

The logo consists of the word "TULU" in a bold, yellow, sans-serif font with a black outline. The letters are spaced out and centered within a solid teal rectangular background.

TULU

TULU PRESENTS: The Heatwave Tour

Event Management Plan

Camden

Contents

1. Event Planning & Management
2. Premises Description
3. Sound and Noise Management
4. Fire Safety
 - a. Crowd Management
5. Traffic Control
6. Electricity Supply & Lighting
7. Concessions & Bars
8. Sanitary Facilities
9. Medical Provision & First Aid
10. Information & Welfare
11. Children
12. Insurance
13. Key Contacts

1.Event Planning & Management

Overview and Mission Statement

“TULU Presents are teaming up with Camden Market’s Clime-it Brothers in order to showcase a night of some of the best upcoming urban music talent from across the

Time	Action
4:00	TULU team arrive at the store to begin preparations / safety briefings with the whole team & Mo
5:30	Set up final amendments & artists arrive
6:00	Store closes & soundcheck & briefing with security here too.
7:00	Doors open for the ticket holders - Temple playing music
7:30	Lights off and winner of competition performs their set
7:45	Nathan introduces acts: Conxcept, Flowlosopha, Lemzi
8:30	First break in music for shopping (Temple plays tracks)
8:50	Nathan introduces next acts: NVN, BUSHROD, Sus Bully
9:45	Second break or shopping (Temple plays tracks)
10:05	Nathan introduces next acts: Henry Jones, Mac Backwardz & Temple DJ set
11:30	People leave and TULU team clear up store with Mo

UK.”

Clime-it Brothers are a stylish clothing brand situated in The Stables Market, Camden. Unlike any other store; for every pound spent there, one minute of their time is donated towards running community workshops for the younger generations in difficult living situations. There are two key elements to TULU as an organisation; both designed to provide a solution to the saturated social media and music sharing platforms currently available. We do this by being an affordable service hub and networking platform which hosts regular live events for independent artists to get involved with across the UK.

These two companies have teamed up as part of the TULU Presents: The Heatwave Tour in order to showcase incredibly talented upcoming artists. This is in a celebration of progression and dedication for artists in today's society. Artists will be asked to perform their top three tracks on the night with regular intervals throughout the night to encourage shopping in the Clime-it Brothers store.

The event will run from 5:30pm - 11:30pm with the store being close off to the general public from 5:30pm onwards (anyone currently in the store at the time of closure gets free admission to the event). This will be the second time this event has run in this venue, following a very successful first time in March 2019, we have high expectations for an incredible night to celebrate some of the best up and coming urban acts the UK has to offer.

Purpose of the Document

This document (The Event Management Plan) is intended to provide a detailed management plan, to lay out the aims and actions of the organisers with regard to public safety and worker safety, as well as to provide general information about the event to minimise any impact on local residents and community.

We will make every effort to ensure that all information contained in this document is correct and circulated amongst the relevant organisations and authorities. This document is subject to constant revision and should not be considered exclusively. The document is not for public viewing and is intended solely for the use of the organisations involved.

Event Management

TULU Presents employees take their responsibilities very seriously in regard to the safety of its staff, contractors and customers. It will ensure, as far as possible, that at no time is any party put at unnecessary risk due to its actions. All staff and contractors involved will receive a copy of this document accompanied by a site map and a detailed risk assessment.

2.Premises Description

Timings:

The Camden Market Site

It is our intention to ensure that the event is safe and comfortable, and our site plan is designed with these two factors as the primary concern. The entire event will be held in Unit 60, the Stables, Camden Market which is situated in The Stables area of the Market. The arrangement of a site plan considers the location, size and opening times of entertainment facilities, access for pedestrians, vehicles, crew and emergency services, noise sensitive areas and site infrastructure. Camden Market has existing access routes available for the public, crew and Emergency Services.

