

EVENT PLANNING



How to run an event



He who fails to plan is planning to fail.

— *Winston Churchill* —

AZ QUOTES

WHAT KIND OF EVENTS COULD YOU HAVE?

- Tractor Run
- Fireworks
- Race Night
- Quiz Night
- Coffee morning
- Dinner & Dance
- Barn Dance
- Flicks in the sticks
- 80th Celebratory Ball



THE BASICS



DATE



VENUE



FOOD/DRINK



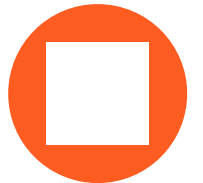
LICENCE



RISK
ASSESSMENT



BUDGET



SECURITY/
SAFEGUARDING



MONEY

The aim of the game is to make some money for your Club or a Charity

BUDGET



Pros and cons of a venue – that has everything ...



Food/Bar – make a profit



You'll need a float – for the door, bar, bbq, raffle



Ticket price – make a profit

DATE:

Pick a date ... consider what else is going on in YFC (other clubs and County), your local area, venue availability and do you have time that week to set up?



Welcome to Shropshire Federation of Young Farmers' Clubs

Call Us: 01743 442880
Social:  

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« 2022 < SEP **OCTOBER 2023** NOV > 2024 »

Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7 Officer Training Weekend
8 Officer Training Weekend	9	10	11	12 Rally Committee Meeting 8:00 pm	13 NFYFC Chair's Weekend	14
15 NFYFC Chair's Weekend	16	17	18	19 Social Committee Meeting 8:00 pm	20	21 SFYFC County AGM 7:30 pm
22	23	24	25	26 Shropshire Show Committee Meeting 8:00 pm	27	28
29	30	31				

VENUE



Number of people you expect/ what is the capacity



Farm/Shed/Field



Village hall



Hotel/ Event Venue

Restriction on ticket sales?

Toilets ?

Set up for a bar – Potato boxes?

Security fencing ?

Ensuring no access to other areas of the farm ?

Lighting ?

Power for DJ/Lighting etc?

Marquee?

Parking?

Tables/Chairs?

Book caterers?

Do you need Licence?

Does the Hall have certain restrictions e.g. Harley VH no music after 11pm.

How expensive?

Do they provide the bar and food?

FOOD AND DRINK



1

Booking an outside caterer?

- Oak Apple Catering
- A Hog roast
- Less hassle - could be more expensive

2

Using the venue's caterer and bar

- Less hassle - could loose out on bar money
- Could be more expensive

3

Doing the bar yourselves?

- Need a Licence
- Buying drink
- Stewards to man the bar!

4

Doing the food yourselves?

- Food hygiene Certificate
- Cooking equipment
- Cleanliness
- Stewards



TENS LICENCE

What?

For licensable activities – selling alcohol, serving alcohol to members of a private club, providing entertainment (eg music, dancing, indoor sporting events), serving hot food or drink between 11pm and 5 am.

Licence Holder – Over 18, NOT allowed to drink on the event, responsible for the event and must be there!!!

Temporary event Notice - £21

Download and Fill in the form – make sure you cover yourself if you're having a DJ (entertainment) or late-night food (after 11pm) Submit via email and pay -

<https://www.shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/temporary-event-notice/>

SEND TO COUNCIL AT LEAST 6 WEEKS BEFORE THE EVENT

3. The licensable activities		
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)		
The sale by retail of alcohol		X
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club		☐
The provision of regulated entertainment (Please read note 7)		☐
The provision of <u>late night</u> refreshment		☐
Are you giving a late temporary event notice? (Please read note 8)		☐
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)		
Sunday 24 th October 2021		
Please state the times during the event period that you propose to carry on licensable activities (please give times in <u>24 hour</u> clock). (Please read note 10)		
12:00 to 20:00	If this is a dance, then it would be 23rd October 2023 20:00 to 23:59 24th October 2023 00:00 to 04:00	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, <u>organisers</u> or performers. (Please read note 11)		200
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only	X
	Off the premises only	☐
	Both	☐
Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)		
N/A		

PAYING FOR THE LICENCE

[Home](#) > [Licensing](#) > [Apply for a licence or permit](#) > [Temporary event notice](#)

Pay for this application online

If you are unable to pay for your application online, please contact the Licensing team using the contact details at the bottom of this page.

[Pay for your application »](#)

Related information

[Health and Safety at Work etc. Act 1974](#)

[Event licensing fees](#)

[Licensing Act 2003](#)

<https://www.shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/temporary-event-notice/>

