

EVENT MANAGEMENT PLAN

FOR

**CAMDEN
MARKET**

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1. COVID-19 RISK STATEMENT

With Government Legislation changing regularly and at pace a separate Covid-19 Management Plan supported by a suitable and sufficient risk assessment will be developed to support this event. The event management plan below will reference these documents but not specify any level of detail relating to suitable control measures.

Camden Market consider the health and safety of our staff, contractors, visitors and community to be of paramount importance. As such we will work to ensure that any risk of transmission will be controlled so far as reasonably practicable. In order to accurately reflect the most up to date restrictions and guidance the Covid-19 Management Plan will be considered a live document.

This management plan and risk assessment will be shared with the Local Authority at all stages to ensure proactive and transparent management of the risks. The event will not take place and no traders will be permitted to partake in the event until the requirements of these documents are satisfied, all control measures are in place and all persons involved in the event are briefed.

2. EVENT PLANNING & MANAGEMENT

OVERVIEW AND MISSION STATEMENT

THE NORTH YARD SUMMER SERIES LOOKS TO BE A CELEBRATION OF WORLD CLASS SPORTING AND MUSIC EVENTS BY DAY AND CULTURE BY EVENING. FOOD, CULTURE AND COMMUNITY WILL BE THE COMMON THREAD ACROSS THE DAY INTO THE EVENING. THE TARGET DEMOGRAPHIC FOR THIS EVENT IS A LOCAL, LONDON AUDIENCE, DRIVEN BY SAFE FAMILY FRIENDLY EVENTS ALL DAY AND INTO THE EARLY EVENING . THE SCREEN WILL BE LIVE FOR TWO MONTHS, FROM 31ST JULY – 27TH SEPTEMBER.

OPERATING HOURS MONDAY TO SATURDAY 10:00-22:00 & SUNDAYS 11:00-22:00

The North Yard is a perfect space for the local, London audience to congregate. Comprising of an open air controllable enclosed yard, lined with High quality, fast casual and traditional restaurants and cafes, the light summer evenings are a great opportunity for these businesses to thrive, opening later into the evening.

The sale and consumption of all alcoholic drinks will be mediated by the individual restaurants staff and management with support from the market management and security.

All sales of alcohol will be governed by the conditions of their licenses and arranged in accordance with the Covid-19 Management Plan and Risk Assessment.

Ancillary to the food and drink offering, there will be curated entertainment. The exact nature of the entertainment will vary in style; however, the scheduling will always be culturally-minded: spoken word, semi-acoustic music and busking, jazz, stringed quartets, world music. On our 'Big Screen' we wish to show Blue Ribband Sporting events (excluding football) by day show films including musicals, we intend to partner with cultural institutions (Roundhouse, BFI, Donmar, NT, Royal Opera House etc.)

This project seeks to attract a local audience back to the Market in a safe and controlled environment. The long-term ambition of this continuation is to help re-establish Camden Town as a destination of culture, quality food and crafts, in a bite-sized, accessible way for the local community. The North Yard offers this as a quieter, less tourist-heavy side of the Market, easily entered and exited via its own entrance; closer to Chalk Farm Underground Station than the more popular Camden Town Tube Station. The North Yard will be a perfect hinterland to the hustle of the High St which at times can be off-putting and non-inclusive to the residents of Camden Town and Primrose Hill. By building an inclusive and safety-curated economy eco-system for the Yard by summer we hope to offer residents an opportunity to dip back into the Market with confidence.

This program of events will be controlled within the private land of Camden Market site. It will consist of a small, outdoor performance area, multiple food outlets and a compact retail offer. Additional to the eight licensed premises within the North Yard the event shall also benefit from first aid points inc Defibrillators, security and steward points, fire points and open toilet facilities. The area and participants will be subject to a Covid-19 Management Plan and Risk Assessment in order to ensure potential transmission risk is controlled so far as reasonably practicable and in line with the current legislation and guidance.