Site Plan

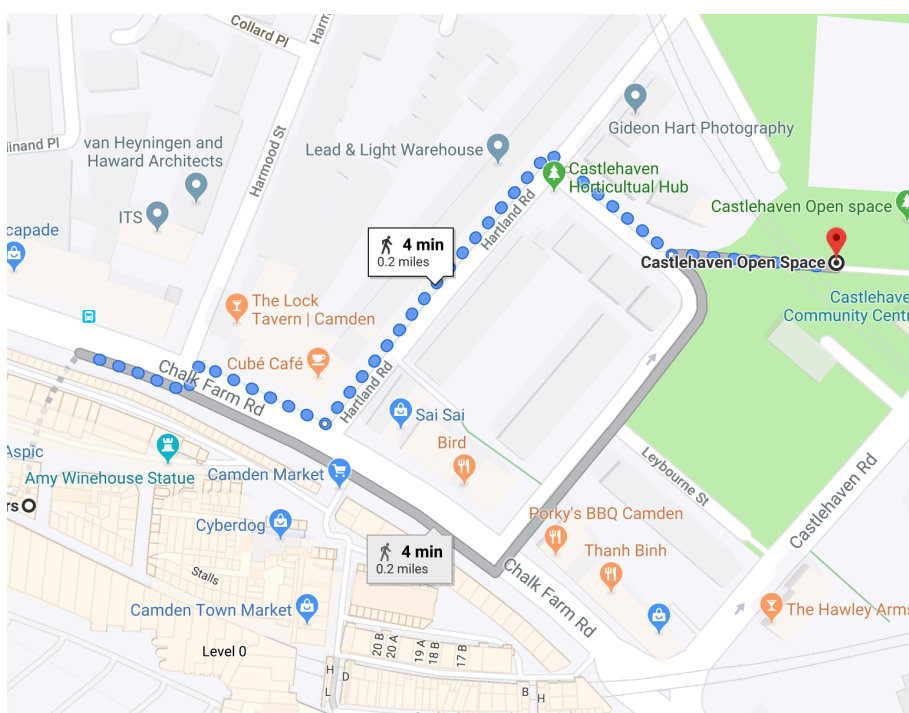
TULU do not have a visual representation of the site (available from Camden Market) however, please see below for the key areas on site which have been implemented by TULU and must be made aware of:

- The bar will be at the back of the store with all un purchased / bottled alcohol kept behind it and with at least one person managing this at all times.

- The music equipment and DJ decks will be to the left of the store with all cables behind or taped to the floor to avoid any trips or falls.
- The 'stage' will be in the centre of the store and marked out by tape on the floor.
- All fixtures (clothing rails, display tales, etc) will be moved to the side of the store to avoid any further slips, trips or falls.
- Outside, there will be a fenced off smoking area where there will be one entrance in and out of the event from this area. This way our door staff and the Camden security have full control over who enters and leaves the event.

Exit Requirements

In the event of an emergency, the only entrance in and out the store positioned at the front of the store is the emergency exit. People will then be evacuated out Clime-it Brothers, to the nearest safe space: Castlehaven Open Space.



Event Planning

Preparation of Key Support Documentation

It is envisaged the TULU Presents Event Team will enable a common understanding of, and agreement to the event EMP, so that all terminology is consistent and that there is no misunderstanding with regard to the event's structure and procedures ensuring that an appropriate operational frame work is created for the event.

Communications

A clear communication plan will be distributed to all personnel and strictly adhered to. Radios will be issued to all security and stewards - this will all be provided by the Market as the security will be organised by them.

A list of key contacts will also be circulated before the event to all members of the team (see also: appendix 14).

The operating frequency of the security and steward teams can be provided to the licensing authority if required. All messages on the Radio should be kept as brief as possible to allow communication to go unhindered.

In the event of an emergency security will broadcast clear messages to the public via the PA system which will be located to the left of the store.

3.Sound & Noise Management

Noise Assessments

The whole Camden Market estate has undergone a full acoustic survey. Please contact The Market for further information.

Sound Levels will be monitored throughout the evening to protect those working and attending the event and to avoid any potential noise disturbance to local residents.

We shall reduce the noise of the event with any request of the licensing Authority Officer reduce sound levels if required.

Noise and Local Residents

We will share and continue to share a dedicated Camden Market events mobile number to local resident groups and individuals, so they may report any noise issues. The call times and location of the caller will be logged, and a contact number requested. The log will be available at any time for inspection by Camden Council or the Licensing Authority Officer. Likewise, any complaints made to the council directly should be passed on to the Event Manager so action to reduce noise can be taken.

Sound Control

The Event Managers (Georgie Grimsey & Isha Mckenely) will have overall control of the sound systems on site. Their team will monitor noise levels both on and off the site throughout the event to ensure adequate controls are in place and adjustments are made where necessary. All our sound is planned therefore controllable. A sound engineer will be provided by TULU Presents and Camden Market and they will be briefed on the sound levels and potential issues and will work in complete cooperation with the Event Manager.

The sound engineer provided by TULU for this event will be Ali.

4.Fire Safety

Fire Safety Management

Camden Market has regular inspections, training and checks by the Local Fire Department. All managers are trained in desktop exercises, evacuation procedures & fire extinguisher use. As our event is being held at Camden Market with a

Tenant of The Stables, discuss will be had regarding all fire safety regulations with Mo (Clime-it Brothers owner) prior to the event.

There will be no additional flammable goods brought onto the site for the event. All suppliers for the event will ensure that only fully PAT tested products are used on the site and will supply full method statements, risk assessments and proof of public liability insurance.

Fire extinguishers will be at all high-risk positions and all staff briefed on their locations.

Health and safety policy document and evacuation procedure are available from the TULU Presents team. A full site risk assessment, fire risk assessment, fire extinguisher testing records & inspections from fire brigade are all available on request from the store owner Mo.

