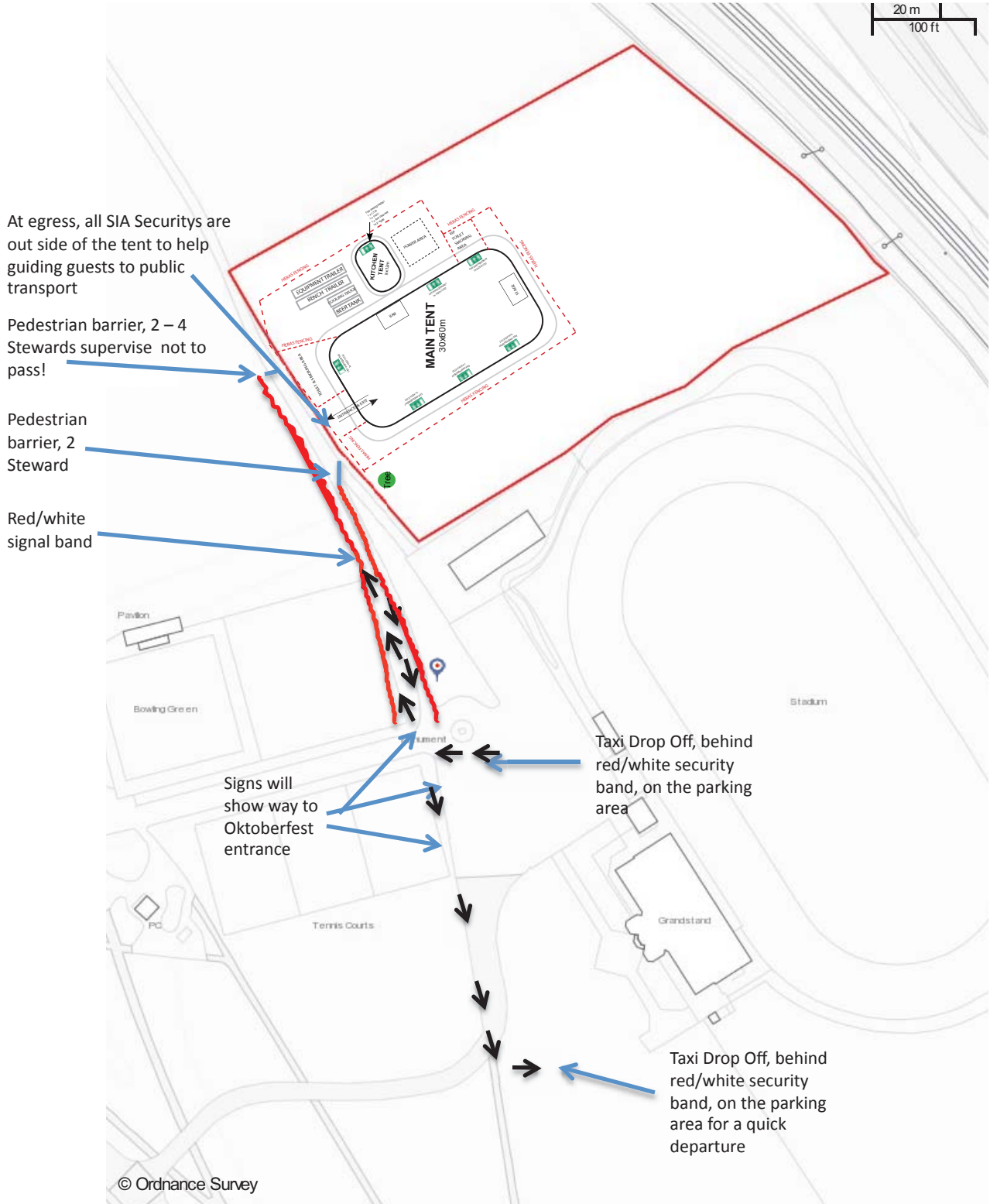
Monument

Stadium

Tennis Courts

Grandstand

Oktoberfest Palmer Park 2016



Entrance and Egress Management Plan Reading

Description:

Egress is a very important part of the event at Palmer Park in Reading. The target is to enable a safe, soft and fast egress to reduce the impact to the residents. As the park is located near public transport connections to all directions, this offers a straight forward solution to our egress. As no one is allowed to stay in the park after closing, dog guards and Stewards will patrol around our fenced area to ensure that it remains free of patrons once the event has concluded for the day. To protect our neighbors from noise pollution, the tent will be constructed in the north to the Palmer Park Stadium. Since the entrance will be located near the permanent, paved pedestrian pathway, this will form the primary egress route. Please see this management plan in connection with the Palmer Park Site Plan.

General equipment used for ingress and egress at Palmer Park Reading:

- 1 Tower light – to illuminate the whole entrance and exit area
- Pedestrian barriers to guide the crowd
- Fences to secure our area and the area around the tent
- Red/white signage band to guide the fastest track to street/public transport
- 2 toilets across the exit path (set up not before 20:00h every day, will be removed back to tent after guests have left the park)

Ingress:

The tent will be constructed at the north area of Palmer Park Stadium, we will use the same path as the people use when there are events at the stadium. They are established since years. It is closest to public transport around the Wokingham Road and Palmer Park Avenue. This will have the dual benefit of reducing noise levels in the neighbourhood and inhabited area and provide easy access for construction vehicles via a nearby paved walkway. The main entrance will be located at the north west end of the tent, pointing in the direction of the Wokingham Road. Several exits and exit rows will be located directly in front of the entrance (which also acts as the exit) to control movement to and from the tent. People will be led to the tent via the permanent, paved footpath.

Egress:

While egress will occur throughout the event, we anticipate the largest number of people to depart during the final hour. Live music will stop at 22:30 with our final guests leaving the premises at 23:30, meaning that we have an estimated egress time of about one hour. While the maximum capacity of the event tent is 2000 people (only on Saturday, other days 500 – 1000 guests), including staff, past experience has shown that such a staggered guest departure will not overwhelm the public transport stations and the temporary Taxi Station.

To facilitate a safe departure, 1 huge tower light will be placed in front of the tent. It is more safe and it prevents antisocial behaviour. Clear signage as well as 2 - 4 stewards placed along the paved pedestrian path will direct guests to the exits of the park as well as to the main roads. 2 toilets will be placed along this road for people to use instead of relieving themselves in public. They will be set up each event day at 20:00 and will be removed to our event area when no guests are close to the tent anymore. The red/white signal band will be set up to show the way to the best proven way to the exit of the park, and to close the other directions near by the tent. Around the exit area will be minimum 8 SIA Security (Saturday 18) to guide the guests and take care of noise pollution and antisocial behaviour.

Conclusion:

Combined, these measures will lead to a fast and save egress. This plan greatly reduces the possibility of guests losing their way between the tent and main road as the path to and from is clearly marked. Furthermore, public urination is curbed with the wide availability of toilets conveniently located along the exit path.



EVENT MANAGEMENT PLAN

Reading Oktoberfest 2016

Event Location	Palmer Park
Event Dates	15 th – 18 th September 2016
Organisation	London Oktoberfest Ltd
Document last updated	25.05.2016





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Entrance

Egress/Description

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<ul style="list-style-type: none">• City of Reading Council	<ul style="list-style-type: none">• Kitchen Manager
<ul style="list-style-type: none">• Production Company – Event Manager	<ul style="list-style-type: none">• GCS Medical Ltd. / First Aid
<ul style="list-style-type: none">• Event Manager	<ul style="list-style-type: none">• Service Manager
<ul style="list-style-type: none">• Staff Manager	<ul style="list-style-type: none">• Security Company – Dunedin Facility Management
<ul style="list-style-type: none">• Team leaders	

** Please note that the EPAOG (Event Planning and Operation) is made up of all key internal and external stakeholders, i.e. police, fire brigade, ambulance, licensing, public safety, road events, noise team, legal and environmental health.



1. Introduction

The Reading Oktoberfest is a public open commercial event being held at the Palmer Park from Thursday 15th to Sunday 18th September 2016 (with a small fee every day except Thursday) the first time. The UK's Oktoberfest Tour 2015 was a great success and there for we will bring fun and good mood to the fantastic city of Reading. The Oktoberfest Team is trained to manage short Location switches within the different cities. That had never been a big impact for the guests, the residents or the council. The tent has 2.000 seats so the festival is of middle size. Oktoberfest's director, Mr. Carsten Raun, has over 7 years of experience in producing such events. His first Oktoberfest took place in 2009 in the city of Copenhagen. Today the Oktoberfest team can count over 20 cities to the Oktoberfest Tour. The Company is looking forward to reach even a greater target in 2016. The Oktoberfest has been an outstanding success in UK since 2011. They managed to start a new cultural event in UK that could last for many years and even grow further. The Munich Oktoberfest has its 200 years anniversary and is a grant that people can have a good time together at the Oktoberfest. The alcohol sale license will operate under a Personal Licence.

The opening hours are:

Day	Tent open	Live Music stops / DJ starts	Bar close	DJ stops / background music starts	Background music stops	Tent close
Thursday	17:00	22:30	23:00	23:00	23:15	23:30
Friday	17:00	22:30	23:00	23:00	23:15	23:30
Saturday	12:30	22:30	23:00	23:00	23:15	23:30
Sunday	12:30	18:00	18:30	18:30	18:45	19:00

The Palmer Park is a wonderful site located not to far away from the center of Reading, the public square has a nice event space where our 1.600m² tent will be placed. The event is utilising this area (refer to site plan in the attachment). We will build up a 2.000 person tent with two side tents (each 10m x 10m) fence around it so that is easy to control the event area. Inside the tent we will be offering original Oktoberfest music, beer and soft drinks in plastic glasses and delicious Bavarian food. The tent will be "decorated" in Bavarian colours inside and the waiters/waitresses will wear "lederhosen and dirndl", in other words when you enter the tent you will have the feeling of being at a real beer festival. An original band from South Germany will play Oktoberfest music supported by a DJ team playing British popular music. It is anticipated that the audience will number 2.000 people at any one time.



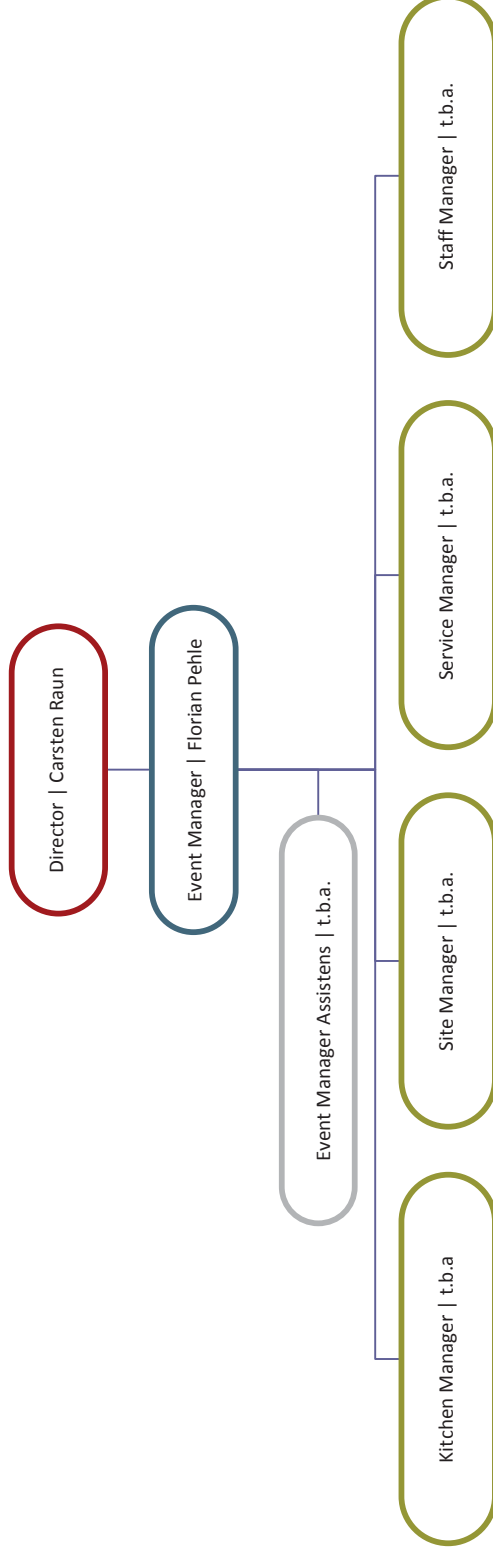
2. Event management

Structure

Carsten Raun is leading the management and production of London Oktoberfest Ltd, with the assistance of several key support staff and production companies. Having held 3 previous events in London, in addition to numerous other events in several other countries, Mr Raun is well versed in the details regarding a smooth and efficient production. An Oktoberfest event last year in London Millwall Park saw approximately 15.000 people in attendance with no major health, safety, or legal concerns.

Different specialist production companies will be employed to deliver goods and services throughout the event. This includes technical support, music equipment and service personnel. Much of the site infrastructure is provided by a UK tent constructor. Specialist contractors in Reading will supply toilets, generators, fencing and most of our equipment.

An example of event day management hierarchy is shown below:





Key event management contacts

Role	Name	Responsibility	Mobile
Director	Carsten Raun	Highest Authority in overall event operations	07831467717
Event Manager	Florian Pehle	Overall event management	t.b.a.
Event Manager Assistant	t.b.a.	Overall event management	t.b.a.
Site Manager	t.b.a.	Infrastructure / Technical Manager	t.b.a.
Staff Manager	t.b.a.	Point of contact for kitchen, service, and support staff	t.b.a.
Service Manager	t.b.a.	Service	t.b.a.
Security Supervisor	t.b.a.	Overall security	t.b.a.
Stage Manager	t.b.a.	Stage technician	t.b.a.
Kitchen Manager	t.b.a.	Overall Management for Kitchen	t.b.a.
Information Point	t.b.a.	Information / General Queries	t.b.a.
Recycling / Waste Manager	t.b.a.	Recycling and waste - cleaning	t.b.a.
Police Contact	t.b.a.	Designated Police contact for the event	t.b.a.
Press Contact	t.b.a.	Press and media enquiries	t.b.a.
Emergency Number	999		999
Fire / Police	999		999
On day police contact	t.b.a.	contact in case attendance is required	t.b.a.



Event Overview

Key aspects of the Reading Oktoberfest are:

Structure and entertainment: A 1.600 m² tent will be build up at Palmer Park. Opposite of the entrance there will be a stage of 5 x 8 m, where our band and DJ will play a variety of Oktoberfest music. The tent will be filled with benches and long tables for a total capacity of 2.000 guests. There will be a reception / information point close to the main entrance. Also, next to the entrance there will be a wardrobe and a souvenir shop. One large bar will be located on one side of the tent. The tent will be fixed with proper soil nails on the ground.