PURPOSE OF THE DOCUMENT

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

Camden Market 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

Camden Market takes its responsibilities seriously regarding the safety of its visitors, staff and contractors. We will ensure, that at no time is any party put at unnecessary risk. All staff

and contractors involved will receive a copy of this document accompanied by a site map and a detailed risk assessment. All vendors and support teams will also receive a copy of the Covid-19 Management Plan and Risk Assessment accompanied by a full briefing on the control measures that will be mandatory for the safe running of the event.

We will monitor the impact of the event on local residents and community using constant engagement with resident's associations(RA's), a phone line distributed to RA's, continuous noise measurement and daily review procedures.

3. PREMISES DESCRIPTION

THE CAMDEN MARKET SITE

It is our intention to ensure that the event is safe and comfortable at all times, and our site plan is designed with these two factors as the primary concern. The arrangement of the North Yard site plan considers the location, size and opening times of the entertainment facilities; access for pedestrians; vehicles; crew and emergency services; noise sensitive areas; site infrastructure; topography and general ground conditions. Camden Market has existing access routes available for the public, crew and the Emergency Services.

SITE PLAN

The attached Site Plan and Event Management Plan are "works in progress" (please see attached). They will follow any Safety Advisory Group recommendations.

ACCESS AND EGRESS REQUIREMENTS

Access and egress calculations, and supporting evacuation procedures are covered in detail in our *Fire, Evacuation and Contingency Plan* (available on request). Access and egress is also referenced with the Covid-19 Management Plan relating to safe distancing.

EVENT PLANNING

PREPARATION OF KEY SUPPORT DOCUMENTATION

It is envisaged that the Safety Advisory Group communication will enable a common understanding of, and agreement to the *Event Management Plan* and *Major Incident Plan*, so that all terminology is consistent and that there is no misunderstanding regarding the event's structure and procedures. This will ensure that an appropriate operational frame work is created for the event.

COMMUNICATIONS

CAMDEN MARKET

A clear communications plan will be distributed to all management and 'on-the-ground' personnel and strictly adhered to. Radios will be issued to all security and stewards at key positions.

A list of key contacts will also be circulated before the event to all members of the team. The operating frequency of the security and steward teams will be provided to the licensing authority if required. All messages on the radio will 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 and loud hailers will also be allocated to stewards in key positions to direct crowds if needed, confirming the PA system messages in an emergency situation.

4. SOUND & NOISE MANAGEMENT

NOISE ASSESSMENTS

The entire Camden Market estate has undergone a full acoustic survey, details of which will be provided alongside this Event Management Plan.

Sound levels will be monitored throughout the evening to protect those working and attending the event as well as avoiding any potential noise disturbance to local residents. We will monitor at five specific points around the event on an hourly basis. These points have been designated after consultation with Camden Council.

We will record these measurements and will also undertake subjective observation, recording any other ambient considerations – these records will be available upon request. We shall ensure compliance with any DB levels specified in the acoustic report and with any request of the Licensing Authority Officer to reduce sound levels if required.

NOISE AND LOCAL RESIDENTS

We share and continue to share a dedicated Camden Market Events mobile number to local resident groups and individuals, so that 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 as soon as reasonably possible, so that actions to reduce noise can be taken. Event manager phone numbers and security phone numbers will be shared with all Responsible Authorities in advance of our event launch to allow for expedient communication at all times.

SOUND CONTROL

The Event Manager will have overall control of the sound systems on site. The manager and 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 when and where necessary.

As all of our sound is planned, it is therefore controllable. A dedicated sound engineer will be briefed on suitable sound levels for each evening and potential issues, working in cooperation with the Event Manager. Compact and multiple small speaker units are to be implemented on the premises to limit the risk of any noise outbreak.

5. 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. 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 onsite 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 will be briefed on their locations.

