

Application for a premises licence to be granted
under the Licensing Act 2003



PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We URBAN EVENTS SPORTS VENTURES UK LTD
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
WIMBLEDON RFC BARHAM ROAD WIMBLEDON SW20 0ET			
Post town	WIMBLEDON	Postcode	SW20 0ET

Telephone number at premises (if any)	020 8946 3156
Non-domestic rateable value of premises	£ 16,000

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)

- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a

statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name	URBAN EVENTS SPORTS VENTURES UK LTD
Address	PALMERSTONE HOUSE 51 PALMERSTONE ST. BOLLINGTON CHESHIRE SK10 5PW
Registered number (where applicable)	834 8397
Description of applicant (for example, partnership, company, unincorporated association etc.)	Company
Telephone number (if any)	07956 332 353
E-mail address (optional)	

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
11	07	2014

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
14	07	2014

Please give a general description of the premises (please read guidance note 1)

WIMBLEDON RFC IS a 34 acre rugby and sports facility with a licensed function hall. There are two main roads accessing the ground and ample off road parking.
 For the Legends Festival the site will be fenced off and manned by a security team so only ticket holders can enter. The public will still be able to access the wooded area during this time.
 Alcohol will be only served in designated areas such as the beer tent and VIP tent. The beer tent will also include live music and is positioned at the furthest point from local residents.

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

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>		
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>		
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed					
Thur			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Fri					
Sat					
Sun					
			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3) Live music including band and DJ will be playing. music will be amplified but kept below 65dB(A)		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4) N/A		
Thur					
Fri	18:00	23:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5) N/A.		
Sat	10:00	00:00			
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3) Recorded music to be played between acts music will be amplified but not exceed 65dB(A).		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4) n/a		
Thur					
Fri	18:00	23:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5) n/a.		
Sat	10:00	00:00			
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish				
Mon			<u>Please give further details here</u> (please read guidance note 3)			
Tue						
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)			
Thur						
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Sat						
Sun						

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing			
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	<input type="checkbox"/>
Mon					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)			
Wed						
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)			
Fri						
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Sun						

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 3)					
Mon								
Tue								
Wed						State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur								
Fri						Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat								
Sun								

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4) N/A.					
Mon								
Tue								
Wed								
Thur						Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) N/A.		
Fri	18:00	23:00						
Sat	11:00	23:00						
Sun								

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

Name	David John Kenny	
Address	Flat 2 8 Windmill Drive Clapham Common London	
Postcode	SW4 9DE	
Personal licence number (if known)	033455	
Issuing licensing authority (if known)	Nottingham City Council	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

No entertainment of this kind.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) NA
Day	Start	Finish	
Mon	11:00	23:00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5) NA
	11:00		
Tue	11:00	23:00	
Wed	11:00	23:00	
Thur	11:00	23:00	
Fri	09:00	23:00	
Sat	09:00	23:00	
Sun	10:00	23:00	

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

a) General - All four licensing objectives (b,c,d and e) (please read guidance note 9)

- The safety and enjoyment of our guests is our main priority
- Zero tolerance towards anti social behaviour
- Work closely with local authorities and act upon their recommendations
- Safe and secure child friendly environment, with dedicated children's area manned by highly qualified, CRB checked staff
- All entertainers and vendors to have own personal liability insurance

b) The prevention of crime and disorder

- We will have a designated security team on site at all times throughout the event
- All security staff are SIA registered and a large number will be FPOS certified
- Terms & Conditions laid out on ticket purchase
 - Contacts with local Police force
 - Fencing around perimeter of the venue
 - No sale of alcohol to underaged attendees
 - Any person found to be displaying anti social behaviour will be evicted immediately

c) Public Safety

- No glass containers to be used, all will be plastic
- Traffic management system to be in place throughout the event
- Tannoy system for any emergency announcements
- Ambulance and paramedics on site at all time
- Security team FPOS accredited
- Ticketed event so the number of attendees can be controlled

d) The prevention of public nuisance

- No underage drinking permitted
- Any person found to be displaying antisocial behaviour will be evicted immediately
- No alcoholic beverages will be allowed to be taken off site at any time
- Stewards to manage exit traffic and guests at the closure of the event

e) The protection of children from harm

- First aid trained and CRB checked entertainers
- Lost child area manned by SIA Security guard
- Tannoy system for emergency announcement
- Parents encouraged to write their mobile number on children's wristband, for easy contact
- Ticketed entry event only

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

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.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

Signature	<i>[Handwritten Signature]</i>
Date	8-4-14
Capacity	URBAN EVENTS UK DIRECTOR

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

IAN DAWSON PRIMERSTONE HOUSE 51 PRIMERSTONE ST BOLLINGTON			
Post town	Bollington	Postcode	SK10 5PW
Telephone number (if any)	07956 332353		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) ian.dawson@legendsrugby.co.uk			

Notes for Guidance

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please 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 or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

SCHEDULE 11
PART A

London Borough of Merton
Merton Civic Centre, London Road, Morden SM4 5DX

Consent of individual to being specified as premises supervisor

I David Kenny of
[full name of prospective premises supervisor]

[home address of prospective premises supervisor]

FLAT 7 - 8 WINDMILL DRIVE,
CLAPHAM COMMON, LONDON, SW4 9DE

hereby confirm that I give my consent to be specified as the designated premises supervisor in
relation to the application for VARIATION OF THE DESIGNATED
[type of application] SUPERVISOR

by *
[name of applicant]

relating to a premises licence * for
[number of existing licence, if any]