Payment Type	Licensing Act Licenses : Main Template (L001)
Council Tax (13 digits starting 1)	Please select a service to pay for. You MUST then click the button or you may not be able to add to list.
Business Rates (13 digits starting 2)	Temporary Event Notice Select
Housing Rent	
Housing Benefit Invoice (6 or 7 digits)	
Sales Ledger	Name of Applicant or Premises
STAR Housing Sales Invoices	JOE BLOGGS SHIPTON VILLAGE HHALL SHIPTON, TF13
BIDS	Reference or Licence Number
The Queens Green Canopy	Much Wenlock YFC - Dance
Blue Badge	Amount 21.00
PCN Parking Contravention (ZX)	Select address from list or enter details manually below.
FPNs for PSPO & Enviro Crime	--- Select Address --- Select
Autism Conference	Name
Solihull Approach Training	JOE BLOGGS
Arts Award Fee	House No Skylark Cottage OR House Name
Shropshire Great Outdoors	Street
Shropshire Archives	Area Cressage
Schools	Town Shrewsbury
Stray Dog Realease Fee	County Shropshire
Temporary Accommodation	Postcode SY5 6NG
Music Service	Tel No. 078944358195
Pensions Invoices	Email Address joebloggs1@gmail.com
Planning Applications	Add To List Cancel Back to Top
Street Naming & Numbering	
Building Control Fees	
CIL Payments	
Section 106	
Taxi & Private Hire Licensing	
Licensing Act Licenses	
Animal Health Licensing	
Gambling Licensing	
Permits & Lottery Licenses	
General/Miscellaneous Licensing	

BUYING DRINK

Sale and return – **DON'T USE SHREWSBURY BOOKERS**

Bookers (TELFORD, HEREFORD) ?

Storm Machine – Jamie ?

Battlefield Beers ?

Supermarkets (check which ones) ?

SFYFC has lots of bottles of Coca-Cola that couldn't be returned from Chairmans – use County instead of Aldi!!





RISK ASSESSMENT

Every event should have a risk assessment

Keep 1, send 1 to county, keep one for 7 years in Club documentation!

Have one with you on the day of the event!

Assess the risk need it for insurance

More detailed risk assessments needed for Fireworks, Tractor run, Animals, Under 18s and alcohol



Shropshire Federation of Young Farmers' Clubs
YFC Office, Bowman Way, Battlefield, Shrewsbury, SY4 3DR
Tel: 01743 442880 www.sfyfc.org.uk

Club _____ Event _____
 Venue Address _____ Date _____
 Event organiser _____ Club Health and Safety officer _____ Contact No. _____

After filling in this document make 3 copies. Keep 1 for 7 years. Make one copy available at the event. Send one copy to SFYFC

DEFINITIONS associated with RISK ASSESSMENTS

RISK ASSESSMENT A structured and planned assessment of venues, tasks, activities, equipment, etc. The aim is to look at any activities, goods, equipment, processes, "events" etc. that could cause damage to buildings or materials etc., or injury (even death).

HAZARD Something that exists or could exist, that could cause damage, injury, or death.

SEVERITY How SEVERE could the consequences be if the event (hazard) occurred.

RISK The likelihood that the unwelcome action or situation of the Hazard will occur, e.g. the increasing consequences should the hazard occur. (1 = Low, 3 = High)

RISK MATRIX A way of combining the Severity and the Probability of the Risks in to usable information RISK RATING. A guide to the level of actions needed, relative to the score found in the Risk Matrix

RISK MATRIX
RISK RATING = Severity X Probability = Score

Severity of risk	3 Medium	6 High	9 Very High
	2 Low	4 Medium	6 High
	1 Low	2 Low	3 Medium

Score	Action Needed
Very High=9	SERIOUS action must be taken to reduce risk. Risk of serious injury or death, &/or very serious damage, &/or losses You must take MAJOR actions.
High= 6	Risk of major injury & time off work, &/ or serious damage and losses. Make efforts to reduce the risks. Risk of injury needing time off work &/or measurable damage &/or losses. Establish suitable control measures.
Medium=3 or 4	Always monitor activities/ hazards. No action needed, but keep watch. Monitor the activities/ hazards.
Low= 1 or 2	No need to make improvements

Last amended
September 2022

What are the hazards	Who might be harmed and how?	What precautions are already in place?	Risk Rating (High, Medium Low) Using Matrix	What further action is necessary?	Action by who and when?	Residual risk rating (High, Medium, Low, Trivial)

SECURITY

RED FOR NO

GREEN FOR GO

County currently uses Valley security

Currently County uses Valley security – they know the troublemakers! Garry is usually pretty good at dealing with any issues etc, make sure you get him to sign a receipt if you pay him cash – tip for the treasurers.

National suggests you appoint a safety officer – Book SIA security - take SIA numbers down.

Book security to arrive 30 mins before starting and leave 30 mins after finishing time – get everyone away from the venue and ready for any early birds!

Wristbands separate O18/U18 – tell the security and bar staff

Make sure your security and stewards know the O18/U18 wrist band colour differentiation, this is part of your risk assessment AND your licence – if U18s are served alcohol and someone from licensing comes and you haven't done anything to prevent it – someone could go to prison.... Extreme but it's true!

Banned YFC Members List – **CONFIDENTIAL!**

NFYFC has a list of banned members who are not allowed to attend ANY YFC events, club officers will be sent the updated list by Gemma and made to sign a confidentiality agreement not to share the names on this list. So, you are in a position of trust and power so do not abuse it! If you have a banned member turn up, take them to one side, they KNOW they are banned and ask your security to help/deal to remove the member. If you allow one in, your membership could be in jeopardy!