Operations: A kitchen / operational area (10m x 10m) will be on one side of the main event area, fenced from the public and not reachable if not by people allowed by the organisers. This area will be comprised of 1 Kitchen tent (10m x 10m), 1 Production tent (10m x 10m), 1 cooler truck for food storage, 1 large storage container, 1 tanker truck filled with Oktoberfest beer (tank) and finally, an industrial sized waste container and several bins are placed in a distance to the food prepare area. The kitchen tent will be open in order to allow ventilation. On the back side of the main tent, close to the operational area will be a dedicated staff area with toilets and hand wash facilities.

Service: Table service will be provided by waiter stadd, so guests won't have to leave their seats. The guests will be checked at the entrance. To bring food and drinks from outside will be prohibited.

Bar: Only alcoholic and non-alcoholic beverages will be available for purchase at the bar. Food will only be possible to purchase at the table, from one of our waiters. The bar will have one side for customers, thereby allowing people to buy drinks themselves if they want to. The other side of the bar is only for our waiters. Oktoberfest has every year supported Challenge 25 and will do so this year, too.

Toilets and smoking area: On one side of the tent area, far away to the kitchen area, will be placed a combined toilet and smoking area. The fenced area will only be accessible if patrons pass through the tent, after entering via the main public entrance. There will be 19 toilets, 6 x 4-Cross urinals and 1 handicap accessible toilet, with a total capacity of 8,000 litres. Further, there will always be a minimum of 2 security guards in this area in order to prevent crime and disorder. Proper on site supervision will also be provided to deal with the toilet maintenance. I will be not allowed to take drinks in that area.

Information point: An information point will be centrally located at the reception directly inside the tent. Security guards will be advised to send people with questions to this area.

Event control: Production and event control will be located back stage, in front of the kitchen area.

First Aid: A first aid point will be located inside the tent, close to the main entrance. 2 people from GCS Medical Ltd. / First Aid will work throughout the day and will record all events in the first aiders book.

Electricity: 3 diesel generators will supply onsite power (super silence)



Water: The supply (mainly for the dishwashers and the kitchen) will be connected directly from the Palmer Park. Grey water will be collected in tanks to get emptied

Security: There will always be at least 6 SIA security guards on site as a core group. In the evening and especially on Saturdays, were maximum capacity is reached, security will increase to 18 SIA and 4 . Also in the night the tent area will be guarded by a dog guard.

Fencing: The whole site will be fenced starting from Sunday 11th September until Monday 19th September. In case of problems or delays, fencing will stay up until any heavy vehicle is gone from the site.

Waste: There will be daily cleaning of the inside and outside of the event area. A small skip will be placed inside the production area, together with 5 bins in order to collect all waste produced.

Tent construction

A tent structure with a capacity for max. 2.000 people will be built inside Palmer Park. There will be 8 total outputs of which 6 will be clean exits. Moreover, rules at table spacing will be observed. When taken together, the main tent and the other areas are approx. 2.500m² and therefore there will be separation distances. In the kitchen tent there will be use of burning appliances, grills, deep fryers and hot water boilers, electric oven, etc., under constant supervision by a qualified electrician. There will be the possibility for heating the tent, depending on the weather. All equipment will be run by electrically – no gas. The generators will be run with Diesel.

Emergency lighting will be set over or very close to immediate exits, performed in accordance with occupational safety regulations concerning signage. At all places where Reading Oktoberfest staff will be staying and move there will be erected a fire and evacuation instructions plan. An operating daily journal will be kept by the site manager. Firefighting equipment will be made of CO₂ extinguishers. At the stage, there will be a CO₂ fire extinguisher for electrical fire prevention. In the kitchen there will be placed 2 CO₂ fire extinguishers and fire carpets. Further, there will be a special F-type fire extinguisher for any other additional use.

We will contact the Park Manager for the best way to get all vehicles on site.

Staffing

All service staff will, accordingly to the English law, get a previous training before the service starts. Service staffing for the event is provided by local service companies. An additional 30 key personnel will come from Germany/Europe to aid in the event's authenticity.



Fence

The area around the tent will be easily fenced with heras fence, also to demarcate the area. Furthermore, it is essential that visitors can't enter the kitchen tent or use the opening (serving access) in to the main tent as entrance. This fence will, under no circumstances, obstruct or impede free access to exits. The security staff has order to open the fence right away in case of an emergency.

Production Schedule – prior to event day

Date	Task	Start	Resources / Who
11.09.16	Set-up safe working area established with heras fencing around whole event area	08:00	Director / Event Manager
11.09.16	Tent arrives on site, equipment put in place; tents build	8:00	Director / Event Manager
12.09.16	Kitchen equipment arrives, waste containers and generators arrive	8:00	Director / Event Manager
13.09.16	Music and light equipment is installed	8:00	Site Manager
13.09.16	Toilets arrive	8:00	Site Manager
14.09.16	Tables and benches set up	8:00	Site Manager
14.09.16	Decorations are placed	8:00	Site Manager
15.09.16	Tables are prepared, emergency exit are controlled, fire safety are controlled	8:00	Director / Event Manager
15.09.16	Staff, Band and security arrives for instruction and prep	13:00	Director / Event Manager
15.09.16	Music and sound check	14:00	Deejay
15.09.16	Oktoberfest opens	17:00	Director / Event Manager



Production Schedule (example) – Event day

Task	Start	Finish	Resources / who	Notes
Opening of Reading Oktoberfest	17:00	23:30	Event Manager	
Music plays 6 rounds of approx. 45 min. live. The DJ will entertain between band breaks.	17:00	22:30 Live music stops 23:00 DJ stops 23:15 Background music stops	Event Manager	
Service goes on, people coming more and more	17:00	22:30	Event Manager	
Security will control that nobody stands on tables, no alcohol to persons under the age of 18. No alcohol to intoxicated people.	17:00	Last call 22:45 Bar closes 23:00 Tent closes 23:30	Security, Service Event Manager	Check 25 is supported, in doubt we do ask for legitimating

Stage Run Sheet

The band and the DJ will play during the day on the same stage, changing over to each other several times. In particular, the band will play 5 sets of approximately 45 minutes every day but Saturday. On Saturday the band will play up 2 x 3 sets. When the band is not on stage, a DJ will substitute them for the amount of time needed before the next show.



3.Communications and safety

The importance of communications when planning and delivering an event is paramount. Our event communication plan is set out below.

Event communications – Surrounding residents

The event will be widely communicated to the surrounding residents and the wider Reading Community via a number of methods:

- 1/4 page adverts in newspapers
- Event advice internet

Event days communications – Audience

Event day communications with the audience will occur via the following methods and facilities:

- Stage PA and dedicated MC for main stage
- Information at the entrance
- Dedicated information point located inside the tent
- Hand outs

In case of emergency:

- Megaphone



Event day communications – Internal

Overview

Every event day communication will be facilitated via 2-way radio, mobile phone and face-to-face communication. The site is relatively compact (refer to site plan included) and therefore face-to-face communication will be the preferred means of communication wherever possible.

All staff, contractors and security will be fully briefed on the event management structure and organisational matrix, site layout, event elements, emergency procedures, lost person procedure and evacuation plan. It is envisaged that most incident communication will be via 2-way radio, a list of radio and channel allocation and is provided below:

2-Way radio allocation - Channel 1 Ops – Production / Channel 2 Security – Emergency / Channel 3 spare – private communication		
Person / role	No. radios	Channel
Event Manager	1	1&2
Site Manager	1	1
Staff Manager	1	1
GCS Medical Ltd.	1	1
Security 1 Supervisor + 8 –	9	1&2
Information Point	1	1
Total	14	



Lanyards

All staff, contractors and security will be provided with a lanyard that will contain the following information:

- Key event management contact details and organisation matrix
- Overview of Emergency Response Plan and command structure
- Radio list and frequencies
- Site plan
- Back stage / Event control access (designated personnel only)

Risk assessments and management

Please refer to the separate Risk Register and Action Plan document for this event.

Risk assessments / method statements – other contractors

All contractors and suppliers are required to submit, prior to the event, a range of documentation.

Contractor	PL Insurance	Risk Assessments	Method statements
Security	X	X	X
Tent supplier	X	X	X
GCS Medical Ltd.	X	X	X



Security – General 2-hour training prior to event

6 to 10 SIA accredited and CRB checked security personal will be looking after security arrangements and will be working closely with core event management team. The most important security personnel will have a two-way radios and will be allocated specific areas of the site to cover as well as specific tasks throughout the event. There is a nominated security supervisor who will manage the team and is on the ELT (Event Liaison Team).

**Refer to Event Day Briefing Notes for further details for event day arrangements.

Services - General training prior to event

An overview of the staff roles and number requirements is provided below.

**Refer to services briefing notes for more details on service arrangements and responsibilities.

Service will be provided with the following on the event day:

- Oktoberfest cloths (Men Lederhosen and ladies Dirndl)
- Lanyard with identification and key information, i.e. key contacts, emergency procedures, lost children's procedure, programme, site plan
- Access for staff to free bottled water, secure storage area, chill out rest area, tea and coffee
- Food to buy at a low price



Task / Role	Time period	Briefing	Number
Service personal	17:00 - 23:30	15:00	25
Stage management – artist / dj	17:00 - 23:15	15:30	7
Kitchen	09:00 – 23:30	08:30	8
Bar personal	17:00 – 23:30	15:00	8
Controlling outside the tent area.	23:30 – 8:00	22:30	1-2
Entrance gate marshalling – checking guest entry onto site, controlling in and out of the tent	16:30 – 23:30	16:00	4
Security inside the tent starting with 6, between 4 to 7 pm more to come. Logbook around things happening.	17:00 - 23:45	15:30	Up to 10-18
Event Manager Runner – message runner,	17:00 – 23:30	15:30	1
Site Manager – message collector/runner, general support of event manager 2-way radio monitor if required, logging incidents	17:00 – 23:30	15:30	1
Information point – talking to public / lost person	17:00 – 23:30	15:30	4
Stewards / souvenir shop	17:00 – 23:30	15:30	2



4.Licensing

Occasional and Entertainment Licence

Palmer Park has no overarching Licence. This means the licensable activities will be covered by an occasional and an entertainment licence held by London Oktoberfest Ltd and the event will operate within the conditions of the licence. A copy of the licence will be available at the event control / production office on the event day. The bar will be covered by a Personal Licence for the sale of alcohol.

During all stages of the event planning process, consideration has been given to the 4 key licensing objectives:

- The prevention of crime and disorder
- Ensuring public safety
- The prevention of public nuisance
- The protection of children/young persons from harm

PRS and PPL Licence

The London Oktoberfest Ltd will be covering all royalty payments for the playing of live and recorded music.



5. Insurance

The overall event will be covered by the London Oktoberfest Ltd Public Liability insurance policy covering an amount up to £10,000,000. All contractors and suppliers are required to submit copies of their own employee, product and public liability insurance prior to the event. All copies will be held and available for viewing in the event control / production office on the event days.

PUBLIC & PRODUCTS LIABILITY SECTION		Limit of Indemnity
Public Liability	Any one occurrence as stated in the Policy	£10,000,000
Products Liability	Total payable during any one Period of Insurance as stated in the Policy	£10,000,000
Products Liability	Third Party Property Damage, each Claim	£250
Products Liability	Compensation costs and expenses payable in respect of each occurrence in the USA/Canada	£2,500
Employers Liability	Any one occurrence as stated in the Policy	£10,000,000



6.Provision of food

A small variety of Bavarian food will be offered at the Reading Oktoberfest. The products are precooked and the kitchen does only heat up and produce the last part of the preparation. Food - sausages, grilled chicken, schnitzel, pretzels and fries. The kitchen Manager will make sure all health and safety and food handling requirements are in place.

Due to English law, the kitchen chef will make a food examination – food hygiene level training. Also the kitchen floor will be plastic and easily cleanable. There will be a provision for disposal of waste oil. In the kitchen we will also install hot and cold water facilities for hand washing, both for service staff and kitchen staff.

In case the kitchen produces different food for our staff there will be a strict separation, as there is a risk when the staff food is prepared with fresh ingredients. The kitchen will be equipped with two sets of production material, so that this risk is reduced to a minimum.



7.Site considerations

Site plan

(see attached documents)

Toilets

Toilet requirements are based on the below table from the HSE Purple Guide for events. We have ordered more than recommended for the number of people expected to attend. The reason for this is because the Reading Oktoberfest attracts a large number of people who will drink a lot of liquids. Therefore, we need to plan for greater potential pressure on our facilities, over and above our expected audience.

Our provision of toilets is:

Additional toilets to be bought onto site

- 19x single chemical recirculating toilets with hand sanitizers
- 1x disabled access chemical recirculating toilet with hand sanitizer
- 6x 4 bay urinal stations
- 2x hot water toilet for staff

Vehicles on site

Vehicle movements are a primary consideration in our event planning and risk assessment process. Our production schedule, briefing notes to contractors, deliveries, service and security all rely on our vehicle movements policy. This means there is no vehicle movement in the time of the event days and that all movements have to be done possibly before 16:00 o'clock. On the Construction and Deconstruction days they will be Vehicles just for loading and unloading.

Vehicles will be able to enter the square to drop-off goods, and people will then be instructed to park outside the square until 6 pm or 2 pm on Saturdays (wherever possible). Emergency ingress and egress access and routes will be established and will be communicated to emergency services via the circulation of this plan.



- During event days, the site manager will coordinate deliveries and security personnel will then secure that only authorized vehicles enter the square.
- The stewards will work with the site manager to direct authorized vehicles into proper position within the event site.
- The stewards will work to protect pedestrians from harm by directing them out of the path of authorized vehicles during the load-in and load-out days.
- Signals will be placed to alert authorized drivers of the 5mph speed limit all drivers must adhere to when driving through the square.

Traffic, transport and parking

- Because of the Nature and scale of the event it is not anticipated to cause any traffic issues. Visitors are advised to come by public transportation.
- No road closures have been applied for.
- It is envisaged that the majority of people will walk or use public transport to access the event.

Water

- Water will be connected directly from the Park's supply
- Grey water (waste water) will be eliminated using the Park's drainage or if necessary it will be collected in tanks.



8.Environmental considerations

Recycling and waste arrangements

- Caterers will be encouraged to use bio-degradable packaging and utensils
- We will arrange our own staff to collect trash during the event
- We will work on the following: Co-mingled bins will be onsite and will be moved on the day to appropriate positions around the square. 5 large general waste bins for the site will be placed prior to the event opening.
- Our waste cleaning team will clean the site every evening after the event. This includes pedestrian paths.
- The service will leave a clean tent area every morning.
- Waste containers in the kitchen area will be emptied after each weekend.
- We will use a skip container in order to keep all the waste produced in one place until the end of the Oktoberfest.

