

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.

answers are inside the boxes and written in black ink. Use additional sheets if necessary.									
You	a may wish to keep a copy of the completed form for your records.								
We THE AFRICA CENTRE (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									
Posta	l addre	ss of premises or, if none, ordna	ance survey ma	p refe	rence or descrip	tion			
Great	t Suffol	k Street from Junction with Do	olben Street to	Junct	ion with Sturge	Street			
66 Gr Londo	reat Su	es is located at: ffolk street							
Post t	town	London			Postcode	SE1 OBL			
		**							
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Telep	hone n	umber at premises (if any)	020800	1.					
		umber at premises (if any) c rateable value of premises	020800 £ 150,000	1.					
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premi	ses for	licensa	ible act	ivities; or		a busin	ess w	hich	invol	ves the use of	the	
I am r	_	-	plication of	n pursuar or	it to a							
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(A) II	NDIVI	DUAL	APPL	ICANTS	(fill i	n as app	olicat	ole)				
										committees assessed		
Mr		Mrs		Miss		N	Иs			er Title (for nple, Rev)		
Mr Surna	me	Mrs		Miss		N		st na	exar			
				Miss	I ar	n 18 yea	Fir		exar mes	mple, Rev)	se tick yes	
Surna	of birth			Miss	I ar		Fir		exar mes	mple, Rev)	se tick yes	
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Date of birth	I am 18 years old or over	Please tick yes
Nationality		
Current postal address if different from premises address		
Post town	Pos	stcode
Daytime contact telephone nu	ımber	
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: The Africa Centre

Address
66 Great Suffolk street
London
Southwark
SE1 0BL

Registered number (where applicable)
Charity number: 313510
Company number: 00683989

Description of applicant (for example, partnership, company, unincorporated association etc.)
Charity/ Registered company

Telephone number (if any) 0208 004

E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY 1 9 0 8 2 0 1 7

Part 3 Operating Schedule

Whe	n do you want the premises licence to start?	1 8 0 8 2 0 1 7
	u wish the licence to be valid only for a limited period, when do you it to end?	DD MM YYYY 2 0 0 8 2 0 1 7
Pleas	se give a general description of the premises (please read guidance note 1)	
Dolb utilis- good Thes	premises we wish to conduct our activities on is Great Suffolk Street. Fen Street (north of junction with union Street) down to the junction of Sethe 5-a side football pitch located at Moonracker point as well as the syard just before the junction with Dolben Street. The activities will include three music stages playing amplified live music stion of African textiles, Food and Drink available for purchase by street	turge Street. Hoping to Grand Vitesse Industrial . There will also be a large
	3	
	00 or more people are expected to attend the premises at any one time, e state the number expected to attend.	
What	licensable activities do you intend to carry on from the premises?	
(Plea	se see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2	to the Licensing Act 2003)
Provi	sion 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)	\boxtimes
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)	\boxtimes

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	

Plays Standard days and timings (please read			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	nce note 7)		· ·	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guida	nce note 4)	
Tue					
Wed			State any seasonal variations for performing play guidance note 5)	vs (please read	
Thur					
Fri	# 11 * 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	XUT 11887-174	Non standard timings. Where you intend to use the performance of plays at different times to the column on the left, please list (please read guidance)	se listed in the	
Sat					
Sun		remaketa nasi			

Films Standard days and timings (please read guidance note			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	N-min	
6)				Outdoors		
Day	Start	Finish	,	Both		
Mon			Please give further details here (please read guidance	note 3)		
),	We propose three separate locations for film screenir			
Tue			magistrates court, the taxi yard and the boxing club. All locations are connected to the festival route/boundaries.			
Wed			State any seasonal variations for the exhibition of file	ms (please read		
7) 3) E 0)			guidance note 4)			
Thur		Ä	go s			
Fri	18:00	22:00	Non standard timings. Where you intend to use the	nramises for th	0	
	18.00	22.00	exhibition of films at different times to those listed in left, please list (please read guidance note 5)	the column on	the	
Sat	12:00	22:00	,	8		
			e			
Sun			* * * * * * * * * * * * * * * * * * *			
		*				

	rsporting		Please give further details (please read guidance note 3)
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			3
Thur			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 (please read guidance note 5)
Fri			
Sat		,	
Sun			
		- 1	

Boxing or wrestling entertainments Standard days and timings			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
	read guida			Outdoors	
Day	Start	Finish	*	Both	
Mon			Please give further details here (please read guidance	note 3)	
Tue					
Wed	7		State any seasonal variations for boxing or wrestling (please read guidance note 4)	g entertainmen	<u>t</u>
Thur				9 2 9	
Fri			Non standard timings. Where you intend to use the or wrestling entertainment at different times to thos column on the left, please list (please read guidance n	se listed in the	oxing
Sat					
Sun				a	*