A full site risk assessment, fire risk assessment, health and safety policy document, evacuation procedure, fire extinguisher testing records & inspections from Fire Brigade are all available on request.

Fire Safety Statement

It is the policy of LabTech to ensure so far as is reasonably practicable, the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all personnel and to provide resources, information, training and supervision as is needed for these purposes. LabTech also accepts its responsibilities for the health and safety of others who may be affected by its activity.

To this end the organisation will comply fully with the requirements of the requirements of the Health and Safety at Work etc. Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and all other relevant statutory provisions and recognised codes of practice. LabTech expects all employees and contractors working on behalf of the organisation to co-operate fully in the achievement of this document.

The purpose of this document is to outline the Fire Safety Arrangements and Plan for the event and to ensure that all the information herewith is complied with.

Fire Strategy Plan

The Venue Management will have a person on duty at all times during the event.

The Event Manager or their delegate will brief all event show staff when arriving onsite on the emergency procedures and their roles in case there is an emergency.

In an emergency where the Fire Brigade is called to attend.

- The Production Manager will be informed by the Event Manager.
- The Production Manager or security will immediately instruct all work personnel to place their work areas in a safe condition.
- The security staff manning crowd barriers will be instructed to open the barriers by radio at either side of the structure depending on the location of the emergency.
- The event team will use the primary muster point for the Atrium building as indicated on the fire control points within the market.
- If compromised the Event team will assemble at the Fire Control Point in the LabTech Security office.
- The Fire Marshals will carry out a sweep of the event space to make sure everyone has cleared the area, and meet the Event team and the at the assembly point to check in with the Production Manager that everyone is accounted for from the Event team.
- The Fire Marshal will confirm to the Fire Controller that the area is clear of both support staff guests (members of the public).

Everyone will wait at the assembly point until advised to return to the site or to disperse by the senior attending fire officer.

Firefighting Equipment

Fire Extinguishers will be provided around the site perimeter, within every venue and around the temporary structure. All fire extinguishers will be situated so they can be easily seen and are accessible at all times. Staff and contractors will encouraged not to block or move any

firefighting equipment at any time and regular checks will be carried out to make sure they remain in place.

Fire Trained Security staff who may be called upon to use fire-fighting equipment shall be trained to a suitable standard. In addition, their role will be to remove any barriers in the event of an emergency and to facilitate access to a Fire Tender if required.

The use of fire-fighting equipment by security personnel or others employed on the site shall be considered to be an emergency first measure only and the Fire Brigade should always be called via 999 for every actual or suspected fire, even if it is considered to have been extinguished.

Emergency Service Access Emergency vehicles will access the site via the main entrance to the North Yard. The event will be planned to ensure access is suitably maintained at all times.

The Security Manager will liaise directly with the Fire Authority and LabTech Event Production Manager will offer any support relating to the structure or assistance where possible.

The event site will have been subject to a Fire Risk Assessment and any findings put in place prior to the event taking place. Once confirmed this will be made available on request and the event manager, support team and fire marshals will be fully briefed on its contents.

Part of this strategy includes:

- No personnel or guests will be allowed to smoke within buildings or confined areas. Designated smoking areas may be identified.
- All materials used in the construction of the event site including scenic materials, timber and drapes will either be inherently fire retardant or treated to be fire retardant. Certificates where available will be held in the Safety File.
- The areas been used by the event will be manned 24 hours from the start till the finish of the tenancy.
- No event equipment will not be stacked or stored so as to obstruct exit doors, stairs or escape routes.
- Any heating systems will be sited such that they will not increase the risk of fire through radiant or conducted heat.
- No equipment shall be stored in any area where they may present a risk to fire safety
- Waste materials shall be cleared regularly, and particular vigilance given to any hidden areas beneath staging.
- Extinguishers will be provided to all areas including the main points of egress from the venue and instructions or training given to relevant staff where required.
- All exits will be appropriately signed, and stewards or security staff instructed in their duties, the routes to use in case of emergency and the location of the assembly point.
- Evacuation plans will be located around the event showing visitors the designated fire escape routes and muster points.