Noise

- To ensure that the music of our event does not become a nuisance to the residents living near the event site, noise levels will not exceed the threshold established by the Reading City Council. Our sound engineer will be on site when music is played to record the sound level in a sound level book. This book can always be shown to any authorities.
- The music system in the tent will be made with a surround sound system in order to try to keep the noise inside the tent.
- There will be no music Thus – Fri before 17.00. Live Music will stop at 22:30.



Surface protection and trees

- Through the use of signals and stewards, patrons will be directed to use the paved pedestrian path as the primary egress and ingress route. Please refer to Section Ingress/Egress Management.
- No tree or shrub shall be pruned under any circumstance
- No cooking or fires shall be permitted on grass areas unless suitable protection is laid on the grass first.
- No fuel, chemicals or other substances that may harm the ground/grass, shall be positioned on ground/grass areas



9.Event/Alcohol Management Plan

Introduction

The following risk assessment contains a risk register and an associated action plan for each identified risk. Within the action plan, each identified risk is given a severity rating based on the matrix shown below. Controls are then presented, detailing how the risk will be reduced to a level that is deemed acceptable. It also identifies the parties responsible for implanting the controls detailed for each risk listed. Each risk is given a revised rating based on the controls to be put in place and finally provides an overview of what stage the mitigation is at.

Methodology matrix

Severity rating matrix	Potential severity of harm		
	Slightly harmful 1	Harmful 2	Extremely harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerate 2 Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4 Substantial 6
	Likely 3	Moderate 3	Substantial 6 Intolerable 9



Event Communications Strategy

All event documentation will be resubmitted to the Events Advisory Team one week prior to the event date of September 15th, 2016 only in case of any changes. SAG membership is made up of police, fire service, ambulance, licensing, environmental health, trading standards, parks, noise team, etc.

Distribution list

Events Planning and Operations Group	x	Key LO event staff	x
Production company	x	Safety Manager	x
GCS Medical Ltd.	x	Service Manager	x
Event Manager	x	Security Manager	x
Kitchen Manager	x		

Revision process

This plan will be reviewed on a regular basis in the lead-up to the event on September 15th, 2016.

Review finally by	Review date
Event Manager	25.05.2016



Risk register

Identified Risk	Category	Action Plan No.
Alcohol on sale	Health & safety	LO-SF01
Intoxication	Health & safety	LO-SF02
Park / smoking area	Health & safety	LO-SF03
Children	Health & safety	LO-SF04
Staff	Health & safety	LO-SF05
Security	Health & safety	LO-SF06



Alcohol Management Action Plan – Reading Oktoberfest –Palmer Park

Continually updated in case of new risk or changes

Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF01	Alcohol for sale	2 x 3= 6 Substantial	<ul style="list-style-type: none"> • Entrance Wed-Sat min. 18 years. Sunday Lunch <18 only with parents/family/adults • Reading Oktoberfest supports “Challenge 25” • No sale to visibly inebriated people • Very high beer price, reduces overall consumption • Primarily sale of beer, wine, cider, and soft drinks, no whisky or vodka sold. Free tap water is available 	<p>Event Manager</p> <p>Site Manager</p> <p>Bar Staff</p> <p>Security Manager</p> <p>Service Manager</p>	2 x 2 = 4 Moderate	<p>Service staff instructed to be mindful while serving drinks and follow “Challenge 25” policies. High prices reduce overall consumption. Limited high volume alcohol for sale (only digestives available)</p>
LO-SF02	Intoxication	3 x 2 = 6 Substantial	<ul style="list-style-type: none"> • Between 6 and 18 SIA are in place to gently remove overly intoxicated people (i.e., those with slurred speech or trouble walking) • Bar closes at 23:00 and event ends at 23:30 when patrons are still in a light-hearted mood Previous events (since 2009) show very few problems with drunkenness • Service and bar staff are not permitted to serve alcoholic beverages to visible intoxicated patrons • Total ban on illicit substances, patrons are searched at the entrance • Responsible drinking • Challenge 25 • Visibly intoxicated customers are denied entrance into the event 	<p>Event Manager</p> <p>Site Manager</p> <p>Security Manager</p> <p>Bar Staff</p> <p>Service Manager</p>	2 x 2 = 4 Moderate	<p>As this has shown through experience that closing the bar at 23:00 is successful in preventing drunkenness together with strict service rules. There is a risk people come to the event already intoxicated. Searches at entrance and strict rules in the tent will reduce intoxication risk to a minimum</p>



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF03	Park / Smoking area	3 x 2 = 6 Substantial	<ul style="list-style-type: none"> Patrons are prohibited from smoking inside the tent Smoking area is located at least 6m away from the main tent water filled ashtray are located in the smoking area Drinks are permitted in this area H2O fire fighting batteries are located at the site Security will be trained in kindly telling people to only smoke in the smoking area Smoking area prevents the need for patrons to smoke in other areas of the park Daily cleaning of smoking waste 	Event Manager Site Manager Security Manager Bar Staff Service Manager	2 x 2 = 4 Moderate	Important to train security to prevent smoking in the main tent. There is adequate space for smokers in the smoking area
LO-SF04	Children	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> No children Thur-Sat, strict rule Children who are accompanied by adults are allowed entrance on Sunday, giving the entire family a chance to experience Bavarian culture No sale of alcohol to anyone under 18, and requesting ID from anyone who looks to be 25 years old or younger, in accordance with "Challenge 25" Lost Children procedure in place. GCS Medical Ltd. / First Aid may be involved if the child is injured 	Event Manager Site Manager Security Manager Bar Staff Service Manager	1 x 2 = 2 Tolerate	A goal of Reading Oktoberfest is to protect children from harm. The family friendly Sunday will occur in such a way that children will experience Bavarian culture, in a protected environment
LO-SF05	Staff	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Staff to be trained in a 2-hour course before the event Told to fulfil British law at all times Only experienced staff at the bar Service manager to supervise service staff constantly No staff is allowed to drink alcohol during working hours 	Event Manager Site Manager Security Manager Bar Staff Service Manager	1 x 2 = 2 Tolerate	Event employees will be trained and informed about the plans and rules for serving alcohol at the event



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF06	Security	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> To be trained 2 hours before the event in preventing drunkenness and disorderly conduct Special training in egress, taxi at site, show people the way out of the tent/square. In case of trouble, a dog guard is at site. Dog is to prevent aggressive behaviour General gentle attitude towards guests. Talk, not act, is the target. 	Event Manager Site Manager Security Manager Bar Staff Service Manager	2 x 2 = 4 Moderate	Security to play an important role in the prevention of drunkenness and intoxication. Parameters in place based on experience from other Oktoberfest events.



10. Emergency Management Plan

Introduction

In the context of this event, an emergency / crisis would be a point at which something occurs that has the potential to have a major impact on the event. The impact could be time limited and pass or may have implications at that time and going into the future. It could affect individuals, the organisation, event reputation or it may have major financial implications, and it may of course have multiple impacts.

Incidents and emergencies can take many forms, some of which can be anticipated and therefore rehearsed. Others may never have been predicted. Each individual scenario will require the most appropriate and timely response, and the action that is taken will impact the final outcome and potential loss of resources, property and/or life. The effective delivery of an emergency plan relies upon clear and well-structured communication strategies between the various staff, volunteers and services on duty at the time of an incident. All parties must be familiar with this plan.

Services with the assistance of event personnel, emergency services may handle a minor incident or operational incident. Other incidents and emergencies will require a much more structured approach and in these situations either a partial or full activation of this plan may be required involving the assistance of many parties. The management of this event is predominantly the responsibility of London Oktoberfest Ltd.

Scope

This plan relates to the Reading Oktoberfest event and any situation that may arise as a consequence of the event. However, as the event is being held in a tent in a large and open public square with fencing around the event site, the plan will also cover any situation that may arise in at the square or streets in the immediate vicinity.

The plan will cover the staff working at the event, all contractors supplying services at the event, all people attending the event or at the square during the days of the event operations.

Definitions – Scale of situations

It is important that everyone understands the various levels of emergencies / crises as this relates directly to how each one will be responded to. Therefore, these levels are related to response protocols and procedure, chain of command, communication protocols and other agreed response plans.



Incident

Generally, an incident will be a temporary disruption to a particular service or area of the event. It will be able to be dealt with by a staff member or contractor with minimal disruption to the event. While EVERY incident should still be logged and reported to the Event Manager an appropriate staff member at the event should deal with it, with the event remaining/returning to normal operating status (condition Green) shortly afterwards.

Accident

An accident is the next level up from incident and would normally involve an injury to a person, although not always. For example, a speaker stack falling over may not cause any physical harm to anyone but would still be classified as an accident. An accident would 'trigger' a range of other responses that would not be activated in response to an incident.

Emergency

An emergency is classified as a situation that has the potential to place life and/or property in immediate danger and requires a rapid and planned response. A whole range of agreed protocols and procedures would be initiated in response to an Emergency situation.

Crisis

A level of emergency that has potential to escalate and change rapidly and therefore requires different procedures and protocols than an emergency. A crisis situation has the potential to cause a major impact to people, organisation, reputation and financial implications.

Disaster

In the context of this plan a disaster would only be declared if a situation arose that had wider implications on the greater community. This would involve loss of life and require assistance from outside of the community to deal with the situation.

Catastrophe

Is an event of such scale that the whole community is affected and requires assistance from other nations to deal with the situation.



Status of operation

Status of Operation Indicative situations which classify Status of Operation (Not exhaustive list but intended to help all staff, contractors, and authorities understand the Crisis Communication / Management Plan)	
Green	<ul style="list-style-type: none"> • Event operating in a normal mode with no incidents • A minor incident requiring first aid attention • A minor incident such as anti-social behavior that is quickly dealt with and resolved • A technical issue that onsite personnel can resolve
Amber	<ul style="list-style-type: none"> • A fire is reported • A situation of anti-social behavior is reported but as yet unresolved • A gang is reported to be onsite • Weather conditions occur which presents a possible risk to structures / trees etc. • A stabbing or shooting is reported
Red	<ul style="list-style-type: none"> • A shooting or stabbing has initiated a possible hand-over of command to Met Police • A fire is that has potential to escalate out of control • A terrorist attack / bomb threat is reported • A major structural collapse is reported



Amber Operational Status + Actions and Protocols

Condition Amber – The following announcement will be made via the 2-way radio (all channels)

“Please note Condition Amber now exists, all staff to observe radio silence and initiate Amber Status actions and Protocols, await further instructions” (repeat)

The following procedures will then be implemented:

- ELT to assemble in the production / event control office
- Upon instruction from the Event Manager or Site Manager, Security Supervisor to proceed to the location of the incident and report back to ELT with update on situation on appropriate radio channel
- If required the Event manager will instruct other members of the ELT to proceed to the area of the incident to further assess
- Event Manager to advise both main stage and kitchen stage managers of possible requirement to stop stage programme for announcements
- Stewards / security to be placed on standby for evacuation procedure
- Stewards / security to ensure that emergency services have clear access to site



Red Operational Status and Protocols

Condition Red - The following announcement will be made via the 2-way radio (all channels)

“Please note Condition Red now exists, all staff to observe radio silence and initiate Amber Status Actions and Protocols, await further instructions” (repeat)

The following procedures will then be implemented:

- The area immediately surrounding the incident (if appropriate) to be secured by security and/or police, if onsite
- ELT to assemble in the production / event control office if not already there
- Security and stewards to ensure only emergency services conduct any vehicle movements
- All security, staff and volunteers to be on heightened level of standby for evacuation of site
- Event Manager to advise both main stage and kitchen stage managers of possible requirement to stop stages for announcement regarding evacuation
- Stewards / security to ensure that emergency services have clear access to site
- On standby to handover command to emergency services

Standing Down from Condition Amber or Red

“All staff please note that we have reverted to condition Amber – please observe condition Amber protocol (repeat)”

“All staff please notes that we have reverted to condition Green – revert to normal duties (repeat)”



Management – Roles and Responsibilities

Event Manager

- The Event Manager is responsible for implementing the Emergency plan should the need to activate it arise
- Work with Site Manager to ensure all contractors adhere to health and safety policies and legislation
- Ensure all Premises License conditions and objectives are complied with
- Overall responsibility for deployment and management of staff, contractors and services
- Premises License supervisor

Site Manager

Responsible to Event Manager

- Working with Event Manager to ensure all production elements are delivered and timelines as outlined in the production Schedule are adhered to
- Advise on appropriate infrastructure and competent contractors to meet high quality production values
- Work with and supervise stage and sound technical crews to ensure event continuity
- Work with Health and Safety (security) to ensure the highest values for the event
- Manage all production crew
- Be first contact point in case of incidences and to manage all happenings are locked in and kept



Health and Safety Manager

Responsible to the Event Manager for:

- Any issue affecting public safety
- All staff and all contractors work closely to ensure adhering to health and safety site policies. Ensure all provided method statements are being carried out as per provided documentation and coming instructions
- Take action where appropriate to ensure public safety, this may mean closing down any activity or structure
- Familiarize yourself with all aspects of the Event Management/Safety plan to ensure all necessary training, briefing and communications plans are appropriate and being carried out

Security Supervisor

Responsible to Event Manager and Site Manager

- Supervision of all security personnel
- Based in Event Control with Event Manager
- Supervise Event Control should Event Manager be required to leave Event Control area
- Maintain a secure Event Control area
- Ensure Security personnel maintain their responsibilities and monitoring of their designated zones. Specially scanning at the entrance and search in larger backs
- Provide the Event Manager and Site Manager with regular updates on the security status of the site
- Take direction from the police should command be transferred to them in an emergency situation



First Aid Supervisor – GCS Medical Ltd. / First Aid

Responsible to the Event Manager

- Responsible for medical cover onsite
- Logging and reporting all incidents to Site Manager
- Arranging for ambulance transfers of patients if required
- Provide post event evaluation report

Kitchen Manager

Responsible to Event Manager

- Responsible for kitchen area
- Ensure technical specs for both are delivered as per pre-event specs
- Manage and rectify any problems on the day
- Provide the Event Manager with regular updates on the security status of the kitchen area
- Take direction from the police and fire brigade should command be transferred to them in an emergency situation



Service Manager

Responsible to Event Manager

- Responsible for the event day management of the Stage Manager, Service Area
- Work closely with Kitchen Manager to ensure production schedules are maintained
- Oversee Stage Manager to ensure run schedules are kept on-track
- Coordinate technical teams to ensure both stages are ready for opening
- Conduct services briefings as per production schedules
- Supervise and manage all second tier managers

Emergency Liaison Team – ELT

An Emergency Liaison Team has been established for the event. The rationale behind establishing this team is to formalise the decision-making group.