Live music Standard days and timings (please read guidance note			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
6)	read garde	ince note	read gardance note 2)	Outdoors	
Day	Start	Finish		Both	\boxtimes
Mon			Please give further details here (please read guidance	note 3)	
			There will be three musical stages, featuring live per	formances of	
Tue			amplified live and recorded music. A DJ will fill time to performances and there will also be a host on each so be other types of performances such as Dance and S	stage. There wi	ll also
Wed			State any seasonal variations for the performance of read guidance note 4)	f live music (ple	ease
Thur					
Fri			Non standard timings. Where you intend to use the performance of live music at different times to those on the left, please list (please read guidance note 5)		
Sat	12:00	22:00			
¥					
Sun			, , , , , , , , , , , , , , , , , , , ,		
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Recorded music Standard days and timings (please read			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
guidar	nce note 7)).		Outdoors	
Day	Start	Finish		Both	W
Mon			Please give further details here (please read guida: There will be two main stages that will be playing recorded music. Theree	-0-15-0-1 11 11 11	e and
Tue			There will also be indoor amplified music in the A building.	frica Centre	
Wed			State any seasonal variations for the playing of re (please read guidance note 5)	ecorded music	2
Thur					
Fri			Non standard timings. Where you intend to use the playing of recorded music at different times the column on the left, please list (please read guid	to those listed	
Sat	12:00	22:00			
Sun	x12 ya 23 x 11 ya 11 x	castra view			

Performances of dance Standard days and timings (please read			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	ce note 7)			Outdoors	v
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidathis will feature amplified music and take place on areas.		ing
Tue	41-1-1-1-1-1				
Wed			State any seasonal variations for the performanc read guidance note 5)	e of dance (plea	ase
Thur					
Fri	NN 2 20 000 2020		Non standard timings. Where you intend to use the performance of dance at different times to the column on the left, please list (please read guidance)	ose listed in the	
Sat	12:00	22:00			
Sun	3	11 - 12-22 71 432 - 1			

descrip within (Standar	ng of a sin tion to tha (e), (f) or (d days and read guida	at falling (g) timings	Please give a description of the type of entertainment you will be providing There will be various activities taking place throughout the festival, these include spoken word performances, Drama, Face painting, Storytelling, Mask making and Children's games.				
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance	Indoors			
Mon			note 2)	Outdoors			
				Both	\boxtimes		
Tue			Please give further details here (please read guidance note 3) These activities will take place in designated areas and be supervised/ran by licensed security checked individuals.				
Wed			e.				
Thur			State any seasonal variations for entertainment of a to that falling within (e), (f) or (g) (please read guida	similar descrip nce note 4)	<u>tion</u>		
Fri							
Sat	12:00	22:00	Non standard timings. Where you intend to use the entertainment of a similar description to that falling at different times to those listed in the column on the	g within (e), (f) (or (g)		
	ell .	B	(please read guidance note 5)	Æ	50		
Sun				: : : : : : : : : : : : : : : : : : :	: ::::::::::::::::::::::::::::::::::::		

Late night refreshment Standard days and timings (please read guidance note			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors				
(please read guidance note 6)			(prouse read guidance note 2)	Outdoors				
Day	Start	Finish		Both				
Mon			Please give further details here (please read guidance note 3)					
			# ²					
Tue								
				n				
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)					
			(please read guidance note 4)					
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Fri			Non standard timings. Where you intend to use the provision of late night refreshment at different times	premises for the	<u>e</u> in			
			the column on the left, please list (please read guidance		111			
Sat	¥	5		<u>#</u>				
Sun			*					
		ilė.	2 1	-				

Supply of alcohol Standard days and timings			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	
(please read guidance note 6)			∃ ù	Off the premises	
Day	Start	Finish		Both	
Mon			State any seasonal variations for the supply of alcohologuidance note 4)	ol (please read	
Tue			"		
Wed			3	A H g	
Thur			Non standard timings. Where you intend to use the supply of alcohol at different times to those listed in left, please list (please read guidance note 5)	premises for th the column on	<u>e</u> the
Fri			*		
Sat	12:00	22:00			
Sun	- 14				

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

Nam					
Kojo Asare Akuffo		34			
Address				10	
10					
Postcode					
Personal licence number (if known)					
TBC	- 20				
Issuing licensing authority (if known)					
			172		

Please highlight any add ancillary to the use of the guidance note 8).	ult entertai 1e premises	nment or s s that may s	ervices, a give rise	ctivities, o to concern	ther enter in respect	tainment or n of children ()	natters blease read
er St							

L

to the Standa	premises a public rd days and read guida	timings	State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed		7	Non standard timings. Where you intend the premises to be open to the
Thur			public at different times from those listed in the column on the left, please list (please read guidance note 5)
Fri	18:00	22:00	
Sat	12:00	22:00	- , , , , , , , , , , , , , , , , , , ,
Sun			

M 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 10)

The Africa Centre has ensured that all licensing objectives will be met by allocating a sufficient number of supervisory personnel to manage the event. We will have stewards at road closures, in addition to staff and volunteers of the Africa Centre, we envisage having police presence and community wardens provided by Better Bankside. We will work with Bankside Residents forum to ensure our neighbours are included and not overly burdened by this event.

b) The prevention of crime and disorder

To prevent crime and disorder at the event, we have consulted with Better Bankside who will provide community wardens. We also envisage enlisting the local Police force to ensure adequate security is on hand to deter and/or deal with any disruptions. Stewards will also be on site with radios to communicate any issues to the relevant authority.

c) Public safety

There will be trained stewards on site, to instruct the visitors of the event on locations of attractions and also assist any person who may need help. The Africa Centre Staff and Volunteers will also be on hand to provide safety information such as the closest exit, as well as ensuring everybody remains safe and well throughout the day.

d) The prevention of public nuisance

The presence of Police and Community stewards should deter any possible public nuisance activity. The stewards and volunteers will also be vigilant in spotting and reporting and signs of public disturbance or nuisance.