The following information will be provided and explained to staff:

- On discovering a fire:
 - IF YOU SUSPECT A FIRE, RAISE THE ALARM.
 - Do not search for the origin of the fire: leave that to The Fire Brigade.
 - Contact the Event Manager or Market Manager, who will then contact the Camden Market Security Manager.
 - Only attempt to fight the fire if it is safe to do so and you feel confident operating fire-fighting equipment.
 - Leave the promptly, do not wait to be told and do not attempt to collect personal belongings. Head straight to the designated assembly point and await further instructions.
 - Remember: sound the alarm first & call the fire brigade. Keep your escape route clear and use the correct type of extinguisher (if safe to do so).

- Exiting the site:
 - Observe any specific instructions and isolate gas / electric cooking equipment if safe to do so.
 - Use your nearest Fire Exit, moving away from the fire or danger. If you find smoke or a hazard blocking your route, then go a different way. Do not use any lifts. Do not block the fire exits.
 - Move away from the affected area, towards the designated assembly point calmly and quickly, keeping the entrances clear for the Emergency Services. Instructions will be given by the Fire Marshall, who is responsible for your safety and liaising with the Fire Brigade.
 - Do not go back onto site until you are specifically told to do so by the Event Manager or the attending Fire Brigade Officer In-Charge.
 - All traders /staff and artists will be sent a map of the area with evacuation routes and assembly points. The Event Manager will liaise with Security and traders prior to opening to go through the procedure.

All evacuation route and designated assembly point maps for the Camden Market site are available upon request.

6. CROWD MANAGEMENT

CROWD MANAGEMENT

Crowd Management will be in accordance with recommendations from <https://www.thepurpleguide.co.uk>) and the HSE document: *Managing Crowds Safely*.

Numbers of attendees within the designated area will be strictly controlled by security with barriers and clickers. Capacity shall be within the legal bounds outlined by Health and Safety regulations and in accordance with social distancing guidelines specified with the Covid-19 Management Plan.

Due to the nature of the event, the access control measures and requirement for all guests to be seated during the event it is not anticipated that crowds would pose the usual risks of crushing, trampling and suffocation. For completeness, such risks will form part of the overall risk assessment for the event but are anticipated to remain low.

Crowd behaviour and movement will be monitored effectively by the strategic placing of security staff / stewards and use of CCTV. All security teams will be briefed on the content of the Covid-19 Management Plan and communicate with teams on the ground to monitor social distancing.

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.

An Event Safety Officer will be stationed strategically at every event. The ESO's role is to coordinate all aspects of safety relating to the event as well as having final say over the emergency action of all staff.

There will be security staff / stewards at all entrances in addition to signage directing visitors to appropriate exits. Security staff and stewards will also be patrolling the designated area, keeping routes and fire exits clear, reducing the potential for congestion and reminding visitors of the requirement for social distancing. They will also be preventing any drinks purchased on site leaving the premises and vice versa.

On dispersal at the end of each event, as people leave the Market, there will be security staff, 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

Our aim is to showcase the best of Camden Market to a local demographic from the surrounding neighbourhoods of Primrose Hill, Hampstead, Kentish Town and Camden. During the day, the main demographic we are targeting are families, local resident and after work folk. The nature of these events will see the majority of our visitors seated enjoying the entertainment with food a beverage in a controlled manner to minimise the risk of any potential viral transmission.

SECURITY

All security staff used at these events will be SIA authorised and experienced in the complexities of events taking place on a working market. The staff will be identifiable by their high visibility vests.

Market security is on site 24/7 for general market security. This will be strengthened with additional staff specific for these events. The contracted security company we use for additional support have experience of working with in-house market security for events in the Market. All staff will be property briefed and tasked with regards to arrangements for security, events, health and safety and emergency response / evacuation. The Head of Security or the General Security Manager will be present for this briefing.