5. Crowd Management

Crowd Management

Crowd Management will be in accordance with recommendations of the Event Safety Guide (1999) and the HSE document “Managing Crowds Safely”.

Numbers of attendees within the area will be strictly controlled by security with barriers and clickers. Capacity shall be within the legal bounds outlined by Health and Safety regulations.

Crushing, trampling and suffocation are all the potential hazards that can arise from the dynamics of crowd movement. These will form part of the overall risk assessment for the event.

To help avoid such problems from crowd surges and to ensure that crowd behaviour and movement is monitored effectively this will be achieved through strategic placing of security staff / stewards and use of CCTV.

All staff will be briefed as to their precise role in crowd monitoring and who has the authority to take immediate action if people are at risk.

There is an Event Safety officer for the event. Their role is to coordinate all aspects of safety relating to the event. They will have final control over all action of staff. There will be security staff / stewards at all entrances together with additional signage directing visitors to appropriate exits. There will be security staff and stewards patrolling the designated area keeping routes and fire exits clear and reducing congestion. They will also be preventing any drinks purchases on site leaving the premises.

On dispersal at the end of the event as people leave the market there will be security staff and stewards, signage and crowd barriers directing patrons out of the venue and onto the public footway in a safe orderly manner. Market Security staff will work colleagues to leave the locality and not to cause a disturbance or nuisance to residents.

Audience Profile and Crowd Dynamics

The audience will be young adults with a strong interests in urban music, upcoming independents artists and supporting brands such as Clime-it Brothers. Most the

ticket holders will be from London, however some will have also come from across the UK too in support of their hometown artists on the line up. The crowd dynamics will be a relaxed but also exciting and supportive towards the new talent.

Urban music culture is to respect those performing and ensure the attention isn't taken away from the artist.

Security

All security staff used on this event will all be SIA authorised and experienced in the workings of the events and the market. The staff will be identifiable by the wearing of high visibility vests.

This will be strengthened with additional staff specific for this event. The contracted security company has experience of working with in-house market security for events in the market.

All staff will be properly briefed and tasked as regards arrangements for security, events, health and safety and emergency response / evacuation. The Head of Security will liaise with local Police to ensure effective working relations both on an operational level and in any emergency response.

Security staff will prevent people leaving the market with open vessels containing alcohol and provide a visible presence. They will also work closely with other local venue security colleagues and local police to support the quiet streets initiative.

There will be an appropriate search regime in place throughout and it will be in line with the market normal search procedure. This will be supported with suitable signage. No drinks /glasses will be allowed in or out of the event area. Security will also carry out general security patrols of non-designated areas. The site will be monitored using the available CCTV cameras.

In the event of an evacuation the Event Manager and Head of Security will work together to begin the emergency evacuation plan (see appendix 2). This plan has been made under the guidance of Camden Market and covers evacuation of the event area during any stage of the event build, live or breakdown.

All security, stewards and event team will be briefed to follow the safest route to the muster point in Castlehaven Open Space and help evacuate the public where appropriate. In the event of evacuation, markets teams and Camden Market Security will direct people to the appropriate/safest evacuation route. If no clear route to Castlehaven Open Space is available, the secondary evacuation point is The Ice Wharf on the opposite side of Regents Canal. Trader managers are responsible for briefing and accounting for each of their staff onsite and keep a list of those working each day for roll call at the evacuation point.

6. Traffic Control

There will not be a significant increase in deliveries associated with the event. All deliveries will be in line with current market procedures and will be outside of core trading areas. Morning deliveries will take place between 6am - 9am and evening deliveries between 6pm - midnight.

Camden Market does not propose the closure of any roads in order to safely manage the event.

7. Electricity Supply & Lighting

Electrical Safety and Power

Electrics to be supplied and distributed by Camden Market, either through onsite mains power supplies. All portable appliances will carry PAT certification which will be checked by both Management prior to trade commencing. Emergency lighting is situated at all exits around The Market and details of emergency lighting testing is available in the Camden Lock Operating Procedures document. The event will take place at night time. The regular shop lighting will be used, as well as extra uplight / spots in key areas.

Emergency lighting is situated at all exits around The Market. Details of emergency lighting and testing records are available in the Camden Market Operating Procedures document.

The market has lighting around the site that automatically comes on as it gets dark. There will be additional Emergency lighting at all exit points.

8. Concessions & Bars

Positioning and Philosophy

The trading times of the bar will commence from 18:00 and close at 23.00. The range of alcoholic drinks available will be restricted and designed to suit the ambiance of the relevant area. The presence of security and stewards to monitor consumption and audience behaviour, coupled with the expected audience profile, will ensure a civilised atmosphere that is conducive to a satisfactory and acceptable drinking experience for audience, staff and the regulatory authorities. All drinks will be served in plastic containers

Alcohol & Bars

The bar stocks a small variety of craft beers and limited selection of wines and spirits. The main purpose of the bar being able to provide visitors to the event, a place where they can enjoy a drink while they listen to the artists.