All through fares will be clearly signposted and allow for pedestrians on foot or on bicycle to both attend and travel through the festival route.

e) The protection of children from harm

All staff on duty throughout the day will be on the look-out for any children who may have strayed from their parent or guardian.

Stewards, staff and announcers will all be reminding attendees of their need to properly supervise all children and keep them close by at all times.

There will be Police, Community Wardens and volunteers throughout the event who will be briefed on helping any lost children.

Production team and a health and safety specialist will be conducting a thorough risk assessment of the festival premises highlighting any hazards

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.
 - [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

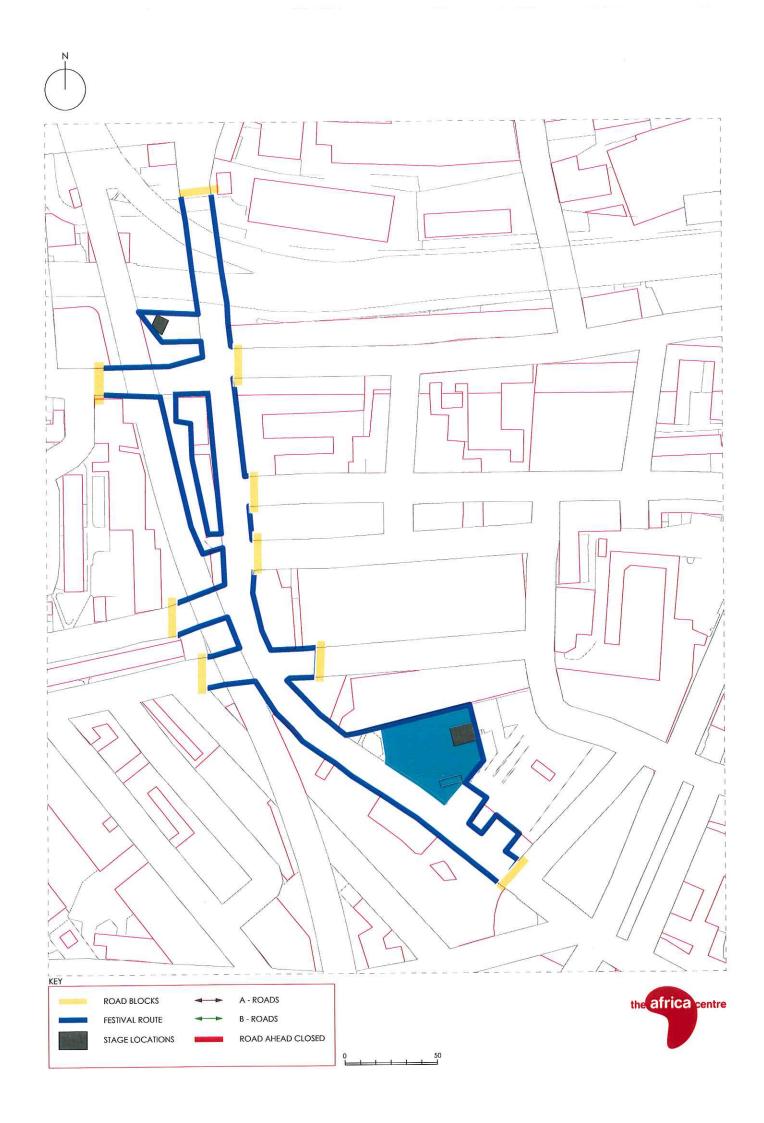
IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	 [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licesable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15) 					
Signature						
Date	27.6.17 Office Manager Vorganiser					
Capacity	Office Manager Vorganiser					
	rations, signature of 2 nd applicant or 2 nd applicant's solicitor or other at (please read guidance note 13). If signing on behalf of the applicant, please					
Signature						
Date						
Capacity						
Contact name (withis application (p	here not previously given) and postal address for correspondence associated with please read guidance note 14)					
Post town	Postcode					
Telephone number						
	fer us to correspond with you by e-mail, your e-mail address (optional)					



Event Management Plan V3 Final

Prepared by: Kojo Akuffo

Dated: 9 August 2017

Africa Centre Summer Festival 2017

Event Management Plan

The Africa Centre Summer Festival –Saturday 19th August 2017

1 Event Overview

2017 plays host to the fourth Africa Centre Summer Festival. This event is an open air street festival-that will allow all visitors to see, touch, hear and taste the best in contemporary African culture at the Africa Centre's summer all-dayer.

Great Suffolk Street in SE1 will be closed for the event.