Because of the Nature and scale of the event, the ELT team will meet once every event day prior to the event opening (as per production and briefing schedule), and then only on a needs basis after that.

Ultimate responsibility for decision-making at the event lies with the Director, only if command is transferred to the emergency services under Condition **Red** will decision-making be removed from the Director.

The Director will make any decision in regards to the Emergency Plan being activated after consultation with the Emergency Liaison Team (ELT), unless a situation is of such urgency that time does not permit a meeting of the ELT.

The ELT for the Reading Oktoberfest in Palmer Park will consist of:

Director, Event Manager, Site Manager, Staff Manager, GCS Medical Ltd., Security, Police



Communications

Communication of the Emergency Response Plan will occur via pre event circulation of the Event Safety and Management Plan and pre-event briefings on the event day. Onsite communications will consist of two-way radios, mobile phones and runners (it is not a large site). Three radio channels will use:

2-way radio channel allocation	
Operations / production	Channel 1
Security / Police / Emergency	Channel 2
Spare / private communication	Channel 3

Code words at the Oktoberfest

Mr Sands	Fire
Mr Box	Suspect package / bomb
Mr Fields	Public disorder issue
Moses	Lost Child
Mr London	Evacuation



Security

Between 6 and 18 SIA accredited personnel + 1 supervisor will be covering the event. 4 Stewards will be on site on Saturday. They will be responsible for ensuring that the event has adequate security cover for the duration of the event and will work closely with the Event Manager and other members of the ELT. This shows the security work in the evening when the tent is filled. Other hours of the day - lower numbers.

Security deployment		
	Area	Role
Security - supervisor	Roaming entire site.	Supervise security staff / monitor overall event security status of event / communicating closely with Event Manager
Security 1 – 2 (+3)	Entrance, scanning and search of bags.	Security of the entrance, stop any unwanted people or intoxicated people from entering
Security 3 – 5 (+1)	Back stage audience kitchen area + stage area	Personal belongings of artists and staff. Stop any guest from entering these areas
Security 6 – 7 (+5)	Patrol inside the tent	Monitor audience in general and cover the tent area. General safety of public. Identify any potential risks and highlight with supervisor in first instance. Prevent any fighting and in case take intoxicated people out of the tent.
Security 8 (+1)	Patrol in the toilet and smoking area	Make sure no risk and problems occur in these areas
Security – 9	Patrolling with dogs outside the event area and on the way to the tent	Main duty is to monitor safety of area around the event, stop urinating and noise. At night time controlling the event area.



Security numbers and schedule

Event day	Numbers of Security doors open	2 nd Shift 19:00 o'clock	Numbers of Stewards
Thursday	6	2	2
Friday	6	2	2
Saturday	12	6	4
Sunday	6	4 (15:00 o'clock)	2



Media Management

Media protocol for the event is the following:

- A press officer is available at 020-32391408 if there are any questions about the event
- To contact the director if there are any broadcast journalists who plan on attending
- Any requests for interviews should be directed back to the Event Manager

Evacuation Plan

There could be a need to evacuate an area of the event site, or the entire square.

The following broadcast coded message means that the state of operation has moved to **AMBER**

“WILL MR LONDON PLEASE CONTACT THE INFORMATION POINT”

This means staff needs to be on standby and await further instruction from supervisors / management; be informed at this point the public will not be aware of any issue; however, staff must be prepared for possible part or full evacuation.

The following broadcast coded message means that the state of operation has moved to **RED**

“WILL MR LONDON PLEASE CONTACT THE INFORMATION POINT IMMEDIATELY”

At this point staff must follow the instruction of security, police and members of the ELT as they will have accurate information as to which direction the public must go.



Full evacuation will occur under the following procedure:

The stage manager will stop all stage performances; artist or stage manager will make the following announcement. In some circumstances it may be necessary to stop performances immediately and if this is the case police and security will have priority over all event staff as they will have more information about the situation.

“LADIES AND GENTLEMEN THIS IS AN EMERGENCY MESSAGE. WILL YOU PLEASE VACATE THE EVENT AREA BY FOLLOWING THE DIRECTIONS OF THE SECURITY AND POLICE OFFICERS? PLEASE WALK AS QUICKLY AND QUIETLY AS POSSIBLE”

The following procedures will be implemented:

- Security, staff, service to direct people towards emergency exits routes, refer to site plan
- All security, staff and contractors to prevent vehicle movements, except emergency vehicles
- All security, staff and contractors to direct people to safe egress routes
- All security, staff and contractors to keep people from re-entering the site until stand down order is issued

If the alert state is cancelled the following message will be broadcast via radio

“THE PREVIOUS MESSAGE FOR MR LONDON IS CANCELLED”

Part Evacuation

Where a condition **RED** is in a controlled area (backstage for example) the following procedure will take place:

- All security, staff and contractors to prevent vehicle movement, except emergency services
- All security, staff and contractors to direct public to designated safe areas
- Once clear ensure no one returns until area is declared safe

Any decision to re-admit people to the evacuated area will be made by the ELT



Place of safety / Rendezvous points

All crew, guests and public departing the area in the event of an emergency evacuation must be stewarded down safe egress routes. Security control will cooperate fully with the Emergency Services to ensure crowd control and safety. Staff must then return to the designated RVP points

Please refer to site map for evacuation points for partial evacuation and full evacuation.

RVP for staff in case of full or partial evacuation	
Rendezvous point 1	London Road
Rendezvous point 2	Palmer Park Avenue
Rendezvous point 3 (as per RVP #1 above)	St. Bartholomews Road

First aid / medical cover

Medical coverage for the event is being provided by GCS Medical Ltd. / First Ais. The requirement for coverage was calculated by using the HSE guidelines and risk assessment for coverage at outdoor/tent events. The calculations did not recommend the need for an ambulance.

Electricity

Electricity at the site will be supplied by use of the 3 generators, to be supplied by the production company. Method statements and risk assessments have been provided for the site electrical supply and installation work. The event manager will ensure that the contractors are adhering to all relevant health and safety regulations and must comply with the general requirement of the Electricity at Work Regulations 1989. An electrical sign-off for the installation will be collected from the contractor.

Fire safety

Fire safety has been covered in a separate Risk Assessment and all actions identified in the assessment will be carried out. List of fire points - extinguisher types and numbers



Point	Extinguishers
Kitchen Marquee (this is adjacent to the catering area)	<ul style="list-style-type: none">•1 x CO₂•1 x H₂O•1 x fire blanket•1x F-type
Stage	<ul style="list-style-type: none">•1 x CO₂•1 x H₂O•1 x fire blanket
Information Point	<ul style="list-style-type: none">•1 x H₂O/CO₂
Emergency exits	<ul style="list-style-type: none">•6 x H₂O/CO₂

Refer to the Risk Assessment for further detail on health and safety in regards to temporary structures at the event.

Child Protection Policy

The Reading Oktoberfest is committed to the protection of children from harm. Children are ONLY allowed for the Sunday lunch. Philosophy and principles

- All children and young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff will be aware of the child protection policy and will understand their responsibilities and procedures concerning how to respond appropriately.
- Reading Oktoberfest supports check 25, in doubt cases legitimating will be asked.
- Reading Oktoberfest will not sell alcohol to people under 18 of age or allow those to enter on other days than Sundays.



Lost person's procedure

It is essential that all staff and security are familiar with the following procedure. This procedure has been handled by the GCS Medical Ltd. from the year 2013 on.

Lost child discovered

- 1.If a lost child is found and reported to one of the event staff, a message should be communicated to the Event Manager as per the communication plan (radio, phone, in person to event control point) that a 'Moses' has been found at 'location'. At this stage only these basic details should be given over the radio
- 2.The Site Manager will be located at the information point or in the secure backstage area
- 3.Two staff (at least one security and one GCS Medical Ltd. staff) should then remain with the child at this point for a period of 5 minutes to allow for a possible quick reunification. The child/person should be asked for a contact phone number of their parents if that is known, and staff should try to make contact by phone
- 4.Please note if there is any suspicion that the child may have been a victim of crime they should be taken immediately to the Event Control Point (Secure backstage area – site manager's office) where police will be called to attend
- 5.During the 5 minute period of the child remaining in the area of where they were found the Event Manager will broadcast the following message to all event staff via radio " We have a 'Moses found' in the area of 'description', please direct any parents claiming to have lost a child to the GCS Medical Ltd. point
- 6.If after 5 minutes the child has not been reunited with their parent / guardian then they are to taken to the secure backstage area where two checked GCS Medical Ltd. personnel will supervise the lost child/person.
- 7.Event Control will advise all staff via radio that the "The Moses is in Event Control and that all staff should direct any parent claiming to have a lost a child to the Information point" This is where the parent / guardian will complete a 'Lost Person Report' form, once complete the form will be taken to Event Control
- 8.The parent/s claiming to have lost a child will remain at the Information Point until such time that staff are happy that the descriptions match
- 9.Unification should only take place in the presence of staff (preferably Police) and once 'Lost Person Release Form' has been completed



Parent reports lost child

1. If a Parent/s reports a lost child, they should be taken to the Information point where staff will instruct the parent to fill out a 'Lost Person Report' form. Staff will also make contact with the Event Manager via radio with the following message "We have a report of a Moses on the site" (repeat). The Event Manager will then inform all staff via radio, that "We have a 'Moses' on site"
2. Once the report has been completed this should be taken to Event Control for the attention of the Event Manager
3. In this situation if someone is found then staff will need to bring him or her to the secure event control area at the rear of the stage rather than waiting for the 5 minute wait period. Two CRB staff (at least one security or police) will look after the child
4. The parent/s should be encouraged to look for their lost child; however they must complete the 'Lost Person Report' prior to leaving the information point, including mobile phone contact details. It must also be made clear that if they find their child they must inform staff that unification has occurred so the incident can be closed
5. Unification should only take place once staff are happy that the descriptions provided by parent / guardian and child match. Unification should only take place in the presence of staff (preferably Police) and once 'Lost Person Release Form' has been completed
6. If after a period of 10 minutes there has been no lost child found the Event Manager will contact the stage manager and inform them to instruct the MC to broadcast the following message. "*Ladies and Gentlemen I would like to advise we have a lost child/person, if you come across a child/person that is lost please take them to the nearest security guard*"



11. Risk register and action plan

Introduction

The following risk assessment contains a risk register and an associated action plan for each identified risk. Within the action plan, each identified risk is given a severity rating based on the below matrix. Controls are then highlighted as to how the risk will be controlled to a level that is deemed acceptable. It is also identifying who holds the responsibility to action the identified controls, gives each risk a revised rating based on the controls to be put in place and finally provides an overview of what stage the mitigation is at. It should also be noted that all categories of risk are to be covered in the following assessment; this means that not only health and safety issues will be covered but also other risks associated with the event such as financial, public perception, communications and environmental. A strategy is in place to make sure that the following risk assessment document is circulated to all relevant authorities and key event personnel. All event documentation will be resubmitted to the Events Advisory Team one week prior to the event date of September 15th, 2016 only in case of any changes. SAG membership is made up of police, fire service, ambulance, licensing, environmental health, trading standards, parks, noise team, etc.

Methodology matrix

Severity rating matrix	Potential severity of harm		
	Slightly harmful 1	Harmful 2	Extremely harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerate 2
	Unlikely 2	Tolerable 2	Moderate 4
	Likely 3	Moderate 3	Substantial 6
			Intolerable 9



Distribution list

Event Planning and Operations Group	x	Key LO event staff	x	Key event supplier	x
Production company	x	Safety Manager	x	Site Electrician	x
Event Manager	x	Tent supplier	x	Service Manager	x
GCS Medical Ltd. / First Aids	x	City of Reading Council	x	Decor Manager	x
Kitchen Manager	x	Security Manager	x		
Site Manager	x	Staff Manager	x		

Revision process

This plan will be reviewed on a regular basis in the lead-up to the event on September 15th, 2015.

Review finally by	Review date
Event Manager	25.05.2016



Risk register – Reading Oktoberfest – Palmer Park

Identified Risk	Category	Action Plan No.
Poor event attendance	Event reputation	LO-SF01
Poor stage and kitchen programme	Event reputation	LO-SF02
Lack of activities to attract and keep audience	Event reputation	LO-SF03
Event does not deliver on core event values	Event reputation	LO-SF04
Event is not recognised as a Public event	Event reputation	LO-SF05
Intoxication - People drinking too much – Check 25	Health & safety	LO-SF06
Entrance control / Door searching	Health & safety	LO-SF07
Trips and falls at event, public and staff – site and within temporary structures	Health & safety	LO-SF08
Trips and falls on and adjacent to stage	Health & safety	LO-SF09
Working at heights - falls	Health & safety	LO-SF10
Electrocution, public and event participants	Health & safety	LO-SF11
Collision between moving vehicles and public	Health & safety	LO-SF12
Preventing Crime	Health & safety	LO-SF13
Fire – Faulty equipment	Health & safety	LO-SF14
Fire – Kitchen Area	Health & safety	LO-SF15



Identified Risk	Category	Action Plan No.
Fire – Fire service unable to access site	Health & safety	LO-SF16
Fire – on site	Health & safety	LO-SF17
Larger than anticipated crowds	Health & safety	LO-SF18
Heat stroke and dehydration, public and event participants	Health & safety	LO-SF19
Poor weather on one or more days; rain, wind	All	LO-SF20
Noise complaints from surrounding residents	Environmental / Event reputation	LO-SF21
Urinating around and outside the event area	Environmental / Event reputation	LO-SF22
Waste outside the event area	Event reputation	LO-SF23
Waste from the event area and recycling	Health and Safety / Event Reputation	LO-SF24
Public Disorder – fighting inside / outside the tent	Health and Safety / Event Reputation	LO-SF25
Tent construction	Health & safety	LO-SF26
Reading Oktoberfest event receives negative publicity	Event reputation	LO-SF27
First Aid Cover	Health & safety	LO-SF27
Please note: Red text indicates further actions required		