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

LEGENDS RUGBY - WIMBLEDON RUGBY CLUB
BARHAM RD. - WIMBLEDON - SW20 0ET
and any premises licence to be granted or varied in respect of this application made by

[name of applicant]

concerning the supply of alcohol at LEGEND RUGBY
[name and address of premises to which application relates]
WIMBLEDON RUGBY CLUB, BARHAM RD.
WIMBLEDON, SW20 0ET

I also confirm that I am applying for, intend to apply for, currently hold a personal licence,
details of which I set out below. Personal licence number 033455
[insert personal licence number, if any]

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

TAMAR BUILDING - EASTCROFT DEPOT,
LONDON RD. NOTTINGHAM, NG2 3AH

Signed 

Name David Kenny
[please print]

Dated 20/03/14

Dear Sir or Madam:

Please find enclosed the License application for the Legends Rugby Festival 2014.

Following the success of the 2014 festival we are delighted to be holding it again. We were granted a License in 2013 and have ensured all feedback and concerns from the licensing committee, relevant local bodies and the residents has been included in the event plan for this years event.

Please find attached the event plan for the festival outlining, health and safety, timings for events, noise control and all other elements have been addressed.

These include:

- Traffic management – ensuring traffic is minimized on Barham and Preston Roads by using an alternative site for parking, managing the flow of traffic around the area and coning the surrounding streets to prevent non resident parking
- Keeping local residents and dog walkers informed of the event . Residents within a designated area will be offered complimentary tickets for the event (to be redeemed by a certain date). This was very popular last year with xxx number do residents attending with their families. Signs will be put up ahead of the festival so dog walkers are aware of the dates.
- Noise control – A noise control specialist has been appointed to monitor all levels throughout the festival to ensure the façade limit of 65dB(A) is not exceeded. The beer tent which will house live music has been placed to the north of the site where existing traffic noise will help mask the music noise from local residents.
- Community engagement - Working with the local rugby clubs to promote sport from mini's to the over 35's. A greater emphasis on women's sport with this years festival. We will also work in partnership with the Merton Volunteer Centre engaging local volunteers of all physical abilities and ages.
- Refuse removal – A team will be onsite throughout both days to ensure the site is clean and all rubbish removed. A covered skip will be onsite for all refuse to be deposited to prevent animals removing it until it is taken away. We are also working with agencies to look at recycling and other sustainable initiatives to incorporate into the festival.

This year we will launch the Festival on the evening of Friday 11th July with a ticketed event for our charity partner, the School of Hard Knocks (SOHK) a social inclusion charity using sport to tackle unemployment, crime and health issues in young people. This will be held within the beer tent and surrounding area and run from 18:00 – 23:00.



Legends Rugby Festival 2014

Event Plan

Event Name: Legends Rugby Festival

Event Sponsor: Urban Events Sports Ventures UK Ltd

Tournament Director: Ian Dawson +44 7956 332353

Event Managers: Tammy Urwin +971 50 104 7206

Date and Time: Friday 11th July 2014 18:00 – 00:00

Saturday July 12th 2014, 09:00 . - 00:00

Location: Wimbledon Rugby Football Club, Barham Road, Copse Hill, Wimbledon, SW20 0ET

Overview

Legends Rugby Festival brings together the local community with rugby fans from the area. Now in its second year, the festival attracts a demographic of ABC 1 participants and spectators.

The majority of guests are 35+ due to the focus being veteran's rugby. The festival also attracts young families as it offers a great day out in a safe and friendly environment.

The event is ticketed with the majority of tickets being sold pre event, online.

The local residents will be informed of the event and are offered free tickets (within a designated period) to encourage them to come along.

The festival engages the local community by working with the members of Wimbledon RFC, running a mini's tournament so local children can get involved and for 2014 a greater focus on women's sport with the growth of the women's rugby tournament and the introduction of a women's netball tournament.

The festival also works closely with the Merton Volunteer Centre to bring in volunteers of all ages and physical ability who become an integral part of the festival. Following the success



of last years event there is already a list of volunteers to get involved again not only on the day but in the build up to the event.

The festival kicks off on Friday 11th July with an invitation only event for our chosen charity partner, the School of Hard Knocks (SOHK) a social inclusion charity using sport to tackle unemployment, crime and health issues in young people.

This will be held within the beer tent and surrounding area and run from 18:00 – 23:00.

On Saturday 12th July, doors open at 09:00 for the main festival which incorporates sport for all ages, family entertainment and live music.

Set up and Break down schedule

The event will begin set up on Monday 7th July and run all the way until the morning of the 13th July. Breakdown will start straight after the closure of the festival and remain on going until Tuesday 15th July.