The 2017 edition will be the first to take place outside of the Covent Garden East and West Piazzas.

This will be the Festival's first time taking place in Southwark; the event will host three outdoor stages, as well as a visual art installation from Internationally known, London based Nigerian Sculpture artist Ms Sokari Douglas-camp CBE.

There will be a host of activities and subsidiary entertainment distributed along the Festival during the opening hours. The Music stages, stalls and all other activities will be open to the public between 12:00 and 22:00.

Site map - Appendix item 1

The Attraction to an event of this nature is that there are a large number of African and British born artists performing on the different stages during the day, appealing to a wide range of people. The presence of a visual art installation, a large variety of stalls selling African products and food as well as children's activities, means there is something for people from all walks of life to enjoy and experience at this event. A diverse demographic mix of people has attended our past Summer Festivals. Our audience

profile is exactly this, we welcome attendees of all ages to this event, it will be family friendly.

1.1 Audience

Adults, children and teenagers of all ages are expected to be in attendance. There will be many activities for a family audience to enjoy, as well as some high profile musicians from both the UK and Africa for young adults, teens and adults. There will be no contentious artists booked to perform at this event.

1.2 Work Force

A joint work approach has been adapted by The Africa Centre and consultants contracted to work on the preparation and execution of the festival.

Liaison with Southwark Council regarding licensing has already taken place and applications are being processed at this time. All neighbouring businesses have also been consulted in regards to the event and their involvement. We have liaised with all effected businesses. Throughout the event planning, the organisers will attend SAG (Safety Advisory Group) meetings, as well as arrange further meetings with MET Police, Ambulance Solutions Ltd, FM Conway, Transport For London, ResponSec, and any of the effected businesses in the immediate area.

During the event itself the event organisers will be supported by contractors, stewards, a security team, medics, electricians, wardens, volunteers and production staff.

Event Director - Mark Higham

Event Manager - Kojo Akuffo

Event Consultant -

Stage and Production Manager–

Stage Production – NKN Productions Itd

First Aid Provider - Ambulance Solutions Ltd

Artist Liason – Open The Gate Ltd

Vendor Liason – Open the Gate Ltd

Cleaners – Southwark Council

Noise Control Consultant - Vanguardia

Volunteers - Africa Centre

Security - ResponSec

V3 Final – Event Management Plan Africa Centre Summer Festival 2017 Africa Centre Staff –

The Event Director will make all key decisions about the event.

For information on the experience of Key staff please see additional information section at the end of this document.

Estimated attendance: A maximum of 4,000 in attendance at one time

This event management plan is a working document and will be amended throughout the planning process.

1.3 Overview of Site Facilities and Attractions

1.3.1 Music Stages

Africa Music Stage

This stage will be the largest of the three stages. Managed by Open the Gate, there will be an eclectic mix of artists from all over the world playing traditional African music from their country of origin. This stage will feature artists from North, South, East and West Africa including the less represented African countries. The core audience for this stage is expected to be aged 25 + including families with young children.

Stage Open: 12:00

Stage Close: 22:00

Stage Schedule: See appendix Item 2

Black British Music Stage

Managed by Jack Arts entertainment, this stage will feature premium Homegrown UK Talent, featuring artists with current singles in the UK charts. The core audience for this stage is expected to be aged 15-30. This stage will function from 12:00 to 22:00 on the day of the event.

Stage Open: 12:00

V3 Final – Event Management Plan Africa Centre Summer Festival 2017

Stage Closed: 21:00

Stage Schedule: See appendix Item 2

Young Africa Centre stage

This stage will be the smallest of the three stages and will feature unsigned artists from London and the UK. Our Young Africa Centre committee consisting of 5 young adults aged 18 – 25 will select the roster for this stage. This stage will feature a mixture of unsigned artists and performers.

The audience for this stage is likely to be a variety as we would assume the majority of spectators would be friends and family of performers.

Stage Open: 12:00

Stage Close 22:00

Stage Schedule See appendix Item 2

1.3.2 Visual Art Installation

Ms Sokari Douglas-Camp will be exhibiting a single piece located in front of The Africa centres V.I.P Area. Examples of her work below:







1.3.3 Children's Activities

The children activities will take place on Pocock Street. This area will be clearly signposted. All Personnel dealing directly with children will be required to provide up to date DBS clearance before conducting any service for this event. These activities will include face painting and various arts and crafts.

1.3.4 Vendor Stalls

The Vendor management will be handled by Open The Gate Ltd. They have a large roster of vendors who specialise in African products and foods. These stalls will appear under 3x3m gazebos holding one or two vendors in each of them.

Vendors

A full list of Vendors along with contact information can be found in-Appendix Item 3

Production and Event Time table

Stage schedules can be found in Appendix item 2.

Africa Centre Address: 66 Great Suffolk Street Southwark London SE1

Please see Appendix Item 2 for a production and show timetable

2 Risk Assessments

2.1 Fire Protection

An event specific fire risk assessment has been conducted by a competent fire risk assessor. The fire risk assessment has been forwarded to LFB and the SAG in advance of the event.