The Head of Security will liaise with local police to ensure effective working relations both on an operational level and in the event of any emergency response being required.

Security staff will prevent people leaving the Market with open vessels containing alcohol and provide a visible presence throughout the course of an event. They are also required to work closely with other local venues and their security presence as well as the local police to support the *Quiet Streets Initiative*???

There will be an appropriate search regime in place throughout which will be in line with the Market's normal procedure. This will be supported with suitable signage. Security staff working in close proximity to visitors will be provided with suitable PPE.

No drinks /glasses will be allowed in or out of the designated event area and security will also carry out general security patrols of non- designated areas to help enforce this rule.

The site will be monitored using the Market's CCTV camera network. As well as CCTV inside the 8 licensed premises.

EMERGENCY EVACUATION

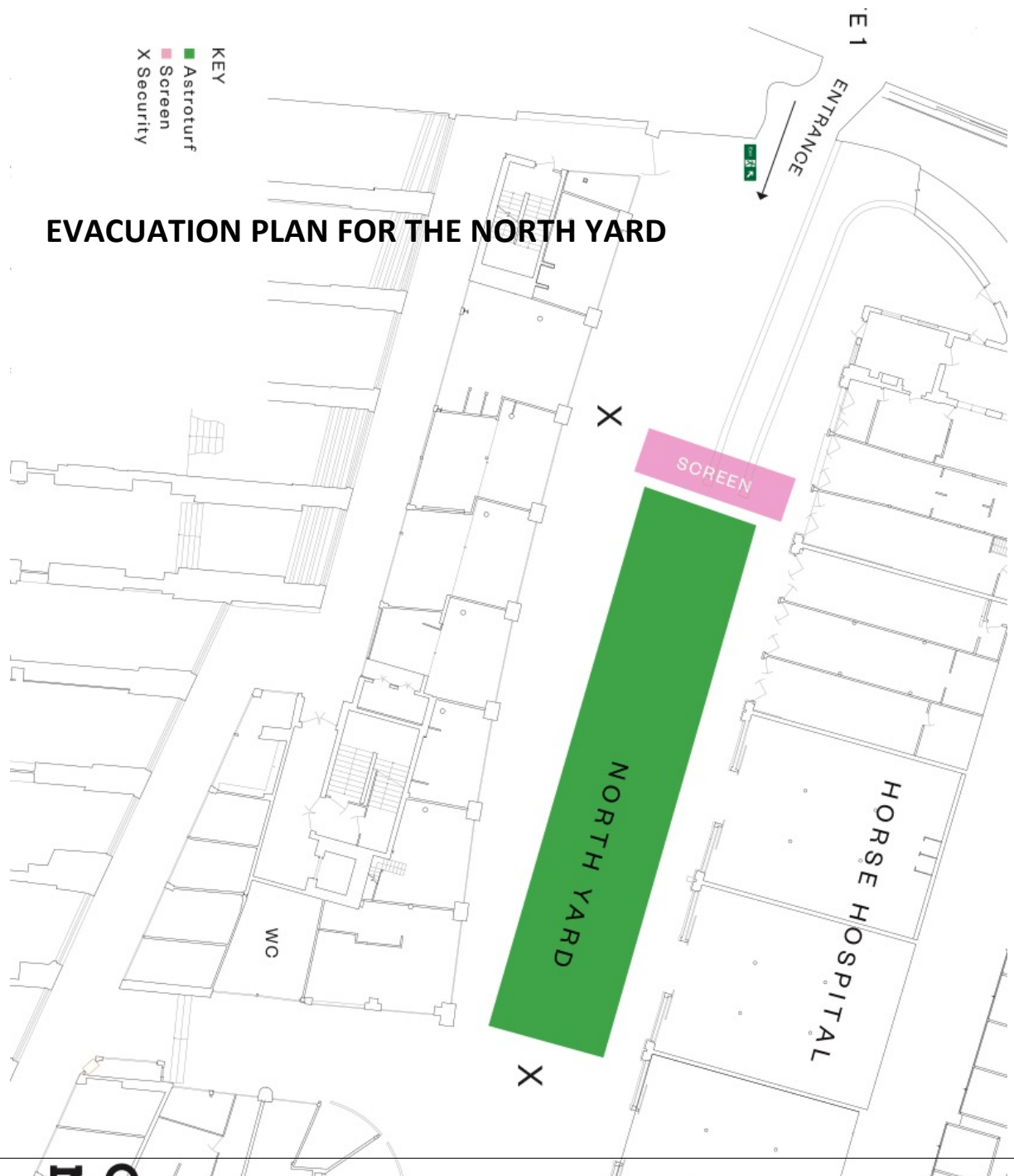
In the event of an evacuation, the Event Manager and Head of Security will work together to begin the Emergency Evacuation Plan.