TIME		ITEM	RESPONSIBILITY	NOTES
				NOTES
Monday 7th July: VENUE SET-UP				
TBC		Marquee	Countess Marquees	Except full liability for security overnight
TBC		Marquee	Countess Marquees	
Tuesday 8th July: VENUE SET-UP				
TBC		Fencing	Surrey Street	
TBC		Marquee	Countess Marquees	
Wednesday 9th July: VENUE SET-UP				
TBC		Marquee	Countess Marquees	
TBC		Fencing	Surrey Street	
Thursday 10th July: VENUE SET-UP				



TBC		Marquee	Countess Marquees	
TBC		Bars		
TBC		Av Equipment	Sterling Event Group	
TBC		Generators	Power Rental	
TBC		Toilets	Surrey Street	
Friday 11th July: VENUE SET-UP				
TBC		Bars		
AM		Benches & Furniture		
TBC		First Aid Tent		
TBC		Generators	Power Rental	
TBC		Food Stands		
TBC		Entrance		
TBC		Children's Area	Dazzle & Fizz	
TBC		Toilets	Surrey Street	
Saturday 12th July: VENUE SET-UP				
TBC		Av Equipment	Sterling Event Group	
Saturday 13th July: VENUE SET-UP				
TBC		Legends Band	R&R	
TBC		Paramedics	First Aid Cover	
TBC		Me & Mr Brown	Dan Brown	
TBC		Rockaoke		
TBC		Food Stands		
TBC		Children's Area	Dazzle & Fizz	
Saturday 13th July: Event Day				
Saturday 13th July: VENUE BREAKDOWN				
Midnight		Bars		
Midnight		Legends Band	R&R	
Midnight		Me & Mr Brown	Rachel Gretton	



Midnight		Rockaoke		
Midnight		Children's Area	Dazzle & Fizz	
Midnight		Av Equipment	Sterling Event Group	
Sunday 14th July: VENUE BREAKDOWN				
TBC		Bars		
TBC		Benches & Furniture		
TBC		Marquee	Countess Marquees	
TBC		Fencing	Surrey Street	
TBC		Site cleaning		
TBC		Toilets	Surrey Street	
Monday 15th July: VENUE BREAKDOWN				
TBC		Marquee	Countess Marquees	
TBC		Fencing	Surrey Street	
Tuesday 16th July: VENUE BREAKDOWN				
TBC		Fencing	Surrey Street	

Arrival Information:

The Festival will open its doors on Friday 11th July at 18:00 with a festival launch party for our charity partner the School of Hard Knocks (SOHK) for invited, ticketed guests. Guests will park at Colliers Wood Football Club to avoid traffic in the local residential area.

For the main festival public and participants arrive from at 09:00 on Saturday 12th July 2013. All teams must visit the registration desks no later than 11:00 . to collect all the information they will require for the day.

All public are required to enter through the main entrance (clearly marked) which is located just through the archway in the top corner of the ground adjacent to Colliers Wood Football



Club parking facility. There will be a ticket booth for any members of the public who have not bought tickets online prior to the day (subject to availability) .

The parking facilities within the ground will be run by the security and a designated parking coordinator will be in place to control this. It will be used for suppliers and emergency vehicles only.

	Public	Sponsors	VIP	Legends	Teams	Suppliers
Parking	Colliers Wood Football Club	Colliers Wood Football Club	Colliers Wood Football Club	Colliers Wood Football Club	Colliers Wood Football Club	Suppliers car park Barham Road
Tickets	Eventbrite. Purchase tickets at the door	Eventbrite.	Eventbrite.	Pre-issued passes	Eventbrite copies	No tickets issued, onsite by 8am
Wristband	White	Red	Yellow	Yellow	White	Green
Entrance	Main Entrance	VIP entrance	VIP entrance	Main entrance	Main entrance	VIP entrance
Exit	Main entrance, taxi pick up from Barham Road	Main entrance, taxi pick up from Barham Road	Main entrance, taxi pick up from Barham Road	Main entrance, taxi pick up from Barham Road	Main entrance, taxi pick up from Barham Road	Barham Road



Wristbands:

GENERAL PUBLIC/SOCIAL & WOMENS TEAMS/KIDS

- Rugby village, beer tent, pitches
- No corporate access

VIP ACCESS

- VIP Tent
- Cash bar
- VIP ticket or Rugby Legend
- Limited availability

SPONSORS

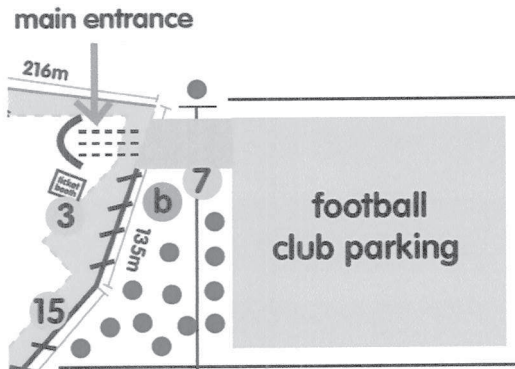
- VIP tent
- Own area
- Canapé lunch
- Beer and wine included

SUPPLIERS/VOLUNTEERS/CREW

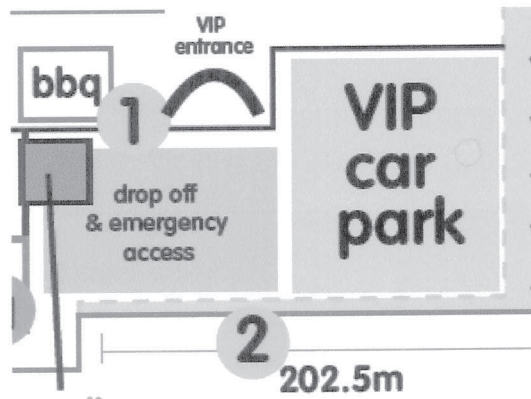
- Rugby village, beer tent, pitches
- No corporate or backstage access unless working in that area