Please see Appendix item 4

2.2 Site Inspection

All structures will be set-up by qualified professionals, who will follow all safety protocols during set-up as well as conduct a thorough safety check once the set-up has been completed.

Stage specifics – Appendix Item 5

2.3 Health and Safety

A specialist Event Safety consultant conducted a site visit on Tuesday 4th July and has provided a comprehensive event Risk Assessment, Fire Risk Assessment and review of the Event Management Plan (Version 2) for the entire festival.

All staff will be briefed on the event safety policy and issued a copy. All contractors and suppliers will be required to provide their event specific RAMS which will be reviewed in advance of the event, by a competent person and be available as a contractor file, for inspection by the local authority at their request.

A construction Phase Plan (Production Schedule) has been provided in advance of the event and circulated to the SAG and all key personnel involved with the event.

Event Risk Assessment Please See Appendix item 6
Event Fire Risk Assesment Please see appendix item 4
Production Schedule please see appendix item 2
For RAMS Method statements and all certification covering
Structures on the site Please see appendix items 5 and 11.

3 Proof of Liability Insurance

The Africa Centre has in place a public liability cover up to £5,000,000 and Employers liability insurance up to £10,000,000.

The proof of this cover will be present in the appendix item 7

4 Event Communication Plan

All key members of staff will be able to communicate throughout the event via the use of Hytera Digital UHF Radios.

There will be designated channels for different areas of operation. Communication to the crowd present at the event will be done via the PA systems on each of the staging areas. Stewards and Security will also be updated of any pressing notifications that are to be communicated to visitors. The Africa Centre will also utilise social media to send out regular updates to those attending and potential visitors.

4.1 Radio channels

Below is a list of the designated radio channels and there use on the day.

Ch 1 Event Control / EIC

Ch 2 Security / traffic management

Ch 3 First Aid / ambulance

Ch 4 Event management

Ch 5 Production

Ch 6 Stages

Ch 7 Noise control consultant

Ch 8 Cleaner

5 Security and Stewarding Provision

5.1 Stewards and Security

A Security deployment document has been produced in consultation with the security provider and event safety consultant.

SIA staff, supported by stewards, will be on site from the moment the first piece of equipment is delivered to the festival site, to the moment the last piece of equipment is removed from the site. The Africa Center have consulted with Better Bankside Wardens and the Metropolitan Police, while recognising their support is subject to availability.

Please see appendix item 9

5.2 Identification

All Event Staff will wear branded T-shirts for ease of identification. Security staff, stewards and First Aid Staff will wear appropriate, high visibility uniforms.

5.3 Acceptable Behaviour

The organisers will not accept racist, inappropriate or aggressive behaviour amongst audience members. Any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event or handed to the Metropolitan Police.

6 Crowd Management

6.1 Event Control

Activities during the event will be monitored by a central Event Control, which will log security and medical incidents. They will be connected using UHF radios, landline and mobile phones.

Event Control will communicate with key event personnel principally using UHF radios operating on 8 different channels, covering
Event Control

V3 Final – Event Management Plan Africa Centre Summer Festival 2017

Security
Medical
Event Management
Production
Stage Management
Noise Control Consultant
Cleaners

Landline and mobile phones will provide contingency communications.

6.2 Volunteers

Africa Centre volunteers will be working on site throughout the event, fulfilling a range of roles, including attending road closures, build/pack-down, communications and stage support. They will work with Africa Centre staff and contractors and report to a Supervisor.

6.3 Crowd Control at Stages

The event programme features live music from 3 separate stages -

- 1. Africa Music Stage
- 2. Black British Music Stage
- 3. Young Africa Centre Stage

Audience numbers will vary across each stage and fluctuate throughout the event, but are expected to spread across the entire site, fitting safely within the available space. Pedestrian access will be provided down the sides of each stage.

Both the Africa Music Stage and Black British Music Stage platforms will be one-metre-high and have appropriate safety fencing. They will also have load-bearing crowd barriers separating the stage front from the crowd. Security personnel will be positioned between each stage and crowd barrier, enabling unrestricted monitoring and helping maintain safety across the whole audience.

The Young Africa Centre Stage will be 600mm high and therefore will not have safety fencing.

V3 Final – Event Management Plan Africa Centre Summer Festival 2017

6.4 Emergency Access

There are nine road closure points throughout the event demise, including the two closures at either end of Great Suffolk Street.

Although every intersection within the festival site will be an open thoroughfare to pedestrians, the main entry/exit points will be:

- Both ends of the road closure on Great Suffolk Street
- Union Street
- Pocock Street

A minimum 4 metre wide avenue will be available along Great Suffolk Street to allow for access to fire trucks and other emergency vehicles. Emergency access will be via Union Street (both directions) and egress via Pocock Street (east).

6.5 Evacuation Procedure

In the event of an emergency requiring evacuation, direction will come from the Event Director and communicated to security and other event personnel through Event Control.

Event personnel at each of the road closures will be informed and instructed to facilitate safe egress. In the event of an evacuation it is anticipated that attendees would leave via any and all of the intersecting streets and the majority disperse.

