

Indoor Event Plan

Public Entertainment Licence Ref (if known)	
Name of Event	
Date(s) of Event	
Time(s) of Event	
Location of Event	
Event Coordinator/Contact Person	
Audience – How many? Age range? etc	
<u>Full</u> description of the event	
Anticipated Noise Levels (before / during and on exit)	
Access and Car Parking facilities	
Fire Prevention / Evacuation Arrangements	
Emergency Contacts at the event	
Toilets	
Hand Washing Facilities	
Caterers – (name of providers, Food Hygiene Certificates and Licensing details)	
Alcohol - (details of bar arrangements including Occasional Licence number if known)	
Waste Management arrangements (recycling, waste collection)	
Stewarding and security arrangements (numbers, shifts, SIA reg etc.)	
First Aid arrangements (kits, first aiders, ambulances)	
Power and Electricity (if additional extensions cords and generators are being used)	
List of attached Risk Assessments (H&S, Fire, Security etc.)	
Temporary Structures (stages, sound booths etc, that are not normally present in the venue)	

Venue Design (any temporary changes to the venue that will alter the fire escapes, location of extinguishers, access doors or layout)	
Additional Information (anything that you feel we should be aware of)	