Main Public Entrance:

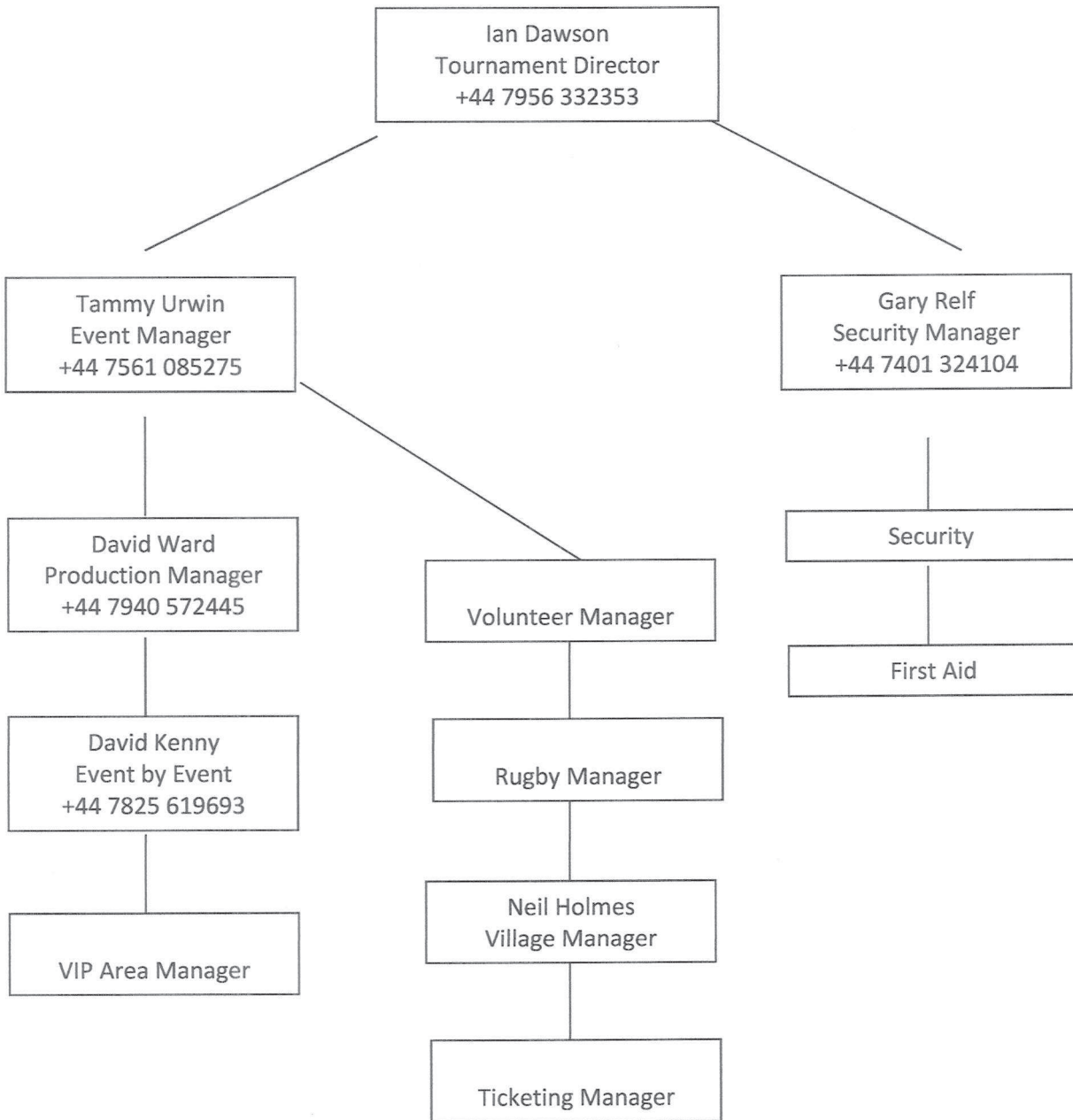


VIP Entrance:





Tournament Organisation:





Important Contacts for suppliers:

COMPANY	RESPONSIBILT Y	NAME	NUMBER	MOBILE
Wimbledon RFC	Venue	Philip Rea		07831 390400
Council	Traffic & Highways (signage)	Steve Cooper	+44 208 5453133	
	Enviromental Health	Marc Dubet		
		Mark Walshe	+44 208 545 4859	
Intelligents UK	Security	Gary Relf		+44 7401 324104
Event by Event	Bars	Dave Kenny		07825 619 693
Surrey Street Hire	Toilets & fencing	Paul Kendall	0844 693 3376	
Countess Marquees	Marquees	Sue Matthews		07918 625 286
Dazzle and Fizz Parties	Kids Entertainment	Charlotte Brisco		07890 665 113
Sterling Event Group	Av Equipment			
Event Brite	Online Ticketing	Jennifer Spencer	020 7067 1888	07813 133787
Legends	Event band	Rachel Gretton	020 8941 6803	07545 219 668
Rockaoke	Warm up band			
Merton Volunteers	Volunteers	Beau Feasani		
First Aid Cover	Ambulance / Paramedics			