Designated safety muster points for each zone will be:

- Zone 1 (Union Street to Dolben Street) and Zone 2 (Union Street south to Pocock Street) - evacuation muster at Nelson Square (access via Union Street and Surrey Row)
- Zone 3 (Pocock Street to Sturge Street) evacuation to the 5-a-side football pitch and fire training yard

7 First Aid

Private contractor Ambulance Solutions will provide first aid and emergency evacuation services. There will be two ambulance locations, each staffed by two first aiders -

1.Pocock Street (east)

Union Street (west)

Each location has a direct and immediate egress route.

Medical incidents and actions will be recorded and logged with Event Control.

8 Fire Precautions and Resources

Minimum 4 metre width route will be provided through the event site providing access to fire trucks and other emergency vehicles.

CO2 and water fire extinguishers will be positioned at each stage and at Event Control.

Security personnel will be designated first respondents to fire incidents. They will be familiar with the risk assessment and briefed about use of fire safety equipment and evacuation procedures.

Security, event staff and volunteers will be instructed to call 999 in the event of a fire emergency and to evacuate the public and contractors away from the incident site via the nearest safe intersection and towards the nearest safe muster area.

9 Traffic Control

The Africa Centre is contracting SIA security and a CSAS accredited Officer to oversee the road closures. These road closures will block vehicular traffic but still allow for pedestrian foot traffic in and out of the event site.

A Traffic Management Plan has been developed - and will be

implemented by - FM Conway, involving the closure of roads and provision of diversions.

See also the Traffic Management Plan.

10 Rain and Extreme Weather

The weather forecast will be monitored closely leading up to and during the event. While wet weather may affect audience levels, key locations will be undercover and protected (including each of the three stages). The railway bridges and stall-holder gazebos will provide protection from rain.

If extreme weather is forecast, or arrives on the day, the Event Director will consult with event management and security before making any decision about amending or cancelling the programme. If the programme is amended or cancelled, communications will be issued through social media, radio, news services, on the event website and via email.

11 Communications

Contact details for all event personnel, contractors and stakeholders will be available on a single spreadsheet and available at Event Control.

Key contact details will be listed on lanyard IDs worn by event personnel.

UHF radios have been site tested and will be provided to key personnel and contractors, using 8 different channels. Two channels - security and medical - will feed continuous communications to Event Control. A separate base radio at Event Control will be for all other (non-security and non-medical) radio communications. Spare radios and batteries will be available.

Additional communications will be through mobile phones, set to

vibrate as well as ring tone set to maximum volume. Chargers will be available. A landline installed in Event Control will provide supplementary communications.

Media communications will be managed exclusively by the Media Manager and Event Director.

12 Waste Management

Southwark's cleaning contractor will provide cleaning, waste and recycling services pre / during / post-event, supported by the Better Bankside team.

Waste and recycling bins will be positioned in pairs at regular locations across the site, with large bins securely positioned off Great Suffolk Street but within the road closure demise. Arrangements are in place to empty full bins as and when required.

A final site clean will be conducted prior to re-opening the roads.

12.1 Toilets

The following portable toilets will be distributed across three sites within the event:

- 32 unisex portaloos
- 4 urinals (each with 4 bays)
- 2 wheelchair access toilets

Additional toilet provision will be available at Africa Centre premises - 66 Great Suffolk St plus Old Union Yard arches #28 and #29.

Cleaning contractors will monitor cleanliness during the event.

Additional toilets will be available at:

- Bala Baya restaurant, Old Union Yard Arches
- Union Street Theatre Cafe, Old Union Yard Arches

• Union Jack pub, corner Great Suffolk Street and Union Street

13 Hygiene

Hand-washing facilities and access to potable mains water for food stall-holders will be available at Africa Centre premises - 66 Great Suffolk St plus Old Union Yard arches #28 and #29.

Each toilet facility will have hand-washing facilities

14 Emergency control Plan

Details have been provided in the Crowd Management Plan.

15 Fire Procedures

All food stalls will be required to have adequate firefighting provision and hand wash facilities available, barriers will be used to delineate risk areas where necessary. Any buildup of waste will be monitored and dealt with by on site cleaners.

Details have been provided in the Crowd Management Plan.

16 First Aid Plan

Ambulance Solutions service will be present in two key locations through-out the festival. This will ensure the festival is properly covered in two areas we see to be high capacity.

17 Children and Vulnerable Persons Protection Plan

The Africa Centre and its partners on this event are committed to protecting children and vulnerable people in ensuring that their welfare is paramount in every project that we run in the community.

• All children and vulnerable people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or

sexual identity have the right to protection from abuse.

- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff will be aware of the child and vulnerable persons protection policy. They will be signed up to the policy and will understand their responsibilities and procedures concerning how to respond appropriately.
- All parents/carers have the right to feel safe when entrusting their children/ vulnerable people to The Africa Centre or anyone who works at our events who deals with children or vulnerable individuals.
- All children/ vulnerable people have the right to have fun and be protected when participating in activities they, their parents or their carers have chosen.