TULU aims to work with small alcohol brands and local suppliers to provide a platform for them to retail their locally craft beers, wines and spirits from independent suppliers. The Event organisers will co-ordinate bars and alcohol supplies and will work closely with the events Licensee.

Drinking Water

Free drinking water is available across the market for the public and stewards, staff and security will know to direct people there.

9.Sanitary Facilities

Camden Markets usual facilities will be open to the public throughout the day and evening. Toilets will close at 23.00 on the day of the events. The toilets will be manned from 18:00 until close and will be regularly cleaned and re-stocked by The Market's cleaning contractors. Toilets shall be clearly signed

Sanitary Provision for People with Special Needs

There are two disabled toilets on site which will remain open for the same hours as outlined above. A key for these toilets is available from security twenty-four hours a day and a phone number for security is signed on the security office door and at the point of entry.

10.Medical Provision & First Aid

Emergency Service Routes

Camden Lock Place is the designated Emergency Service Route on to the site.

Location

First Aid points are located in the Security Office & Management Office. Market staff and security personnel have had first aid and defibrillator training.

Vehicle Movement

Vehicle Movement is completely restricted and controlled during the market opening times.

11.Information & Welfare

Information

All staff on the night will be fully briefed regarding key information and locations on site prior to each evening's events. The majority of staff will be employed from existing market staff who already have a working knowledge of the area

Lost Property

Lost property is handed into the security office based at the entrance to Camden Lock Place.

Security

Security will be briefed to ensure a clear flow of information to the public. We will stress to them that they are a visible presence and customers will look to them for information and directions to facilities and that they should deal with queries in a helpful and courteous manner.

Phones

In case of emergency the market office can be used to make land-line phone calls off-site.

12.Children

The event is family friendly until 8pm and will be operating a challenge 25 on the bar.

13.Insurance

The site is covered by public liability insurance of up to £10,000,000
A copy of this insurance is available from The Market upon request

14.Key People

Below is a list of the key people from the TULU team which will be maintaining the night to ensure it all runs smoothly. The general roles on the night are listed below but they are certainly not limited to these.

Georgie: 07757746886

Role: Events Manager

Duties on night: to communicate between Clime-it Brothers and the TULU team to ensure both parties are aware of everything ongoing and that the event runs smoothly as possible. Georgie will be in charge of providing any documents of legality (PAT testing, health and safety, etc) should this be requested from the venue.

Georgie is also in charge of ensuring the night nights on time and no delays occur where possible. She will be keeping an eye over all aspects of the event organisation and is the first point of contact.

Vince: 07340330939

Role: Co- Events Manager

Duties on night: to liaise with the sound engineer from Clime-it Brothers and the TULU team to ensure all technical equipment runs on the night. Ali is the TULU team sound engineer and will be on hand to help too.

Vince will also ensure all artists have handed their tracks to the DJ and that he is all ready to go with the night. Shinx will then take over as artist management.

Shinx: 07484880318

Role: Artist Management

Duties on night: to ensure all artists are looked after, any riders are provided and soundcheck occurs. Please note: all riders are to be highlighted further down this

document and will only be permitted on the premises once Clime-it Brothers has confirmed they are happy for TULU to do so. Shinx will also be in charge of ensuring all artists arrive on time, have been sound-checked and are aware of their time slot for performing.

Theo +1 - 07307630739

Role: Cashiers and checking tickets on the door.

Duties on the night: These two will be in charge of ensuring only those who have paid will be granted access onto the premises. They will ask to check IDs too if they feel the customer is not 18+.

Ali -

Role: TULU Sound Engineer

Role on the night: Ali will be our sound engineer for TULU and will work alongside the in-house sound engineer provided by Clime-it Brothers. We will ensure these two get a chance to meet and discuss equipment / house rules prior to anyone else touching the equipment.

We understand the in-house engineer provided by Clime-it Brothers has the final say on all decisions for the night.

All equipment provided by ourselves will be PAT tested and these documents will be available from Georgie upon request.

MJ-

Role: Personal Alcohol Licence Holder and Supplier of Bar

Duties on the night: MJ will be in charge of stocking and manning the bar throughout the event. All licence documentation will be available from MJ.

If you have any questions regarding this document, please feel free to contact:

Gee Grimsey
Events Manager

M: 07757746886
E: tulupresents@gmail.com
W: tulupresents.com

Camden Market Management Office: 020 7485 7963
Noise complaint hotline: 07976 266 175 (this is the event manager number)
Security Office: 020 7284 4953
Security Guard Mobile: 07710 386 826