Playing schedule for Legends Rugby teams

TBC

Playing schedule for Social Men's teams and Women's teams

TBC

Playing schedule for Minis

TBC

Playing schedule for women's netball

TBC

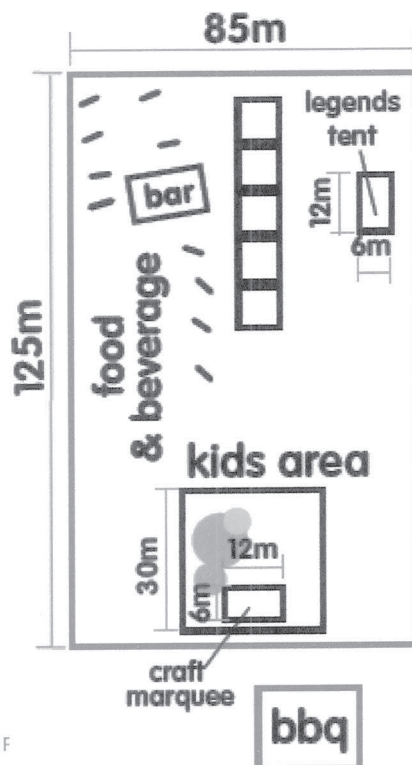


Public Village:

On site we will have the public village which will consist of 10 food vendor stands and a bar serving alcoholic/non-alcoholic refreshments.

All food vendors will have to provide all health and safety certificates as well as adhere to the guidelines set out in the Food Service Supplier Agreement (see attached). Any vendor failing to adhere to all requirements set out will be asked to leave the festival area immediately. The Bar service supplier will be providing the alcohol/non-alcoholic beverages for the entire site and will be responsible for the sale/supply of alcohol. We will have designated security personnel located at each of the 3 bars who will be looking for any potential underage drinking and/or public nuisance. It will be their job to maintain public order and anyone not seeing to be complying with the rules and regulations will be asked to leave the festival venue immediately. Event by Event (the bar management company) will provide all required health and safety certificates as well as a full risk analysis, which will be located on site at all times.

Village area:





Important Contacts for the Village Area:

Village Manager	Neil Holmes	
Event by Event	Dave Kenny	07825 619 693
Countess Marquees	Sue Matthews	07918 625 286
Dazzle and Fizz Parties	Charlotte Brisco	07890 665 113

Children:

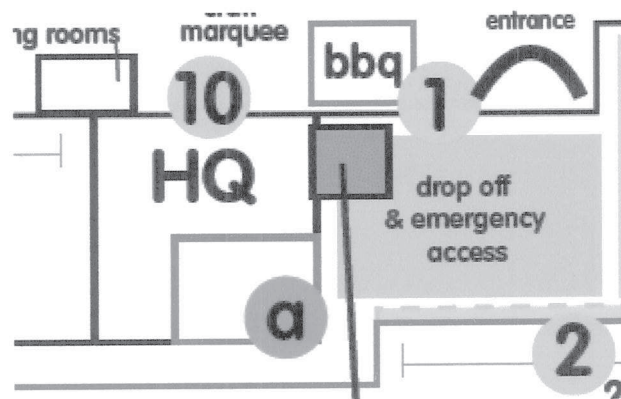
There will be a designated children's zone within the public village. This will be run by Dazzle & Fizz and will be manned by qualified personnel at all times. Every staff member of Dazzle & Fizz is fully certified to the highest standards and all carry public liability insurance. We have also ensured that they will provide members of staff who are qualified SEN entertainers. There will also be special 'Baby Signing' activities for the very young children that may be in attendance.

All parents will be encouraged to write their mobile numbers on their child's wristband in the event they get lost.

We will have a designated 'Lost Child' facility on site; this will be located in the main headquarters and will be manned by a fully qualified staff member. We have decided to have this located within the headquarters (Wimbledon RFC Clubhouse) so that it is away from the main festival area, which we believe will help reduce any potential issues. The facility will be manned at all times throughout the event by a fully CRB checked member of staff and the full site tannoy system will be in place in case of any emergency and will help to locate the parents/guardians of any child. There will be a member of the security team positioned at the facility who will conduct a rigorous check of the parents to ensure that no issues will arise.



Lost Child Located in HQ:



Music :

The musical entertainment will take place within the 'Beer Tent' (please see attached map for exact location). There will be recorded music throughout the day. There will be an allowance of 2 meters at the front of the stage area which will be manned by fully qualified security personnel at all times. This is for the easy removal of people at the front of the festival crowd should any disturbance take place. There will also be security personnel located throughout the 'Beer Tent' looking for and controlling any potential public nuisance that takes place. All bars will operate an over 21 policy.

All health and safety requirements will be in place and security personnel will be heavily involved to ensure everyone remains as safe and secure as possible. We will ensure that no music is played after 23:00 to adhere to any noise conditions placed on our license and to also ensure that the surrounding houses will not be disturbed after hours. The festival entertainment will cease in plenty of time to ensure that we have adequate time to remove all members of public from the festival site by 00:00 to adhere to our licensing restrictions.



Noise Control

Legends Rugby has appointed Southdowns (<http://www.southdowns.eu.com>) as our qualified and experienced noise control consultant (as per the 2013 festival).

To minimize risk of noise to the local community, the stage will be orientated to the north of the site inside the beer tent, where the existing traffic noise will help to mask the music noise from local residents.