This plan has been made under the guidance of Camden Market's Management Team and covers evacuation of the event area during any stage of the build, live event or strike and sits alongside the Camden Market Emergency Evacuation Procedures Manual.

All security, stewards and events team staff will be briefed to follow the safest route to the muster point in Morrison's Car Park and help evacuate the public where appropriate.

The Market's team and Camden Market Security will direct people to the appropriate/safest evacuation route. If no clear route to Morrison's Car Park is available, the secondary evacuation point is Castlehaven Open Space. Business owners or General Managers are

responsible for briefing and accounting for each of the staff working onsite at their restaurant that day and keep a list of those working throughout the events for roll call at the evacuation point.



7. TEMPORARY STRUCTURES

BUILD

All temporary structures will be erected in accordance to Chapter Eight of the *Event Safety Guide*. Competent staff and contractors will be engaged erect all temporary structures. This will be done in accordance with CDM Regulations (2015) and subject to approval of risk assessment and method statements. All suppliers will submit their documentation to Camden Market no later than two weeks before the event, with any significant changes to the risk assessment or method statement after this date to be communicated to Camden Market immediately. Please see Camden Market's Health and Safety Policy document for further details (available on request).

LIMITING WEIGHTS AND LOADS

All contractors and self-employed personnel employed in manual work involving lifting are required to be trained to a competent level. They must wear suitable PPE and be aware of the safe system of work provided by their management.

DISMANTLING

As with the build of temporary structures, all dismantling will be done by competent staff and contractors in a safe and controlled manner in accordance with suitable and sufficient risk assessments and method statements.

KEY DOCUMENTATION

Risk Assessment: As a condition of contract, all contractors must supply us with risk assessments that specifically relate to the erection and design of any temporary structures. The Event Manager will hold these risk assessments.

Covid-19 Risk Assessment: All contractors will be required to provide risk assessments detailing how they will manage their staff in relation to the risks associated with the transmission of Covid-19. These will be reviewed and monitored to ensure risks are minimised.

Safety Method Statement: All contractors must also supply us with method statements that specifically relate to the erection of any temporary structures. The Event Manager will hold these Method Statements.

Insurance – All contractors must have proof of public liability insurance and employee insurance to work with Camden Market.

8. TRAFFIC CONTROL

There will not be a significant increase in deliveries associated with any of the events. All deliveries will be in line with current Market procedures and will take place outside of core trading areas and times. The Market is subject to its own Covid-19 risk assessment and controls which specifically cover the delivery of goods and removal of waste.

Morning deliveries will take place between 6am – 9am and evening deliveries between 6pm – Midnight. Camden Market does not propose the closure of any roads to safely manage these events

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9. ELECTRICITY SUPPLY & LIGHTING

ELECTRICAL SAFETY AND POWER

Electricity is to be supplied and distributed by Camden Market, either through onsite mains power supplies or via a generator. All portable appliances will carry PAT certification which will be checked by both Management and a Camden Market electrician prior to trade commencing.