18 Lost Child and Vulnerable Person Procedure

18.1 Lost Persons Procedure on Site

If a child or vulnerable person is found then security or a steward should take them to the Information point. Here a member of staff will meet them and their details will be taken including where they were found and their description. An announcement should then be made to staff only telling them that a person was found in the region of xxx approximate age... Full details should not be given over the radio.

If the child knows their parents phone number then the staff member will attempt to call the parents. If no-one has claimed the child after 2 hours they should be handed over to the police.

*If the child found has been a victim of crime, police should be notified immediately and a representative of the police should come to the Information Point to take a report and remove the person if appropriate.

If a parent/ carer has lost their child / vulnerable person they should be taken to a member of security or a steward where full details of the child / vulnerable person will be taken and radioed through to event control, this information should then be passed to the police/ event control. An announcement should then be

made to staff that we are looking for a child called "James", with the description and general area where last seen. Parents/ carers who wish to help in the search of their child/ vulnerable person should be allowed to do so, however their phone number should be taken and they must be asked to inform the security or Event control office if they are re-united with their child/vulnerable person. All staff should then be on the look out for the lost child/ vulnerable person.

To re-unite a parent/ carer with their child/ vulnerable person, the parent must give a full and accurate description of that person. Staff should be on hand when re-unification takes place and a details of the parent/ carer should be obtained before the child/ vulnerable person is taken away.

Lost persons registration, identification and release form available for inspection if required.

18.2 Accidents and injuries

If a child or vulnerable person is injured whilst under The Africa Centre's care or whilst involved in our projects a record will be taken in the accident report book.

18.3 Conduct with young people

All staff, volunteers or project leaders will keep a safe and appropriate distance from participants, and not engage in any inappropriate physical contact.

Only touch participants when absolutely necessary to the particular arts activity. Agreement should be sought from participants prior to any physical contact.

Do not make sexually suggestive comments even in fun.

Always treat children and vulnerable people with equal respect and dignity. The welfare of each individual should always be put before the goals of the project.

All feedback shall be encouraging, enthusiastic and constructive and no project leader will engage in negative criticism. Never shout at a young person.

Always work in an open environment and avoid private or

unobserved situations.

If someone initiates physical contact deflect them if possible. Do not under any circumstances give out personal contact details.

18.4 Abuse

If they have been a victim of crime, police should be notified immediately

Look directly at the child/vulnerable person

Accept what the child/vulnerable person says

Be aware that the child / vulnerable person may have been threatened

Tell the child/ vulnerable person they are not to blame Do not press for information.

Reassure the child/vulnerable person they are right to tell you and that you take what they say seriously.

Do not promise to keep the information they have disclosed a secret.

Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen.

Finish on a positive note.

As soon as possible afterwards, make hand written notes of exactly what the child/vulnerable person said and the date and time.

Action to be taken

Do not delay

Do not act alone

Do not start to investigate

Inform The Africa Centre management team of your concerns immediately.

The Management team will discuss with the relevant bodies what action should be taken.

A meeting may need to take place and a written record will be noted.

The Africa Centre will inform social services of the disclosure that will liaise with the relevant departments on a need to know basis and will, if appropriate, inform the police. It is the responsibility of

the authorities to determine whether abuse has occurred.

19 Transport infrastructure Plan

A temporary Traffic Order has been submitted to Southwark Council. A copy of the traffic management Map is available in the appendix item 10 along with the Traffic Management Plan.

20 Sanitary Provision

Unisex toilets along with Antibacterial facilities will be available at three locations throughout the festival site. These locations will be strategically placed so that there are no areas of significant traffic build up during the day. Please see Waste Management plan for further information.

21 Food Safety

The Africa Centre will ensure all food vendors provide the following information well in advance of the event date.

- Details of Food Safety Management System (HACCP or Safer Food Better Business)
- Details of which Local Authority you are registered with as a Food Business
- Copies of Food Hygiene certificates
- Health and Safety Risk Assessment (site specific)
- PAT test certificates of all electrical equipment to be brought to site (if applicable)
- Gas Safety certificates of all gas-burning equipment to be brought to site
- Copy of your public liability insurance for £5m
- Copy of the Employer's Liability Insurance (if appropriate)

All food vendor information will be provided to Southwark Councils Environmental health team.

22 Waste Management Plan

Waste will be monitored on site by a dedicated team of litter pickers. We will also sort all waste to ensure our recycling rates are met. The waste management at the festival will be carried out by Southwark Councils cleaning team. The Africa Centre have consulted with Better Bankside and will utilise their street cleaning service for the hours in which they typically operate. The event space will be returned clean, as it was when we assumed control of the event area, post event.

In total there will be 6 x 110litre Euro bins located on the connecting roads to Great Suffolk Street, in particular Union Street, Pocock street and Copperfield Street.

These bins will be supplemented by 20 smaller wheelie bins dotted along the festival site. These will be collecting both recyclable and general waste.

23 Environmental Policy

The Africa Centre are committed to:

- Operating in strict accordance with relevant laws, regulations and professional codes of practice.
- Recognising and protecting natural habitats and environmentally sensitive areas.
- Minimising the effect upon the environment of our organisation and events.
- Achieving continual improvement in our environmental performance.
- Operating in an open manner and encouraging feedback on our environmental performance.
- Recycling waste where possible.
- Educate and train our employees to conduct their activities in an environmentally friendly way.
- Working closely with regulatory bodies, environmental organisations and all other interested parties on environmental issues.