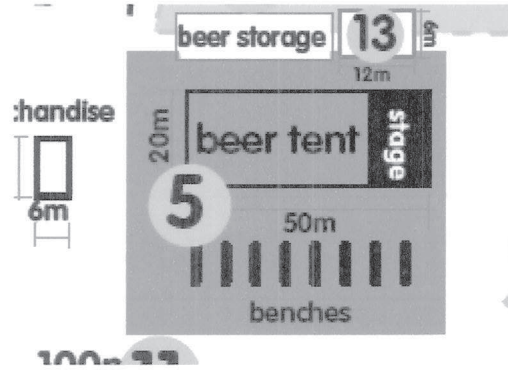
A sound test will take place on Friday evening in order to set the appropriate control limits to allow us to work with the sound engineers to establish a maximum mixing desk level, to ensure that the façade limit of 65 dB(A) will not be exceeded.

We will then undertake compliance monitoring throughout the event and feedback information to the sound engineer as required. South down our appointment noise control company will a report provide a report to Councils Environmental Health and any information to them in response to any queries they may receive from local residents.

All residents will be notified **in** writing at least 8 weeks prior to the event and offered the opportunity to redeem free tickets to the festival (within a designated timescale).



Beer tent location:



Music Event Timings and contact information: (All times are PM)

Band	Time on stage	Contact Person	Passes	Contact Number
Friday 11th July				
Me & Mr Brown	19:30 – 22:30	Dan Brown	Supplier pass and band members to have lanyards	
Saturday 12th July				
Rockaoke	15:30 – 18:00	Jonny Short	Supplier pass and band members to have lanyards	07949 200793
DJ	12:00 – 18:00 And fill in		Supplier pass and band members to have lanyards	



Me & Mr Brown	19:30 – 21:30	Dan Brown	Supplier pass and band members to have lanyards	
RPJ	21:30 – 23:00	Rachel Gretton	Supplier pass and band members to have lanyards	07545 219 668

Health and Safety:

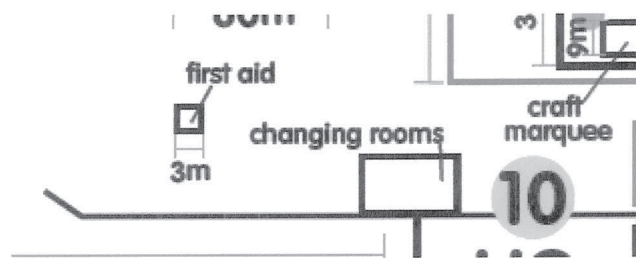
Members of the security team will be FPOS level 1 trained and will be able to handle any immediate issues, including; CPR, oxygen supply, any incident requiring the application of a defibrillator machine etc. There is also a designated "First Aid" tent which be manned at all times by qualified paramedics and an ambulance. There will be 4 paramedics on site who will be able to handle a broad variety of emergencies. The ambulance will be on standby at all times, and will have easy access to Barham Road which will allow the quick removal of any injured party from the festival site. The paramedics will accompany the injured person to the closest hospital, allowing for any on-going procedures to take place while in transit. 2 paramedics will remain on site at all times, which will provide care to any injured party whilst the ambulance is on route to or from the hospital.

There will be a designated on-site doctor and medical team who will be looking after all people taking part in the different rugby tournaments. They will be able to provide any emergency care required prior to the individual being taken away in the ambulance, if required. All medical equipment on site will be of the highest standard and will be able to be used during any situation. There will be various locations throughout the festival venue

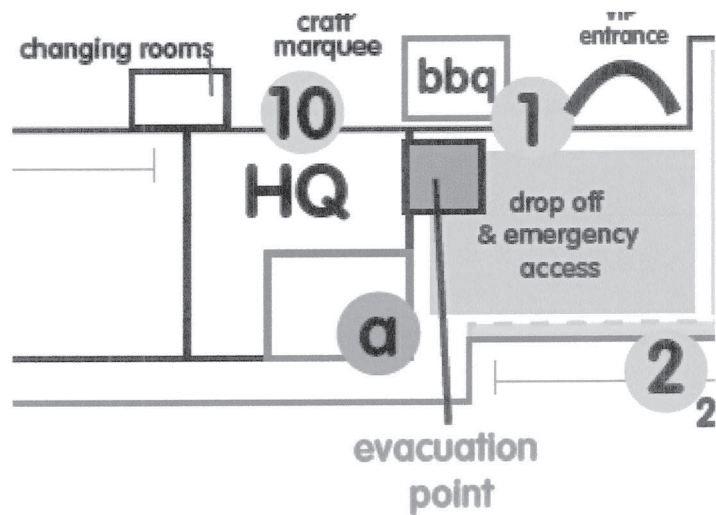


where medical equipment will be available, this will allow for ease of access should any potential incident take place away from the 'First Aid' tent.

First Aid Tent Location:



Emergency Services access Location:





Security

The safety of guests is our priority and to manage this we will be working with Intelligents UK, a Safe Contractor registered supplier of SIA approved security staff.

We will be working to a ratio of 100:1, guests to security staff. All staff will be SIA approved and a number of staff will also be FPOS certified.

There will also be a team of volunteers present at the entrances and throughout the full site directing guests and answering any questions the public may have.

Sanitation and Refuse Removal

There will be dustbins throughout the site clearly labeled for guests to dispose of their rubbish.