Risk Action Plan – Reading Oktoberfest –Palmer Park

Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF01	Poor event attendance	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> A marketing and communication strategy has been developed and is being implemented A square has been selected that has medium crowds during the warmer months and where other large events have been held, thus ensuring a guaranteed crowd Close to public transportation 	Director	1 x 2 = 2 Tolerate	Comms plan currently being implemented must continue to monitor.
LO-SF02	Poor stage and kitchen programme	3 x 2 = 6 Substantial	<ul style="list-style-type: none"> Division of duties between officers Contacting variety of the DJ's program – British popular music Working with Kitchen team to optimise food offer 	Director Staff Manager Kitchen Manager	2 x 2 = 4 Moderate	Programmes to fit to UK taste.
LO-SF03	Lack of activities to attract and keep audience	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Event design process being followed to ensure audience expectation is considered and planned for A very comprehensive marketing programme has been developed that will run until the second event weekend 	Director	1 x 2 = 2 Tolerate	Event has well-known programme from the Munich Oktoberfest.
LO-SF04	Event does not deliver on core event values	3 x 2 = 6 Substantial	<ul style="list-style-type: none"> Constant monitoring of event design outcomes and core values identified Previous engagement in Denmark used to design this event Strong focus of health and wellbeing – particularly relating to food 	Events Team Event partners	2 x 2 = 4 Moderate	Working with established partners from previous events.
LO-SF05	Event is not recognised as a Public event	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Marketing and media messages being stepped up close to the event Campaign branding follows Oktoberfest style 	Director	1 x 2 = 2 Tolerate	Branding through the famous Munich Oktoberfest



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF06	Intoxication - People drinking too much – Check 25	3 x 2 = 6 Substantial	<ul style="list-style-type: none"> No alcohol served to people below 18. We will follow Challenge 25 policies and require ID from anyone who looks 25 or younger People who are visibly intoxicated will have to leave the tent We close at 23:30 at the latest, when people are in good mood Stewards from 23:30 to end to help people crossing road Light towards the tube, one way out 	Director Event Manager Staff Manager Security company Site Manager	1 x 2 = 2 Tolerate	Event employees will be trained and informed about the rules and need for intensive care. Security to help prevent problems.
LO-SF07	Entrance control / door searching	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> People are not allowed to bring outside food or drinks. We search all larger bags at the door. No weapons are allowed Visibly intoxicated people will be denied entrance No gangs or other marked people are allowed entrance Selection of competent contractors for supplying of all services A safety inspection will be carried out prior to every event opening day On-going safety inspections throughout the day to identify any trip hazards Staff will also be briefed and trained to be aware of potential hazards and trained in system of reporting All cabling will be channelled into the grass or run along tent or fence lines 	Security Site Manager	2 x 2 = 4 Moderate	These rules will be stated on the homepage. Security personal will be advised in strict acceptance and fulfilment.
LO-SF08	Trips and falls at event, public and event participants	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Selection of competent contractors for supplying of all services A safety inspection will be carried out prior to every event opening day On-going safety inspections throughout the day to identify any trip hazards Staff will also be briefed and trained to be aware of potential hazards and trained in system of reporting All cabling will be channelled into the grass or run along tent or fence lines 	Event Manager Staff All contractors	1 x 2 = 2 Tolerate	Site visit has taken place with Production Company. Safety inspection is in production day's schedule. System in place for work sign-offs and collection of method statements, risk assessments and insurance documentation



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF09	Trips and falls on and adjacent to stage	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> All areas on and around stage will be checked prior to the opening of the event Stage has steps and is closed to the public. Has only size of 8 x 5 m build from 20 1x2m parts Safety manager to carry out pre-event inspections 	Event Manager Site Manager Safety Officer	1 x 2 = 2 Tolerate	Pre-event site safety inspection to take place
LO-SF10	Working at heights - falls	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> Any working at height activity will adhere to the Work at Height Regulation 2005 Attaching décor to heights will use zargees ladder 	Safety Officer Director Tent contractor Site Manager	1 x 3 = 3 Moderate	Contractor has confirmed use of zargees ladder complies with Working at Heights regulation
LO-SF11	Electrocution, public and event participants	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> Production company reputable and experienced An electrician will be at the site every event day from 15:00 – 24:00 Employ a site electrician to inspect and sign-off all electrical installations Ensure all electrical equipment is current PAT tested 	Production Manager Event Manager Site Manager Site Electrician	1 x 3 = 3 Moderate	Experienced electrician company to be in charge
LO-SF12	Collision between moving vehicles and public	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> No vehicles during opening hours. Delivery has to be in the morning Driving in the evening 	Event Manager Kitchen Manager Site Manager	1 x 3 = 3 Moderate	Vehicle policy is clear. Briefing notes will be sent out to all contractors and suppliers. No vehicle to move in shortly after opening hours.



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF13	Preventing Crime	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> • After dark people has to leave the square, also for there one safety • Pickpocket risk inside the tent • Toilet area seems to be a high risk area 	Director Event Manager Security Site Manager	1 x 3 = 3 Moderate	More security to patrol and be on/at the toilet area. Extra stewards to help people leaving find their way out the park and make the egress even faster Security to be extra aware of pickpockets.
LO-SF14	Fire – faulty equipment	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> • Site plan clearly identifies fire extinguisher points • Generators will all have fire extinguishers placed next to them • Only diesel used as fuel • A fire safety inspection will be carried out prior to the event opening • All electrical work will be carried out by competent contractors and installation sign-offs provided 	Director Event Manager Production Manager Caterers Site Electrician	1 x 3 = 3 Moderate	Fire points placed on plan. All other aspects in lace
LO-SF15	Fire – Kitchen area	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> • Kitchen supplier by reputable supplier with all relevant health and safety documentation • Adequate exits will be maintained with appropriate signage • F-type and CO2 extinguishers and fire blankets will be in adjacent to the kitchen and clearly signed • Staff will be trained in fire fighting • No gas used in the kitchen area • Kitchen tent min. 6 meters from the large tent 	Director Event Manager Staff Kitchen supplier Site Electrician	1 x 3 = 3 Moderate	Staff and public advised through site plan with fire points placed in the tent at 10 locations.



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF16	Fire – Fire service unable to access site	1 x 3 = 3 Moderate	<ul style="list-style-type: none"> Emergency RVP will be communicated to fire service via Event Management Plan Master keys for all gates held by both restaurant manager and event manager 	Event Manager Site Manager	1 x 3 = 3 Moderate	See also separate fire risk assessment. Staff trained in fire fighting
LO-SF17	Fire – on site	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> Nominated staff to received basic training in the use of fire extinguishers, water sprayers and fire carpets Fire equipment placement and numbers identified and documented Staff and contractors will be aware of fire points No more than 25m to next fire point from the hole tent area 	Event manager ELT	1 x 3 = 3 Moderate	Need to ensure basic training on use of an extinguisher during on the day briefings. Fire extinguisher points and numbers have been established. Site plan clearly identifies where fire points need to be placed
LO-SF18	Larger than anticipated crowd	3 x 2 = 6 Substantial	<ul style="list-style-type: none"> Toilet numbers based on 1 per 150 anticipated visitors and increased by expected liquid sales numbers Tent will be closed if 2.000 guests are inside Professional security firm employed to cover security for the event Police will be called in case of unrest 	Production Manager Security Company Site Manager	3 x 1 = 3 Substantial	Toilet numbers based on 2.000 people at any one time. Security firm confirmed and roles defined.
LO-SF19	Heat stroke and dehydration, public, event participants and staff	1 x 2 = 2 Tolerate	<ul style="list-style-type: none"> Free bottled water for staff, artists and security First Aid attendance throughout the event. Min. of 2 GCS Medical Ltd. staff Number of bars selling drinks – 1 giant 	Event Manager Site Manager Kitchen Manager Staff Manager GCS Medical Ltd.	1 x 2 = 2 Tolerate	Water bottles on sale for only 1£. GCS Medical Ltd. cover has now been confirmed. Free tap water for everybody



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF20	Poor weather on one or more of the days; rain, wind	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> All Temporary structures being supplied and erected by competent supplier Site is not subject to flooding Wind conditions are not forecast to be strong, continued monitoring of wind conditions will occur throughout the event as it is still late summer Extra tent pegs are being used as safety measure Special pumps are in place to empty the entrance area in case 	Event Manager Production company Site Manager	2x 1 = 2 Tolerable	Additional pumps have been placed on standby order.
LO-SF21	Noise complaints from surrounding residents	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Sound technician to establish suitable DB levels with Pollution Team requirements Pre-event communication with surrounding residents Music programme is a large part of the event, Tyrolean style. Risk that some residents don't like the music style Limited residential properties in immediate area Event has been scheduled for two long weekends and will close at 23:30 at the latest 	Director Event Manager Stage Manager	1 x 2 = 2 Moderate	Noise team guidelines will be forwarded to sound technician. Communication with surrounding residents will take place. Good mood music. Stage will direct at least populated area. Speakers directed at traffic. Live music stops at 22:30. Dj take music down continuously till zero at 23:15
LO-SF22	Urinating around and outside the event area	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> The risk is not totally avoidable, but can be minimized with toilets placement Very big toilet area within the tent reduces the need to go outside We will place signs at the exit to tell people this is not allowed Info on our homepage 	Event Manager Site Manager	1 x 3 = 3 Moderate	Before, when and after the event min. 2 stewards will patrol around the area/ exit road and the street to prevent this problem.



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF23	Waste around and outside the event area	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> Food and drinks from inside are not allowed to take outside the event area People are not allowed to bring outside food and drink into the tent A cleaning team will every morning clean the way to the event We will place extra garbage boxes on the way to the event 	Security Site Manager	1 x 3 = 3 Moderate	As no "waste" will leave the tent only what people bring will have to be cleaned. Action plan for this is in place.
LO-SF24	Waste inside the event area and recycling	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Drinking products sold in massive glasses which means no waste and little broken glass Food served on plastic plates, waiter will bring these back to the kitchen area Main waste from packaging 20 feed waste container in place to collect all waste at one place Daily cleaning in the tent / kitchen area 	Event Manager Kitchen Manager	1 x 2 = 2 Tolerate	Waste plan in place, daily cleaning and collecting at one place. So much recycling as possible.
LO-SF25	Public Disorder	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> 6-18 SIA security staff employed (depending on daytime) +2-4 stewards Visibly intoxicated people have to leave the tent Event closes at the latest 23:30 Only max. 2.000 guest Full emergency response plan in place Targeted guests are companies and mature persons because of the music style 	Director Event Manager Police Security company	1 x 2 = 2 Tolerate	Security and Emergency Response plans in place. We will follow the previous year's plan and only contact police in instances of extreme duress or illegal/ violent crime.
LO-SF26	Reading Oktoberfest event receives negative publicity	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Media plan in place also in emergency case see EMP Carsten Raun in charge of all press and publicity 	Director	1 x 2 = 2 Tolerate	Media plan included in Event Management Plan



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF28	First Aid coverage	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Professional first aid coverage provided by GCS Medical Ltd.. First Aid point Always 2 people from GCS Medical Ltd. at site Two extra help points in the tent with emergency boxes Most likely problems: Intoxication and small cuts Contact to ambulance in place 	Health and Safety team	1 x 2 = 2 Tolerate	The experience from the last years shows very little problems as the closing is already 23:30 o'clock. First Aid plan in place.



12. Fire Management Plan

Introduction

The following risk assessment contains a risk register and an associated action plan for each identified risk. Within the action plan, each identified risk is given a severity rating based on the below matrix. Controls are then highlighted as to how the risk will be controlled to a level that is deemed acceptable. It is also identifies who holds the responsibility to action the identified controls, gives each risk a revised rating based on the controls to be put in place and finally provides an overview of what stage the mitigation is at. It should also be noted that all categories of risk are to be covered in the following assessment; this means that not only health and safety issues will be covered but also other risks associated with the event such as financial, public perception, communications and environmental. A strategy is in place to make sure that the following risk assessment document is circulated to all relevant authorities and key event personnel. All event documentation will be resubmitted to the Events Advisory Team one week prior to the event date of September 2nd, 2016 only in case of any changes. SAG membership is made up of police, fire service, ambulance, licensing, environmental health, trading standards, parks, noise team, etc.

Methodology matrix

Severity rating matrix	Potential severity of harm		
	Slightly harmful 1	Harmful 2	Extremely harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerate 2
	Unlikely 2	Tolerable 2	Moderate 4
	Likely 3	Moderate 3	Substantial 6
			Intolerable 9



Distribution list

Event Planning and Operations Group	x	Key LO event staff	x	Key event supplier	x
Production company	x	Safety Manager	x	Site Electrician	x
Event Manager	x	Tent supplier	x	Service Manager	x
GCS Medical Ltd. / First Aid	x	City of Reading Council	x	Decor Manager	x
Kitchen Manager	x	Security Manager	x		
Site Manager	x	Staff Manager	x		

Revision process

This plan will be reviewed on a regular basis in the lead-up to the event on September 15th, 2016.

Review finally by	Review date
Event Manager LO	25.05.2016



Risk register – Reading Oktoberfest – Palmer Park

Identified Risk	Category	Action Plan No.
Tent construction	Health & safety	LO-SF01
Décor material	Health & safety	LO-SF02
Kitchen area	Health & safety	LO-SF03
Smoking / smoking area	Health & safety	LO-SF04
Fire equipment	Health & safety	LO-SF05
Emergency exits	Health & safety	LO-SF06
Stage electric	Health & safety	LO-SF07
Power supply	Health & safety	LO-SF08
Fire and audience	Health & safety	LO-SF09
Fire and fire department	Health & safety	LO-SF10



Fire Risk Action Plan – Reading Oktoberfest –Palmer Park

Continually updated in case of new risk or changes.

Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF01	Tent construction - tarpaulin	2 x 3= 6 Substantial	<ul style="list-style-type: none"> The tent constructor will deliver the tarpaulin as inflammable tarpaulin It's not allowed to smoke inside the tent The tent constructor will insure his tent 	Event Manager Site Manager Tent production	2 x 2 = 4 Moderate	The security is strictly ordered to enforce the smoking ban inside the tent.
LO-SF02	Decor material	3 x 2 = 6 Substantial	<ul style="list-style-type: none"> Tent is decorated with Bavarian blue and white colours material PVC and nylon. Will be non-flammable material Tables cloth in PVC non-flammable Blue / white sky in the tent, sprayed with Flamol fire blocker 	Event Manager Site Manager	2 x 2 = 4 Moderate	No flammable material will be used inside the tent
LO-SF03	Kitchen Area	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> Kitchen equipment will only be run with electricity, no gas No open fire will be used Fryers will be used, the staff has top lids and fire blankets, under no circumstances to use water (will be trained) Kitchen tent will be at least secure 6m from the big tent F-type and CO2 extinguisher and fire blankets are at site, staff will be trained 	Event Manager Kitchen Manager Restaurant Manager	2 x 2 = 4 Moderate	Important to train kitchen staff in fire fighting. No open fire used will reduce risk.