Emergency lighting is situated at all exits around the site and details of emergency lighting testing is available in the *Camden Market Operating Procedures* document. As these events are set to take place in both daylight into the evening, regular Market lighting will be used, in addition to extra uplighters / spots in key areas.

Emergency lighting is situated at all exits around the site. 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, this will be accompanied by additional lighting. There will be additional emergency lighting at all exit points.

10. CONCESSIONS & RESTAURANTS

POSITION

The presence of security and stewards to monitor consumption, audience behaviour and the actions restaurants and their staff, coupled with the expected audience profile, will ensure a civilised atmosphere that is conducive to a positive experience for everyone in attendance. Security and stewards will monitor social distancing in line with the Covid-19 Management Plan.

All drinks will be served in plastic containers and it is anticipated the event will be table service only to help control social distancing.

CATERING OPERATIONS

ALCOHOL & BARS

The sale and consumption of all alcoholic drinks will be mediated by the individual restaurants staff and management with support from the market management and security. All sales of alcohol will be governed by the conditions of their licenses and subject to the controls outlined within the Covid-19 Management Plan.

DRINKING WATER

Free drinking water is available at all of our on-site venues for the public. Our stewards, staff and security will be briefed and will know how to direct people the nearest available source.

11. SANITARY FACILITIES

Camden Market's usual facilities will be open to the public throughout the day and evening. Additional hand sanitising stations will be provided in key locations. The toilets will close at 11pm on event days, to ensure prompt exiting of the Market once an event has finished. The toilets will be manned from 6pm until close and will be regularly cleaned and re-stocked by our cleaning contractors. On event days, there will also be additional signage, giving customers clear direction to the nearest facilities and reminding them to regularly wash their hands.

SANITARY PROVISION FOR PEOPLE WITH SPECIAL NEEDS AND DISABILITIES

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 24 hours-a-day and a phone number for security is signed on the security office door and at the point of entry.

12. MEDICAL PROVISION & FIRST AID

EMERGENCY SERVICE ROUTES

Stables Gate is the designated Emergency Service Route on to the North Yard site.

LOCATION

First Aid points are located in the Security Office & Management Office. Camden Market staff and security personnel have had first aid and defibrillator training and defibrillators are placed at key points around the site. All first aid kits have been equipped with suitable PPE in line with the Covid-19 Management Plan.

VEHICLE MOVEMENT

Vehicle movement is completely restricted unless absolutely necessary during the Market opening times (9am-7pm).

13. 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 an agency that is regularly used, so that they already have a working knowledge of the area.

LOST PROPERTY

Lost property will be handed into the security office based at the entrance to Camden Lock Place at the end of every event.

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. All queries or issues, no matter how small, will be dealt with in a helpful and courteous manner and in line with the Covid-19 Management Plan.

PHONES

In the case of an emergency, the Market Management Office can be used to make land-line phone calls of site.

14. CHILDREN

The event is family friendly and all restaurants are obliged by the conditions of their licenses to operate Challenge 25 on the bar and ID checks if showing any film rated above a 12A.

15. INSURANCE

The site is covered by public liability insurance of up to £10,000,000. A copy of this insurance will be provided alongside this Event Management Plan.

15. WASTE MANAGEMENT

Event staff will be assisting the Market Cleaning Team, rubbish will be collected, sorted and recycled upon the closing of the event, returning the site to its original state. Over 70% of market-generated waste is removed using Waste-By-Water, a recycling project that removes waste using barges thus removing thousands of refuse lorry visits to the town centre over the year. It is the Market ambition to reach 100% once food waste can be removed safely by water.

CONTACT DETAILS

**IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT, PLEASE FEEL FREE TO
CONTACT:**

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SECURITY OFFICE: 020 7284 4953

SECURITY GUARD MOBILE: 07710 386 826

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