To achieve our aims we will:

- ♦ Use energy efficient light-bulbs and machinery.
- ◆ Use re-cycled materials where possible.
- ◆ Ensure all waste is recycled where possible.
- ♦ Avoid the use of hazardous substances when possible.
- ♦ Ensure any hazardous substances when used are stored and disposed of safely.
- ◆ Recycle old equipment and furniture whenever possible.
- ♦ Use timber from renewable sources.
- ◆ Use alternative energy sources where possible.
- ♦ Use organic and bio-degradable products where possible.
- ♦ Look for ethical and fair trade suppliers.
- ◆ Encourage employees to walk, cycle or use public transport whenever possible.
- ♦ Avoid battery-powered products.
- ♦ When battery products are used, ensuring waste is properly disposed of.
- ♦ Use solvent free products when possible.
- ♦ Be vigilant in clearing litter.
- ♦ Avoid causing a noise nuisance.

24 Access provision

Please see Crowd Management and Traffic Management Plans.

25 Marketing Plan

Marketing Plan is available in appendix item 10

26 Equal Opportunities statement

This document is a statement of our policy for achieving equality of opportunity throughout the work of The Africa Centre and its events. This policy shall inform our actions and attitudes to all Staff members, employees, sub-contractors, Trustees, volunteers and to members of the general public attending and participating at our events.

We recognise that individuals and groups have been, and are,

oppressed on many grounds including age, disability, sex, sexual orientation, marital or civil partnership status, pregnancy and maternity, race, colour, nationality, national origin, ethnic origin, political opinion, religion or belief.

The Charity and its members will fully comply with the justifiable spirit of legislation in these areas, and will aim to ensure that no person engaged or participating in our events is disadvantaged. We understand that equality of opportunity includes:

- Those attending and/or participating in our events
- The employment, training, recruitment and selection of employees, sub-contractors, Trustees, volunteers and Federation members.
- How we communicate, both internally and externally, including how we portray participants in our events.

We will brief all Staff members. employees, sub-contractors, Trustees and volunteers on this policy and everyone must agree to apply it in practice when working / volunteering for the Charity and our Festival. The staffs of the Africa Centre are responsible for ensuring that this policy is implemented and they will review this on an annual basis.

For ethical and legal reasons we will not tolerate any unlawful discrimination or breaches of our Equal Opportunities Policy and appropriate action will be taken against offenders.

3 How we will deal with instances of negative discrimination We are committed to taking action against all forms of discrimination. If you feel that you have in any way been disadvantaged, we urge you to report the matter to the Charity by contacting the office. Our first priority will be to investigate your concerns and seek to resolve the issue to your satisfaction. If you suffer from a disability (for the purposes of the Disability Discrimination Act) please inform us so that we can consider what reasonable adjustments can be made.

We ask all our Staff members, employees, sub-contractors, Trustees and volunteers to conduct themselves in a manner of which we can all take pride, and to accept their part in promoting non-discriminatory behaviour. We all have a duty to report such discriminatory behaviour, and to act in accordance with the spirit and the requirements of the relevant legislation.

We do not, and will not, tolerate any form of discrimination. Appropriate action will be taken against anyone found to be acting in such a manner in accordance with the terms and conditions of their engagement as an employee, sub-contractor, Trustee, volunteer or member of Staff.

27 LICENSED PREMISES ACTIVITY

The licensed premises for the event will be the road closure demise and operate from midday to 10pm, Saturday 19 August.

The Africa Centre is contracting an experienced company, Stirrers & Shakers, to operate three drink stalls at separate locations on Great Suffolk Street:

- In front of the Africa Centre premises at 66 Great Suffolk Street
- At the 5-a-side football pitch, near the Africa Music Stage
- On the north-west corner of the Union Street / Great Suffolk Street junction

Each servery will retail a mix of packaged drinks, including water, wine, beer, cider, spirits, soft drinks and juice. Drinks will only be served in plastic glasses, bottles or cans. Free drinking water will also be available.

Each location will be staffed by accredited and uniformed personnel provided by the contractor and supervised by a bar manager, who will be in contact with security and event management. Staff will be instructed to pay attention to customer behaviour, particularly during the latter stages of the event, ensuring audience safety. Only adults will be served alcohol and photo identity will be required, as appropriate.

SIA accredited security will oversee each drinks stall. For the duration of the event, the Africa Centre will have on site a license holding representative.

Stirrers & Shakers is operated by www.stirrersandshakers.com

There is one public house within the event site - Union Jack. We have liaised with the owner and manager, ensuring they are fully

aware of the programme and audience and able to make appropriate staffing and security arrangements. We have recommended they avoid serving glassware during the event. The two additional public houses nearby - The Lord Nelson and White Hart - have been notified of the event, including road closure, programme and audience details.

Note: staff biographies have been redacted by council officers for data protection reasons.