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF04	Smoke / Smoking area	3 x 2 = 6 Substantial	<ul style="list-style-type: none"> Smoking inside the tent is prohibited Special smoking area at least 6m away from the big tent Smoking area has only umbrellas In the smoking area are ashtray with water H2O/F-type fire extinguisher at site Security will be trained in kindly telling people only to smoke in the smoking area 	Event Manager Dekor Manager Security Site Manager	2 x 2 = 4 Moderate	Important to train security to enforce smoking ban in the big tent. Enough space for smokers in the smoking area.
LO-SF05	Fire equipment	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> 5 carbon dioxide extinguishers and 2 F-type extinguisher and a fire blanket In the tent extinguishers are located to such an extent from an arbitrary point in the assembly tent there is not more than 25 meters from an extinguisher Fire Equipment is placed at exits in the tent, at the bar. At the stage is a CO2 extinguisher to guard against fire in electrical panels, mixers and electrical installations plus one fire blanket In the kitchen area 2 CO2 extinguisher, 1 F-type and a fire blanket 	Event Manager Service Manager Security Advice Site Manager Kitchen Manager	1 x 2 = 2 Tolerate	It is the manager's duty to ensure the instruction of staff in the fire equipment this is applicable to his / her responsibility. Also to show the locations of the equipment by signs around the tent to see for all audience.
LO-SF06	Emergency exits	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> The tent has 6 exits all around it In case of fire the evacuation should be easy Part or full evacuation follows the plan in the EMP All emergency exits will be easy to open – no locks Security advised to open fence Signs outside on the fence – Fire exit 	Event Manager Staff Manager Service Manager Security Adviser Site Manager	1 x 2 = 2 Tolerate	Event employees will be trained and informed about the plans for exit, part or full evacuation. In theory all tent sides can be opened



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF07	Stage electronic	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> • Music and sound equipment together with lightening is placed at and around the stage which means concentrated risk • Always one technician to watch the equipment not getting too hot • Fire fight equipment in place to direct use • All stage staff gets special training in observation and fire fight 	Event Manager Stage Manager Stage Staff	2 x 2 = 4 Moderate	Stage staff will be trained in prevention of and fight again possible electric equipment at fire. Fire fights equipment at the stage.
LO-SF08	Power supply	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> • Main supply by three diesel generator • Generators will run by diesel, no other fuels at site • Certificated electrical will install and control all electric connection • One electrician at site to supervise the installation and power supply in the opening hours • Fire-fight equipment close to the power points and the generator 	Event Manager Site Manager Electrician	1 x 2 = 2 Tolerate	It's important to have a certificated electrician to install and supervise. Always an electrician at site in the opening hours.
LO-SF09	Fire and Audience	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> • All areas where audience will be we hang up signs with information of fire equipment and evacuation route • Above every exit there are emergency exit lights with batteries for 20 min. in case of electricity breakdown • Partly or evacuation plan is in place 	Event Manager All Staff	1 x 2 = 2 Tolerate	Information and emergency light are in place to prevent fire and problems in case of evacuation.
LO-SF10	Fire and Fire department	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> • LO will be working close together with the fire department to prevent and secure the event area and keep the risk of fire as low as possible • LO uses the experience from the last two Oktoberfest in London to optimise the fire prevention and fight possibilities 	Director Event Manager Fire Department	1 x 3 = 3 Moderate	Prevention and teamwork are key source to success and no fire.



13. First Aid Management Plan

Introduction

The following risk assessment contains a risk register and an associated action plan for each identified risk. Within the action plan, each identified risk is given a severity rating based on the matrix shown below. Controls are then presented, detailing how the risk will be reduced to a level that is deemed acceptable. It also identifies the parties responsible for implementing the controls detailed for each risk listed. Each risk is given a revised rating based on the controls to be put in place and finally provides an overview of what stage the mitigation is at.

Methodology matrix

Severity rating matrix	Potential severity of harm		
	Slightly harmful 1	Harmful 2	Extremely harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerate 2
	Unlikely 2	Tolerable 2	Moderate 4
	Likely 3	Moderate 3	Substantial 6
			Moderate 3
			Substantial 6
			Intolerable 9



Distribution list

Production company	<input checked="" type="checkbox"/>	Safety Manager	<input checked="" type="checkbox"/>	Key event supplier	<input checked="" type="checkbox"/>
Event Manager	<input checked="" type="checkbox"/>	Tent supplier	<input checked="" type="checkbox"/>	Site Electrician	<input checked="" type="checkbox"/>
Site Manager	<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Service Manager	<input checked="" type="checkbox"/>
Kitchen Manager	<input checked="" type="checkbox"/>	Security Manager	<input checked="" type="checkbox"/>		
GCS Medical Ltd.	<input checked="" type="checkbox"/>	Stage Manager	<input checked="" type="checkbox"/>		

Revision process

This plan will be reviewed on a regular basis in the lead-up to the event on September 15th, 2016.

Review finally by	Review date
Event Manager LO	25.05.2016



First Aid Risk register – Reading Oktoberfest –Palmer Park

Identified Risk	Category	Action Plan No.
Planning	Health & safety	LO-SF01
Communications	Health & safety	LO-SF02
Documentation	Health & safety	LO-SF03
On site facilities	Health & safety	LO-SF04
Kind of incidents most likely	Health & safety	LO-SF05
Audience	Health & safety	LO-SF06
Staff	Health & safety	LO-SF07
Intoxication	Health & safety	LO-SF08
First Aid and ambulance service	Health & safety	LO-SF09



First Aid Risk Action Plan – Reading Oktoberfest – Palmer Park

Continuously update. After the HSE check, there is no need for an ambulance at the site.

Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF01	Planning	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> It is very important to be prepared since an incident requiring first aid should be attended to immediately. We will have 2 professional GCS Medical Ltd. first aid personal onsite. A first aid point will be located near the entrance, with clearly marked signs. This location provides emergency personnel easy access to sick or injured patrons. 	Event Manager GCS Medical Ltd.	1 x 2 = 2 Tolerable	The planning and management will be well prepared in case of an incident.
LO-SF02	Communications	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> The communication will follow the current communication plan in the EMP. The staff will be informed of the location of the first aid point and proper handling of an incidence. Audience will be informed of the location of the first aid point via prominently displayed signs. 	Event Manager GCS Medical Ltd. Site Manager Service Manager Stage Manager Production Manager Security Adviser Kitchen Manager	1 x 2 = 2 tolerate	Communication plan is in place, information given to staff and audience



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF03	Documentation	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> GCS Medical Ltd. will continually provide detailed documentation of any incident Daily summaries will be used to improve any part of the process and add-on or increase any first aid needs. Based on the documentation, we can optimise the first aid supply. 	Event Manager GCS Medical Ltd. Service Manager	2 x 2 = 2 Moderate	Important to have first aid procedure reflect any changes which may occur. First Aid is very important to us.
LO-SF04	On site facility / medical provision	3 x 2 = 6 Substantial	<ul style="list-style-type: none"> A fenced first aid station will be located behind the wardrobe The site will measure 2x2,5 meters and will include a place for sick or injured customers to lay down. 2 GCS Medical Ltd. first aid staff will be in the tent for all opening hours. This allows several people to be attended to, simultaneously. We also have 2 extra first aid boxes, located in the kitchen and gift shop, which include all necessary equipment to handle smaller incidents. 	Event Manager GCS Medical Ltd. All staff	1 x 2 = 2 Moderate	Important to train staff to know where first aid equipment is placed and what provisions are available.
LO-SF05	Kind of incidents most likely	2 x 2 = 4 Moderate	<p>The experience from previous events shows the following are most likely to occur:</p> <ul style="list-style-type: none"> Since drinks are served in plastic glasses, small to larger cuts are likely to occur if a glass breaks Intoxication is an obvious possibility. Bar staff is forbidden from serving alcohol to visibly intoxicated patrons. Additionally, dangerous situations can arise when patrons who have purchased small bottles (shots) of liquor combine it with large amounts of beer Widespread panic is also a possibility due to the amount of people present in an enclosed space One patron had a heart attack in 2009 there are 1.5 m between the tables 	Event Manager GCS Medical Ltd. Service Manager Security Adviser Restaurant Manager Kitchen Manager	1 x 2 = 2 Tolerate	It is important to be prepared for possible incidents. As we have over 5 years' experience, from Copenhagen and London, we are prepared.



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF06	Audience	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Minor skirmishes can develop into large fights, so the security will stop any trouble before it starts and separate the participants In case of illness we have the first aid point accessible during all opening hours Intoxication is a risk, but we try to prevent excessive intoxication by following "Check 25" policy and not selling to visibly intoxicated people All dancing and standing on the benches are at one's own risk Security advised to help where they can 	Event Manager GCS Medical Ltd. Service Manager Security Adviser Restaurant Manager	1 x 2 = 2 Tolerate	The experience from Copenhagen shows very few problems as the audience is very mixed between 20-70 years of age. The music and décor make for a friendly, nonaggressive atmosphere
LO-SF07	Staff	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Food prep always includes the risk of cuts or burns. Our staff is very experienced We do not work with open fire The service staff are required to pick up any broken glass immediately to prevent cuts Table service is available throughout the tent which can lead to exhaustion or foot and back pains 	Event Manager GCS Medical Ltd. Service Manager Security Adviser Kitchen Manager	2 x 2 = 4 Moderate	We try to take as many measures as possible to protect staff and allow them regularly scheduled breaks



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF08	Intoxication	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> The risk is always present that people will over estimate their drinking capacity. Staff are instructed to not serve alcohol to visibly intoxicated patrons. Security will remove drunk and disorderly people from the tent Check 25 will be support by Reading Oktoberfest Children are only allowed on Sunday, with an accompanying adult Visibly intoxicated people will be denied access to the tent We mainly offer beer and wine. Underberg is the only strong alcohol for sale, as a digestive. Its bitter tastes prevents most from drinking it in large quantities 	Event Manager GCS Medical Ltd. Service Manager Security Adviser	1 x 2 = 2 Tolerate	It's important that all staff will be instructed and trained in preventing intoxication. No sale of alcohol to underage or visibly intoxicated people
LO-SF9	First Aid and ambulance service	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> LO will be working close together with the ambulance service to secure a quick arrival in case of emergency The first aid point is placed close to the entrance. In the event that the main entrance is inaccessible to emergency personnel, an emergency exit close to the first aid point will be used to transport any person out GCS Medical Ltd. will call for additional assistance in case of an emergency 	Event Manager GCS Medical Ltd. Service Manager Security Adviser Restaurant Manager	1 x 3 = 3 Moderate	We will work closely together with ambulance service to assure quick arrival in emergency cases. GCS Medical Ltd. is in charge of requesting emergency personnel



14. Food Safety Management

Food delivered

Food may be received from licensed or registered businesses.

Check at each delivery of goods follows:

- Is delivery temperature correctly. Control collection of food by writing temperature down at the time of delivery. Always perform measurements on suspicion of error. Be aware that there may be different temperature requirements for various goods and describe what limits are valid for the products in your business. Usually, the temperature limits max. 5 ° C, refrigerated goods and -23 ° C for frozen products.
- If the packaging is complete and intact.
- Is sustainability in order?
- Is the label properly?

Malfunction:

If a mistake occurred, perform one or more of the follow actions:

- Goods returned.
- The products evaluated and used immediately if this does not pose any risk.

Errors should always be documented in the form of "goods receipt".

Documentation:

Control must be implemented at each delivery and documented in writing Table 1 on "Receipt of goods".

Errors should always be documented.



Storing Food

Food must be stored hygienically. This is done in the kitchen area which is closed behind a fence. We have a large refrigerator/ 20 foot freezer truck for frozen products.

Checked every day:

- Storage Temperature (keep max. 0 to +4 °, frozen -23 ° C. Depending on temperature requirements of the product).
- Shelf life of food. Assess whether the food can be used / sold.
- We do not work with raw meat.
- Thawing of food must take place in the refrigerators.

Malfunction:

- If refrigerators and freezers cannot keep the temperatures as food requires the responsible party will decide whether the product can be used or if the product should be discarded.
- We destroy products that have risk in case of refrigerators should not be able to maintain the temperature.

Documentation:

- The temperature checked daily and must be documented in Form 2 "Storage refrigeration and freezing."
- Errors should always be documented and recorded.
- If the temperature is too high, immediately lower the temperature in the refrigerator. If this happens repeatedly switch the refrigerator off to reset.

Heating

- Food is heated to reach a minimum temperature of 81° C anywhere in the product. The temperature is measured and controlled with an insert thermometer.
- Each heating must ensure that minimum temperature of 81 ° C is reached.

Malfunction



- If the temperature is lower than 81 ° C continue heating until the temperature is reached.

Documentation

- Audits shall be performed twice during the 8 festival days is on and documented in "Heating and cooling"
- Cooling down food
- There is no cool down = no cooled food will be used. Hot food made on order. Remnants are a waste.

Warm Keeping

- Food is kept warm continually for 3 hours. For items such as sausage, where the following heat-treatment is at 81 ° C, heat is kept at a minimum temperature of 65 ° C. The temperature is measured and controlled with an insert thermometer.
- At each heat retention, ensure that the temperature is at least 65 ° C.
- Sales of hot dishes. (For example, sausages)
- Foods stored at temperatures between 65 ° C and 75 ° C should be sold within 3 hours.
- The 3 hours is controlled by the kitchen manager

Malfunction:

If the temperature is less than 65 ° C for more than 3 hours the food must be discarded.

Food waste

Following EPOG requirements food waste will be kept separate from other waste.



Documentation

Checks carried out once during the 8 festival days on and documented in Table 4 of "Keeping Warm". Errors should always be documented.

Food separation

To ensure there is no cross-contamination by pathogenic bacteria between different foods, there must be separation of vegetables and prepared foods, etc. during production and storage.

This is done by:

- Cleaning knives, wood plates, countertops, and cutting machines when changing between handling food. Using different areas in the kitchen and chopping boards for different types of products. Storing the food covered and separated
- Separating Staff food preparation and consumption from the food used for our guests
- Food for Staff will be cooked using raw ingredients and as such is kept separate from the provision of food for the public so as to minimise the risk of cross contamination.

Check regularly that the food be kept separate during production and storage.

Malfunction:

- Assess whether the product can be used for e.g. subsequent heating or discard the product.

How to separate food:

- In the refrigerator-cooling container
- Vegetables will be kept only in one refrigerator, in one section. Should there be more space in the fridge only sealed and packaged products will be stored here. We only use vegetables to garnish. Therefore, there are few vegetables in refrigerated areas.



- During production (describe areas or temporally separated)
- The kitchen has separate area for the washing and preparation of vegetables and other foods. Moreover, there is a special bench for salads and vegetables.