A team of cleaning staff will operate throughout the day picking litter throughout and emptying the dustbins regularly. All refuse will be deposited on site in a skip which will be covered to prevent any litter blowing away or being removed by wild animals.

All caterers are responsible for removing their own refuse from site and this is not to be disposed in the public waste area.

We are working with advisory bodies on ways to recycle waste and work with suppliers and performers to minimize CO2 emissions. The festival encourages caterers to use ethically and locally sourced produce with an emphasis on biodegradable and recycled food containers.

Toilets will be onsite for all guests as well and will be maintained and cleaned by a sanitation team throughout the festival.



Legends Rugby Festival 2013

Health and Safety Statement

Work Method Statement

Urban Events Sports Ventures UK Ltd (UESV) are running the Rugby Legends Festival 2014 at Wimbledon Rugby Club on Barham Road, Wimbledon, London. UESV are responsible for all operational activities throughout the event.

UESV will be sub-contracting specific parts of the installation, activities and/or running of the festival to qualified professionals in order to complete the task in a safe environment and manner. All people employed by UESV will be highly skilled in the role to which they have been assigned. UESV will ensure that all staff on site are suitably qualified and carry the appropriate licenses or documentation. All members of staff on site will be made aware of the emergency and evacuation policy and a copy will be made available when necessary.

Company Details:



Urban Events Sports Ventures UK Ltd.

Palmerstone House

51 Palmerstone Street

Bollington

Cheshire

SK105PW

Tournament Director:

Ian Dawson

+44 (0)795 633 2353

ian.dawson@legendsrugby.co.uk

Event Manager:

Tammy Urwin

+971 50 1047206

tammy@urbanevents.ae

Site Address:

Wimbledon Rugby Club, Beverly Meads, Copse Hill, Wimbledon, SW20 0ET

Build Dates:

7th July – 11th July

Event Dates:

11th and 12th July

Derig Dates:

13th July – 15th July

Palmerstone House, Bollington, Cheshire CW6 0PS

Phone: +44 (0) 795 633 2353

Urban Events Sports Ventures UK Ltd. Is Registered in England under registration number: 8348397



Task Breakdown

The following explains UESV's intentions and break down the activities that will be undertaken to complete the installation and successful operating of the Legends Rugby Festival.

Not all work will be carried out by UESV staff members and in such cases will be sub contracted to professional and highly qualified contractors/suppliers that will adhere to all Health and Safety regulations and laws and complete and supply all relevant documentation and certification related to their service. This will include method statements, Risk Assessments, proof of liability insurance, fire certificates and completion certificates in necessary.

Urban Events Sports Ventures UK and responsible for the following:

1. Overseeing the installation of all equipment on site during the buildup week and event day. UESV will have staff members on site throughout the buildup days to ensure that all safety regulations are adhered to at all times.
2. Preparing all relevant safety information and ensuring copies are made available to all interested parties.



3. Ensuring the festival site adheres to all safety standards set out by government regulations and any dangerous or hazardous equipment/material is stored in the correct way to ensure continued safety.
4. All operational activities during the event and overseeing all suppliers' activities to ensure they maintain a safe level of operation.
5. Ensuring the festival is manned by highly qualified security personnel. This will occur during all buildup days as well as the festival date itself. All security guards will be SIE qualified and certified. FPOS trained security personnel will also be roaming the site throughout the festival period to ensure all participants safety.
6. The safety and wellbeing of all participants during the event. A lost child office will be set up in the Headquarters building, away from the festival itself to ensure the child remains safe while his/her parents or guardians are located. All members of staff running this facility will be CRB checked and certified.
7. Overseeing the de rig and breakdown of all equipment and facilities post event. . UESV will have staff members on site throughout the breakdown days to ensure that all safety regulations are adhered to at all times.

Urban Events Sports Ventures UK are sub-contracting the following services:

Company: Dazzle & Fizz Parties

Service: Children's Entertainment

Company: Surrey Street

Service: Public Sanitation and site fencing

Company: Event By Event

Service: Provision and running of bars



Company: Countess Marquees

Service: All marquees and tent structures

Company: Intelligents UK

Service: Provision of all security personnel

Company: First Aid Cover

Service: Provision of ambulance and 4 fully qualified paramedics

Company: Sterling Entertainment

Service: Av equipment

NB. There may be some changes to the above suppliers closer to the event but all suppliers will adhere to the above conditions.

Additional Documents attached:

- Risk Assessment – Full assessment for the buildup, event day and breakdown.
- Major incident and evacuation plan

Environmental and Sustainability Policy

Urban Events Sports Ventures UK Ltd. is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to UESV's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.



Principles

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

Major Incident and Evacuation

A full plan has been undertaken to assess the best possible actions should there be a major incident during the festival that requires a full scale evacuation of the premises (Please see below).



Legends Rugby Festival 2014

Major incident and Evacuation Plan

Event details

Event: Legends Rugby Festival

Date and Time: Friday 11th July 18:00 – 23:00

Saturday 12th July 2013 between 10:00 and 00:00

Location: Wimbledon Rugby Club, Beverly Meads, Copse Hill, Wimbledon, SW20 0ET

Event Organisers: Urban Events Sports Ventures UK Ltd.

Type of performance: Rugby Festival during the day and music festival at night featuring cover bands

Target Audience: Families, men aged 30+

Maximum capacity permitted on site: 4000 visitors at any one time

Admission of young children: Children are permitted on site with a parent and/or guardian

Site plan: A detailed site plan is attached to this document

Major Incident and Evacuation Plan

If any major incident should take place during the festival there are a number of systems in place to ensure that all visitors remain as safe and secure as possible whilst the incident is investigated and controlled.