Cleaning and disinfection

Any disinfectant or sanitiser used will meet the official standards of BS EN1276:1997 or BS EN 13697:2001. We will check with our supplier that they meet the required standards

- Disinfection can be done in the dishwasher with rinse water temperature at min. 65°C
- Or disinfection may be made by pouring boiling water.
- Or with an approved disinfectant (Remember! to rinse with cold water after disinfection)

Cleaning checked daily before the commencement. If cleaning not done immediately after working, then cleaning must occur before starting.

Beer pipe cleaning

We will use the following method:

- 1.The pipe is removed from the truck and is cleaned with Pipeline professional products with relative 1:40 (2.5%) . Then left standing for 5 minutes.
- 2.Clean the taps with Pipeline professional products with over 1:40 (2.5%) . Then left standing in the taps for 5 minutes.
- 3.Thereafter, all gets washed with water. Each hydrant and hose will be washed with 10 liters of water .
- 4.The 2 multi tap are cleaned in warm water.

This procedure it's repeated after each weekend.



Personal hygiene

Three handwash facilities (one in the bar area and one inside the kitchen and one in the cooking area) are going to be put inside the tent in order to guarantee basic personal hygienical condition within the staff. You can find a list of common hygienical practices our staff is going to be instructed for below:

Theme	Instruction
Use clean clothes	<ul style="list-style-type: none">• switch daily work wear
Wash hands	<ul style="list-style-type: none">• Before you begin working with food• When you change the workflow• When you are coming from break• When necessary (after sneezing, etc.)• Once you have been to the toilet
Disease	<ul style="list-style-type: none">• Do you have any open wounds, diarrhea or other infectious diseases, please contact the Kitchen chef and the subsequent operator• responsible when you can resume work.
Smoking	<ul style="list-style-type: none">• Do not smoke, where food is produced / stored.
Other Rules	<ul style="list-style-type: none">• Jewelry in the kitchen, do not work with jewelry on hands.• Headgear There is no requirements for headgear.• Job outside food section. Is served directly to customers from the kitchen into the tent. There is no serving outside the tent.



Education

We recruit at least 1 chef from Germany. He/she alone accounts for cooking with 2-3 kitchen helpers. The operator must ensure that staff are informed of the hygiene rules and own checks are completed.

Maintenance and pest protection

The Company's standard maintenance and pest surveillance must be checked before opening. All rooms are reviewed. Remember also surrounding areas, store and toilets. Control of premises and equipment can be, for example, the following:

- That the walls, floors, ceilings and window frames are whole, smooth and washable.
- Fittings and machinery are all, easy to clean and without rust.
- If there are pests in the premises, such as flies, moths, mice and rats.
- That there are grates on the drains.
- Doors and windows are tight.

Revision

Auditors should occur next year and lessons learned from this involvement.

Traceability

Traceability is with us not a problem because invoices will be held at the venue.



Withdrawal

Foods that do not meet the requirements for food safety, and which may make people ill, will be withdrawn from the market. If the company receives a letter from the vendor regarding the withdrawal of food:

- this letter is saved as evidence of self-inspection program
- together with a note on what the company has done. For example, how many items or kg have been returned or discarded.



15. Forms 1- 4

Be completed daily and used as an alternative to the individual records: 'Delivery Record', 'Cold Food Record', 'Hot Temperature Record', 'Hot Holding Record' and 'Off Site Temperature Record'.

DELIVERIES – You decide how many food items should be probed in each delivery			
Supplier's name			
Details of food items			
Van condition • Cleanliness • Separation of raw and Cooked/Ready-to-eat food			
Food temperature • Critical Limit - Chilled' • Critical Limit – Frozen'			
Food condition • Packaging/Contamination			
Within date codes • 'Use-by' or 'Best-before'			
Corrective Actions • Reject Food • Review supplier • Review staff training			



16. Cleaning Schedule, Form 5

(cross frequency and type D when disinfected)

	Daily	Weekly	Monthly	3 month	Other:
Kitchen					
Walls	X				
Floor	X				
Ceilings		X			
Refrigerators	X				
Freezers					
Ventilation		X			
Shelves					
Cabinets					
Tables	X				
Machinery					
Machinery	X				



	Daily	Weekly	Monthly	3-month	Other:
Other					
Storage (non-food)					
Floor					
Ceilings					
Walls					
Fridge/Freezer	X				
Shelf's					
Toilets					
Toilet	X				
Washbasin	X				
Walls/Windows	X				
Floor	X				
Ceilings	X				



	Daily	Weekly	Monthly	3-month	Other:
Kitchen area					
Waste	X				
Tables	X				



18.Noise Risk Management

Introduction

The following risk assessment contains a risk register and an associated action plan for each identified risk. Within the action plan, each identified risk is given a severity rating based on the below matrix. Controls are then highlighted as to how the risk will be controlled to a level that is deemed acceptable. It is also identifying who holds the responsibility to action the identified controls, gives each risk a revised rating based on the controls to be put in place and finally provides an overview of what stage the mitigation is at. It should also be noted that all categories of risk are to be covered in the following assessment; this means that not only health and safety issues will be covered but also other risks associated with the event such as financial, public perception, communications and environmental.

Together with the Licensing Department and in order to prevent Public Nuisance, this event is subject to the following conditions:

- The Designated Premises Supervisor/Promoter shall appoint a named person to co-ordinate noise issues. In Reading it is the sound engineer. Contact details shall be notified to Reading City Council's Environmental Protection Service 1 week before opening. The noise co-ordinator shall liaise between all parties - Environmental Protection Service, DPS, Promoter, sound engineers and the Licensing Authority on all matters relating to noise control prior to and during the event.
- The noise co-ordinator shall ensure that noise is monitored at the front of house.
- The noise co-ordinator shall comply with any request made by a nominated officer of SCC Environmental Protection Service to reduce or remix sound emanating from the amplification system.
- We will promote signs with the mobile number of the Event Manager. All people can call if there is a problem with the noise level.



Methodology matrix

Severity rating matrix	Potential severity of harm		
	Slightly harmful 1	Harmful 2	Extremely harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerate 2
	Unlikely 2	Tolerable 2	Moderate 4
	Likely 3	Moderate 3	Substantial 6
			Intolerable 9

A strategy is in place to make sure that the following risk assessment document is circulated to all relevant authorities and key event personnel. All event documentation will be resubmitted to the Events Advisory Team one week prior to the event date of September 7th, 2016 only in case of any changes. SAG membership is made up of police, fire service, ambulance, licensing, environmental health, trading standards, parks, noise team, etc.



Distribution list

Events Planning and Operations Group	X	Service Manager	X	Key event supplier	X
Site Manager	X	Public Safety Manager	X	Site Electrician	X
Restaurant Manager	X	Tent supplier	X	Stage Manager	X
GCS Medical Ltd. / First Aid	X	Music supplier	X	Band	X
Kitchen Manager	X	Security Manager	X		
Decor Manager	X	DJ	X		

Revision process

This plan will be reviewed on a regular basis in the lead-up to the event on September 15th, 2016.

Review finally by	Review date
Event Manager LO	25.05.2016



Noise Risk register – Reading Oktoberfest –Palmer Park

Identified Risk	Category	Action Plan No.
Planning	Health & safety	LO-SF01
What is the source of the noise	Health & safety	LO-SF02
What specific areas are affected	Health & safety	LO-SF03
On site facilities	Health & safety	LO-SF04
Employees affected	Health & safety	LO-SF05
Audience	Health & safety	LO-SF06
Residents	Health & safety	LO-SF07



Noise Risk Action Plan – Reading Oktoberfest – Palmer Park

Continuously update. After the HSE check there is risk of peak reach but measure control in place.

Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF01	Planning	2 x 3 = 6 Substantial	<ul style="list-style-type: none"> We play Tyrolean and pop music, not a rock concert. The sound system only planned to play the tent, not amplified to higher levels Daily opening hours of 7 (12 Saturday). The Band plays 5-6 times 45 min. a day. Rest will be recorded music by DJ. Limiting devices will be in place to assure control measures. 	Event Manager Music equipment supplier Stage Manager Band / DJ	1 x 2 = 2 Tolerable	The planning and management will be targeting music at a reasonable level. Bavarian Oktoberfest music. Live music stops at 22:30
LO-SF02	What is the source of the noise	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Speaker: 9 top boxes and 8 bottom boxes. Delay boxes. Top boxes will be at 4m high and bottom at 2m. The band will use, electric guitar, Bass, drums and accordion and guitars. The tent is placed in Palmer Park. DJ music will be used to fill out the brakes of the band. Primary playing popular music and Bavarian folk music 	Event Manager Music equipment supplier Stage Manager Band / DJ	1 x 2 = 2 tolerate	The noise is planned to the tent area. The primary music style is popular music. Sound system will be placed high so sound top-down
LO-SF03	What specific areas are affected	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> The stage area is the most affected. Control measures to be done here regularly The pit area is affected, but the speakers are in 4 m height. Measure to be done regularly Back stage –area not much affected as no speakers pointing in this direction. The middle of the tent as all speaker's point here, but the size of this area is 600 m2. The two side areas are not much affected as no speaker point here. 	Noise Team Event Manager Music equipment supplier Stage Manager Band DJ	2 x 2 = 2 Moderate	The areas most affected are the stage area and the middle of the tent. Control measures to take place regularly. The “working” areas not that much affected.



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF04	On site facilities	3 x 2 = 6 Substantial	<ul style="list-style-type: none"> A level-meter is at site for control measures Limiting devices will be built in to the sound system The choice of venue and the placing of the tent is a noise measure it self The sound system constructed only to provide the tent with good music Sound system planned to optimise the noise level and thereby keep the level low. Speaker placing is optimised Band and DJ trained in reducing noise when possible. Daily sound check 	Event Manager Stage Manager Restaurant Manager Service Manager Security Adviser All staff	1 x 2 = 2 Moderate	Music is a big part of an Oktoberfest event. We have done planning to reduce noise as much as possible. Control measures are in place. Volumes will be turned down whenever possible
LO-SF05	Employees affected	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> The experience from Copenhagen shows the following most likely <ul style="list-style-type: none"> Band and DJ, stage sound is spilt all over the tent through speakers. Band and DJ will make long brakes Service has to bring food and drinks out in the tent and passes the stage every time. No staff to be direct in front of speakers, kitchen area has low noise brakes helps staff Security will waere ears protection when working near the stage, security will patrol and herby vary the level of noise, brakes in the kitchen area. Bar personal, bars are placed on the sides of the stage and behind the speakers noise level will be tolerable, brakes in the kitchen area Management will be working around the whole tent area. Possibility to make brakes even outside the tent. 	Event Manager GCS Medical Ltd. Service Manager Security Adviser Restaurant Manager Kitchen Manager All Staff	1 x 2 = 2 Tolerate	No staff based constantly in front of or close to speakers. All staff will be trained in taking brakes from the noisy areas and go to the kitchen area. Training also in where the speakers are and to avoid being long in front of them.



Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy Status
LO-SF06	Audience	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> As the opening hours are from 17:00 (12:00) the likelihood of customers being in the tent the whole day is low. Most guests are expected to attend 4-5 hours. Audience who pre order seats are ask if they want seats in front of the stage or more quiet at the sides. Half of seats in the tent are free to choose. As the band only plays live 6 x 45 min. a day the impact is reduced The toilet/smoking areas offer an opportunity for guest to take a break from noise. Live music to stop at 22:30 	Event Manager GCS Medical Ltd. Service Manager Security Adviser Restaurant Manager	1 x 2 = 2 Tolerate	Audience are offered the opportunity to choose among seats. Also the toilet/smoking area allows customers to make or take a break from noise.
LO-SF07	Residents	2 x 2 = 4 Moderate	<ul style="list-style-type: none"> Stop the live music at 22:30 (19:00), Take the music sound level down step by step between 22:30 and 23:15 (19:45) to stop totally exactly at time. Employ an acoustic consultant who will be at site and control any complain right away and stay in contact with the noise team Play slower music to tire people the last hour Close the bar at 23:00 The placing of the tent and the music stage/equipment will point at the Church and the main part of the sound thereby be leaded into no living place 	Noise Team Acoustic consultant Event Manager Music equipment supplier Stage Manager Band / DJ	2 x 2 = Moderate	We are aware of the Noise risk to the residence if we close at 23:30. We have already implemented a lot of action against this problem last year in Shoreditch Park.



19. Egress Plan

In general, the open to the public and the event is free Thursday and Sunday, on Friday and Saturday we charge an entrance fee of £5 and £10. This is to reduce peak days and spread guest over all 4 days.

Entrance

Seen from the numbers of people this should not be noticed, specially the area around the square is big. As our guest will arrive over a period of 2-3 hours (as we open 17:00/12:00 o'clock) and people particularly tend to work later than 17:00 o'clock the entrance is expected to run smooth and without big cues. As people tend to come late we could expect a small cue. In case we will use pedestrian barriers to organise the cue and "park" people.

Egress/Decription

Egress is a very important part of the event at Palmer Park. The target is to reduce noise and any related points to reduce the impact of the residence living around. The exit area to the Square will be made up by the paths lining to the pedestrian walkways inside the square. By this we have given people the opportunity to have a safe exit. Up to 4 Stewards will be positioned along the paths to avoid any additional risks. Normally at our events the time to empty the tent is only 20-25 min. As the guest already start leaving when the Live music stops and also as we rather have a guest age average of 30-50 years. People want to get the fastest way home and just enjoyed the evening.

The target is to enable a safe, soft and fast egress. As the square is located near Tram and Bus Stations this offers a straight forward solution to our departure problem. Please see this management plan in connection with the site plan of egress and the tent placing drawing attached.

General equipment used:

- 1 Tower light for the entrance/egress
- Barriers outside the tent
- Fence

Conclusion

Combined, these measures will lead to a fast and save entrance and egress situation. This plan greatly reduces the possibility of guests losing their way between the tent and main road as the path to and from is clearly marked. Light in the park is granted by the stationary light and the supplied tower lights.



Name of Officer	Richard French						
Type of Application	Grant of Premises Licence - Licensing Act 2003						
Name of Premises	Oktoberfest						
Address	Palmer Park, Wokingham Road						
	Reading						
	RG6						
Licensable Activities	Live Music until 2230hrs						
	Recorded Music until 2300hrs						
	Sale of alcohol until 2300hrs						
	Opening Hours until 2330hrs						
Finish Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun
				2300	2300	2300	2300
<u>Content of Application:</u>							
<p>The application seeks a premises licence for an event in Palmer Park. The applicant seeks a licence to undertake licensable activities namely, playing of live music, playing of recorded music and the sale by retail of alcohol. All licensable activities will cease at 11pm with the public being dispersed from the premises by 11.30pm</p>							
<u>Licensing Officer's Comments:</u>							
<p>In order to actively <u>promote</u> the licensing objectives, namely the prevention of crime and disorder and prevention of public nuisance I object to the application submitted. An event which predominantly relies on the sale of alcohol needs strict control measures to be put in place before, during and after the event. I am not satisfied that the measures in the application form are sufficiently robust and therefore ask that the conditions below be attached to any licence that may be issued. Particular concerns arise in relation to the amount of alcohol that would potentially be sold, the impact to nearby residents of the event and the lack of clarity in how people will be managed on site and then adequately dispersed off site and from the immediate area so as not to cause a public nuisance at the end of each evening. It is also not clear how customers would be managed on and off site and the roles of door supervisors/stewards in undertaking this role. Therefore the conditions below are required to actively promote the licensing objectives and to deal with the likely effect any granted licence would have:</p>							
<p>1. The premises shall at all times operate a Challenge 25 policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years from making such a purchase without having first provided identification. Only a valid British driver's licence showing a photograph of the person, a valid passport or a nationally approved proof of age card showing</p>							

the 'Pass' hologram (or any other similarly nationally recognised scheme) are to be accepted as identification.

2. Where a requirement for SIA door supervisors is identified the Premise Licence holder shall keep and maintain a register of door supervisors. The register will show the following details:

a) the name, home address and registration number of all door supervisors working at the premises.

b) SIA registration number.

c) date and time that the door supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.

d) Any incident of crime and disorder, or concerning children must be recorded giving names of the door supervisors involved.

e) date and time the door supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.

f) The door supervisor register must be kept at the licensed premises and be available for inspection by Thames Valley Police or an authorised officer from Reading Borough Council and shall be retained for period of six months from the date of the event.

3. Alcoholic beverages provided and sold at the premises shall not be permitted to be taken off the premises. Door staff or staff nominated by the event organiser shall prevent alcohol being brought onto the site and leaving the site.

4. Clearly legible and suitable notices shall be displayed at all exits, requesting customers to respect the needs of local residents and to leave the premises and area quietly. Staff shall be available to ensure that customers disperse quietly.

5. All cashiers who are selling alcohol shall be trained to record refusals of sales of alcohol in a refusals book /register. The book/ register shall contain:

- Details of the time and date the refusal was made;

- The identity of the staff member refusing the sale ;

- Details of the alcohol the person attempted to purchase.

This book /register shall be available for inspection when requested by an authorised officer of Reading Borough Council or Thames Valley Police.

6. An incident book/register shall be maintained to record all incidents of crime and disorder occurring at the premises. Details of occasions when the police are called to the premises shall be recorded. This book /register will be made available for inspection when requested by a Police Officer or authorised officer of Reading Borough Council at any time during the event.

7. All incidents that are recorded in the incident register shall be signed off by the Designated Premises Supervisor or nominated representative. A weekly review of the incident register shall also be carried out by the Designated Premises Supervisor.

8. The premises licence holder shall ensure that any staff employed by them involved in the sale of alcohol undergo training upon induction regarding the Challenge 25 proof of age checking policy. This shall include, but not be limited to, dealing with refusal of sales, approximately purchasing and identifying intoxicated persons to purchase alcohol. Such training sessions are to be documented and refreshed every 6 months, if appropriate. All training sessions are to be documented in English. Records of training shall be made available to an authorised officer of Thames Valley Police and Reading Borough Council upon request.

9. An active dispersal policy shall be devised, documented and implemented on the premises. This dispersal policy shall include, but not be limited to, staff members being available to disperse customers from the premises and immediate vicinity and to advise customers to respect the needs of local residents and leave quietly. A suitable amount of staff shall be available to ensure customers are dispersed from the site and immediate vicinity and shall be available until the last customer has left the premises. This dispersal policy shall be in written form and be made available for inspection to authorised officers of Reading Borough Council and Thames Valley Police.

10. The event will be run in accordance with the submitted Event Management Plan and said Event Management Plan will form part of the premises licence conditions for the event.

If the applicant agrees to the attached conditions (above) and agrees that they should be attached to any premises licence that may be granted, then I shall withdraw the Licensing Team's representation.

Date Received	26/05/2016	Date Due	23/06/2016
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Date	20	06	2016
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INTERNAL MEMORANDUM

To: Licensing

From: Rebecca Moon

Dept: Licensing

Dept: Environmental Protection

Cc: Applicant

Date: 2nd June 2016

Urgent Response required Further action (see below)

Subject: Application for Premises Licence
 Premises: Oktoberfest 2016, Palmer Park

I would like to make representation against the above application.

I am concerned that due to the residential location of the premises, the measures outlined in section P(d) of the application are not sufficient to prevent a public nuisance from occurring due to music noise.

The proposal is for live and recorded music to be played for long periods of time on four consecutive days, inside a tent which will provide limited noise attenuation. It is proposed that the recorded music will fill the gaps in the live music sets therefore there will be limited breaks in the noise.

I would like to see additional measures implemented by the applicant, such as the following:

1. The control limits set at the mixer position shall be adequate to ensure that the music noise level shall not at any noise sensitive premises exceed the background noise level (average hourly L90) by more than 15 dB(A) over a 15 minute period throughout the event.
2. Noise monitoring shall be conducted at reasonable and regular intervals and at least once per hour during periods of regulated entertainment by a designated sound manager using a noise meter to ensure compliance with condition 1. The monitoring locations shall be selected to be representative of the residential properties most likely to be affected by the noise.
3. A written log shall be kept of measured noise levels, complaints received, and any actions taken to control the noise and this log shall

be made available to an authorised officer of Reading Borough Council on request.

4. The designated sound manager shall be capable of exercising control over all of the music and amplified speech sound levels.
5. The designated sound manager shall be on site for the duration of the festival.
6. During operating hours, the licensee or a nominated representative shall be available to receive and respond to nuisance-related complaints.
7. In advance of the event, the event will be notified to local residents via a letter drop which shall include a contact name and telephone number via which complaints about noise can be made on the days of the event. During operating hours, the licensee or a nominated representative shall be available to receive and respond to nuisance-related complaints.

If the applicant can agree to the above then I will withdraw my representation.

Please contact me if you require any further information.

Kind regards

Rebecca Moon
Senior Environmental Health Officer

Reading Borough Council
Licensing Team
Civic Offices
Bridge Street
Reading RG1 2LU

■ St Bartholomews Road
Reading RG1 3QA

30 May 2016

Re: Application for alcohol and music license for Palmer Park 15-18 September

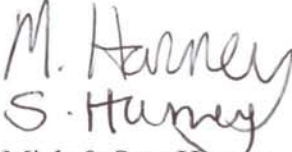
Dear RBC Licensing Team,

This is to register our objections to the grant of the above license:

1. Palmer Park has resident's streets on three sides and the activities detailed in the application are inappropriate for that setting. The applicants, London Oktoberfest Ltd, have sited the annual beer festival in King's Meadow – an appropriate setting for an event of such a nature.
2. The application proposes the supply of alcohol and playing of music until 23:00 on three of the four days in question: an unacceptable imposition on the resident's right to peace and quiet.
3. The application proposes opening hours that end at 23:30 on three of the four days in question. There will be considerable noise and the risk of antisocial behaviour for at least an hour after that. That is a further unacceptable imposition on the resident's right to peace and quiet.
4. With the large number of people attending the event over several days there will be disruption to normal life in and around the park, pressures on the already limited parking, and the inherent risk of damage to cars and other property: another intolerable burden on the local community.
5. The signs inside Palmer Park indicate a ban on bottles. The application is contrary to that intent.

It is impossible to conclude that this will be a one-off event but the first of a regular series. It is important therefore to reject this application outright. If it is granted once, it will weaken the force of any later objections.

Yours Sincerely,


Mick & Sam Harney

French, Richard

From: Licensing
Sent: 21 June 2016 09:11
To: Smalley, Robert
Subject: FW: Oktoberfest application for use of Palmer Park 15-18 September

Robert Smalley
Entitlement & Assessment Officer
Licensing

Reading Borough Council
Civic Offices Bridge Street Reading RG1 2LU
(please note new office address)

0118 9373762
Licensing@reading.gov.uk

To access the licensing section of our website, please click this link:
<http://www.reading.gov.uk/article/7912/Licences>

[Website](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)

From: Peter Kayes [REDACTED]
Sent: 20 June 2016 19:44
To: Licensing
Cc: XWhite, Rob
Subject: Oktoberfest application for use of Palmer Park 15-18 September

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

On behalf of the Redlands and University Neighbourhood Action Group and am writing to express some concerns about the application for this event.

The application does not give an estimate of the number of people expected to attend. The park is surrounded on three sides by residential streets. There is a comment that access will be limited but without specifying any number. One estimate I have heard is up to 2000 people could be attending. Specific concerns I have are:

1. The proposed venue is some 2 miles from the town centre in a residential area. The sponsors explain that they will control noise levels which will clearly be necessary to avoid disturbing residents especially on Thursday evening but also on the other evenings.
2. Transport to and from the venue is an issue. Whilst there is a good bus service to the area there is only limited parking with no spare capacity on surrounding roads most of which have residents parking restrictions. Some space exists in the park by the stadium but this is limited. It is questionable whether people should be driving to the venue as the entertainment is likely to involve a lot of beer drinking. This raises issues of public safety, noise nuisance and potential public disorder unless properly controlled.
3. The 17 bus route would be seriously overstretched with hundreds of people wanting to catch late night buses back to the town centre at the end of the event, again risking public disorder.

The risk to residents is of excessive noise and disturbance by the event itself but more significantly when the event closes each evening, planned to be 2300 on 3 nights.

I trust the Licensing committee will require sufficient regulations to minimise these risks. These issues are more significant given the location whilst a town Centre venue such as Christchurch Meadow would not pose the same scale of risk in part because of the more immediate access to a range of forms of transport for revellers when returning home at the end of each day.

Peter Kayes
Chair Redlands and University NAG



Click [here](#) to report this email as spam.

French, Richard

From: Hilary Kemp [REDACTED]
Sent: 22 June 2016 08:49
To: Licensing
Subject: Octoberfest in Palmer Park
Attachments: 103349_Public_Notice_for_Website.pdf; ATT00001.txt

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

As a very near neighbour, on St Bartholomews Road, I am concerned about this event due to alcohol related anti social behaviour - damage to park, cars and property.
I am also interested to know where exactly in the park this event will be situated ?
Also, I see it finishes at 11 pm - does this mean alcohol is stopped being served at 11pm ? If so, the event will not finish until midnight - allowing festival goers to drink up and be off site ??
What time is 'last orders' ? Is there music ? If so, what time is it turned off?
Whilst I welcome events in the park, I'm not sure this is a suitable venue for this event - it is too near many residential properties and will inevitably cause disruption.
Hilary Kemp

French, Richard

From: Richard Genney [REDACTED]
Sent: 23 June 2016 11:51
To: Licensing
Cc: [REDACTED]
Subject: Licensing for beer festival in Palmer Park 15-18th September

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Dear Sirs

For your consideration in this licensing request as a neighbouring resident to the park having experience of living along side other events at Palmer Park I would request that suitable controls to manage the event and minimise disruption to residence are made as a condition of approval. There has not been an event involving alcohol or at night in the park so it would seem unfair to object outright, however we would seek assurance that controls are in place to prevent antisocial behaviour.

Firstly the layout and positioning, this should be closely surrounding the stadium with lights and PA/sound systems pointing away from local houses.

Secondly that parking requirements have been considered and appropriate controls and monitoring will be in place, with out of hours provision.

Finally that the contact details of the officials of the event, local authority, police, parking enforcement with suitable levels of authority are made available with out of hours cover for the duration of the event.

Yours faithfully
Richard Genney
[REDACTED] St Bartholomews Road

Sent from my iPhone

French, Richard

From: Julie Genney [REDACTED]
Sent: 23 June 2016 11:57
To: Licensing
Cc: [REDACTED]
Subject: October Fest application for Palmer Park September 2016

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Dear Sirs

I am writing as a resident who lives directly opposite the park, on St Bartholomews Road.

Firstly I have grave concerns about the noise and disruption to our community during that weekend and mostly as a result of the number of people who are due to attend.

This number has not been tested at this venue before and I'm not sure how the local infrastructure will cope. Its easy to say that as its drinking there will be few drivers, and my experience is that is not the case. One car 4/5 occupants. Smaller events like the fair, East Reading Festival, funerals at the community centre, Saturday morning football etc all have an impact on surrounding roads, week in week out. What additional parking is being provided and where? What additional policing of existing parking regulations will there be? What alternative transport is being provided/advertised to support the event?

On the noise and disruption to the existing communities and park users over this proposed weekend, whereabouts will the event be being held in the Park, how much space will it be taking up? What alternatives are there for local regular users of the stadium and the pitches for example on the Saturday (cyclists & footballers) ? What about the end times on Thursday and Sunday and the impact of those who have work the next day or would like some respite from it. It may close at 11pm and it will probably take a further 1/2 hour to clear the area at least..so in reality it will close at 11.30...what about the many of us who want to go to bed before then and sleep peacefully before work and school the next day?

And I think its great to hear there will be a dedicated number to contact the management team during the event, and what about RBC, will you be providing similar if enforcing end times etc is not happening? How will this number be distributed to local residents? I want action to be taken at the time of the event not 3 days later because its outside RBC office hours (a recent smaller event left the park in a shocking state that the bad weather then spread all over the park and the community, that took a week to get cleared up, I don't want a repeat of that.) What extra bin emptying will be provided over the weekend...a normal sunny day results in the bins overflowing where squirrels magpies etc distribute the rubbish across the park helped by any wind. What impact 4 days? What will this company provide in that regard?

I am also less than happy that the event is already being prompted and tickets sold without having had the license granted. How is this to be interpreted, its a forgone conclusion? Whilst there have been a few cards on the park gates, what efforts have there been to contact local residents by the council? None other than a local councillors letting us know.

If as I suspect this is about money and finding ways to make the park earn some money, that's okay provided its not at the expense of the local community. The money raised by this event can be ploughed into the much neglected park. There is a list of basic maintenance that needs to be carried out, pruning trees (another large branch came down last night and is blocking a major pathway), replacing & increasing bins with covered ones, replacement fencing & lighting fro the stadium, improving drainage in areas of the park where flooding occurs, resurfacing some pathways etc etc

I love that our park is used in many different ways for the community, its is our green heart, that many of us enjoy daily, with our children, dogs, friends & family. And so I am not against the event per say, what I want is sensibly thought out and robust plans to mitigate the disruption to those who live, work & use the park.

many thanks

Julie Genney

■ St Bartholomews Road RG1 3QA

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