A security team has been employed for the entirety of the event day. All personnel are SIA accredited and some are FPOS trained, this means that they are able to respond to any situation and



administer the appropriate medical treatment such as oxygen application, CPR, defibrillator etc. This is essential to ensuring all visitors to the festival are in the safest possible environment.

A fully equipped ambulance will be on site at all times throughout the event. This will be manned by four fully qualified paramedics who will be able to respond to any situation and administer any and all medical treatment required on site. Should the injured party be deemed too serious for action on site, the ambulance will remove them to the nearest hospital as quickly and safely as possible.

Team Communication: In the event of an emergency situation the first point of calls will be the Tournament Director and the Head of Security. The Event Manager will be notified and then will notify all area managers. This will take place over radios that will be distributed to all area managers and festival organisers. The radios will have a designated 'emergency channel' and people the relevant people will be notified to change to the designated channel to be made aware of any incident. If a full scale evacuation is required, the above procedure will still be followed and then the public will be notified.

Public Announcements: In an emergency situation, the public announcement system will be used to alert the public in a calm and controlled manner. This system has full range of the entire festival site and therefore will be able to be heard by all visitors. Clear and concise instructions will be given in order to ensure that the public are aware of all evacuation routes and policies. Clearly marked evacuation points will be pointed out ensuring that all members of the public know exactly where to make their way and assemble.

Fire/Explosion: Please see attached Fire Risk Assessment that has been carried out. Should an explosion occur, the festival site will be evacuated in the safest possible manner. All security personnel will be responsible for guiding all visitors to the designated evacuation points (please see attached site plan). These points are away from the main festival area and therefore are deemed to be the safest possible points to assemble and be de-briefed. They are at opposite ends of the festival venue, this is so the public can assemble at either point, depending on which direction the wind is carrying the smoke.



Terrorism: Should an act of terrorism occur during the festival all personnel will be evacuated to the designated evacuation points (please see attached site plan). Security personnel will be tasked with ensuring all members of the public are removed from the festival venue in the quickest and safest possible manner. Paramedics will be on site to help with any injuries that are sustained. Local authorities will be made aware and their presence requested on site.

Evacuation Routes: There are 2 main evacuation routes from the festival venue and both are easily accessible and provide quick movement to the public, allowing them to remove themselves as quickly and as safely as possible. The emergency evacuation points, of which there are 2, have been chosen due to their proximity to the festival venue and their ease of access (please see attached site plan). Once all members have been safely guided to one of the evacuation points, security will do a sweep of the entire venue to ensure that no individual has been left behind. Upon completion of this, all members of the public will be ushered to the nearest method of transportation away from the site. The 2 evacuation points are at opposite ends of the ground, this allows for one to be chosen depending on where the incident has taken place.

Evacuation Point 1 : Barham Road

Evacuation Point 2: Preston Road

Emergency vehicles will be given access to the site via the Barham Road entrance, security will ensure that they have free and easy access by keeping all members of the public safe and secure away from the entrance. Emergency vehicles will be able to access all areas of the site via the trackway that will be laid down around the site, they will be able to drive directly onto the track and then get to the area where the incident has taken place.

Local Authorities: Should any major incident occur during the festival all appropriate local authorities will be informed and should their presence be required, they will be asked to attend the site as quickly as possible. All relevant local authorities have been notified of the event.

All relevant local authorities are listed below, along with their contact details:

Metropolitan Police: 999



15-23 Queens Road
Wimbledon
SW19 8NN

Fire Brigade: 999

87 Kingston Road
South Wimbledon
SW19 1JN

Ambulance service: 999

Closest hospital:

The New Victoria Hospital
184-188 Coombe Lane West
Kingston upon Thames, Surrey KT2 7EG, United Kingdom
+44 20 8949 9000

Event Organisation and Contact Information:

Name: Ian Dawson

Position: Tournament Director

Contact Number: +44 795 633 2353

Radio Code:

Name: Tammy Urwin

Position: Event Manager

Contact Number: +971 50 104 7206



Radio Code: TBC

Departure Information:

Upon the completion of the event at 23:00 the security personnel will be on hand to ensure that all members of the public are removed from the site in the best possible manner. They will position themselves along the walkway to ensure that no public nuisance occurs near the festival venue and to reduce noise levels as people are leaving. This will help to ensure that there is no disturbance to people living in the surrounding houses. All members of the public will be fully removed from site no later than midnight in order to adhere to any licensing restrictions and/or conditions set forth by any licensing authority. There are 2 designated exits from the festival venue so that we can fully control all visitors whilst they are departing the festival, this will also be manned by fully qualified security personnel.

	Public	Sponsors	VIP	Legends	Teams	Suppliers
Parking	Colliers Wood Football Club	Colliers Wood Football Club	Colliers Wood Football Club	Colliers Wood Football Club	Colliers Wood Football Club	Suppliers car park Barham Road
Exit	Main entrance, taxi pick up from Barham Road	VIP entrance, taxi pick up from Barham Road	Main entrance, taxi pick up from Barham Road	Main entrance, taxi pick up from Barham Road	Main entrance, taxi pick up from Barham Road	Barham Road