SAFEGUARDING

Have a copy of the following on the night:

- Licence
- Risk assessment
- Food Hygiene certificate
- Copy of insurance document

Booking first aid or paramedics as necessary for the event

Stewards – responsible stewards to help on bar/door etc – Ask past members, advisory etc.
Provide a stewards briefing before the event.

Under 18s...

- **NO Under 16s for dances**
- **MUST be SFYFC Members** – they are not insured if they're not.
- **MUST have a consent form** – keep this and send to County, you may need to contact their parents during the event

Any safeguarding issues, trouble or problems on the night or after – use your security, in an emergency contact the police/ambulance etc and make sure you contact County –Gemma, Max or Millie to report the incident.

PROMOTION AND ADVERTISEMENT

Road signs

Facebook

Instagram

Posters

Ticketsource – create an account
for your club – booking fee and
ticket source takes 7% of ticket.

On any promotion make sure
you remember these 4 letters:

R.O.A.R.

“Right of Admission Reserved”

Advised not to promote until licence is granted and SIA (Security) are confirmed.

OTHER IMPORTANT BITS AND BOBS

Toilets – enough for the number of people you're expecting

Security fencing – depending on your venue

Potato Boxes (bar, bins etc)

Fire Safety - Check venue arrangements, or if on farm, prepare fire plans

Traffic Management – Plans and parking arrangements, parking marshals

Insurance – NFYFC does it cover you? Double check Farm insurance if you're on a farm/someone's property.

Sponsorship – donations in kind e.g.

Raffle prizes

Blakemore Foundation – apply for voucher to spend in store for raffle prize or tea/coffee/milk

CONTINGENCY PLANS

Emergency plans – emergency communication plans

Contingency plans

Other separate documents

- Admissions policy – published with promotion materials
- Conduct and policy for ejecting patrons not respecting this
- Events drugs operation policy
- Event alcohol operation policy
- Event safeguarding operational plan
- Event security operational plan
- Emergency procedures

SPECIFIC NEEDS FOR CERTAIN EVENTS...

TRACTOR RUN

Event plan (road/route map, disclaimer form)

Risk assessment

To get YFC insurance, must adhere to NFYFC Tractor Run info (ask Gemma) – send all the documentation to: yfc_mailbox@nfumutal.co.uk

And notify the council –fill out the form, send your RA, Event plan and send via email <https://www.shropshire.gov.uk/planning-an-event/are-you-planning-an-event/>

Email: resilience@Shropshire.gov.uk



Safety advisory group notification of an event

Please submit this form with plenty of time for your event to be assessed and for a Safety Advisory Group (SAG) meeting to take place if necessary. To enable the SAG (or relevant personnel) to ensure that any risk assessments are of a suitable standard, please email this completed form and any risk assessments to resilience@shropshire.gov.uk

Members of the SAG include officers from West Mercia Police, Shropshire Fire and Rescue Service, West Midlands Ambulance Service and relevant Shropshire Council departments, such as Emergency Planning, Highways, Public Health and Public Protection.

The SAG is not a statutory body, but has been set up as a matter of good practice within Shropshire to provide advice and guidance to event organisers to help ensure public safety at events. Any guidance issued by the SAG is advisory only.

Contact details

Address: Emergency Planning, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Email: resilience@shropshire.gov.uk

Telephone: 01743 251784

Further information: <https://www.shropshire.gov.uk/planning-an-event/>

Data protection

The information provided in this document will be shared with members of the Safety Advisory Group (SAG) to inform them of your event. It will not be



GOOGLE IS YOUR FRIEND

Need a specific risk assessment or don't know what to write in a certain safety plan a venue has asked you for – Ask a County Officer, Gemma, Amy or Google it!!!!
Yorkshire YFC has some docs for certain policies!

Insurance

- **Public Liability Insurance** is in place via the policies held with the NFU Mutual – cover of £15,000,000
- **Borrowed/hired machinery** (from dealers) is insured – limits apply:
 - £100,000 per single item
 - £300,000 limit per event
 - If the value is higher, the equipment can be insured and additional premium will be due
 - £150 excess in place
 - It is not new for old cover – age, wear & tear will be accounted for in any claim
 - Temporary certificates can be issued by the NFU Mutual – **with at least 3 days notice**. Registration/serial number and market value of the machine is required for the certificates to be issued. New for old can be purchased for additional premium



Fun, Learning
and Achievement

Insurance

- **Borrowed/hired machinery** (from YFC members, their families, employers or supporters) is NOT insured – the owners should provide the machinery with insurance cover. If the owner cannot or will not insure the machine, the NFU Mutual will consider a policy for the event day and a premium will be payable .
 - £100,000 per single item
 - £300,000 limit per event
 - If the value is higher, the equipment can be insured and addition premium will be due
 - £150 excess in place
 - It is not new of old cover – age, wear & tear will be accounted for in any claim
 - Temporary certificates can be issued by the NFU Mutual – with at least 3 days notice. Registration/serial number and market value of the machine is required for the certificates to be issued.



Fun, Learning
and Achievement

SCENARIOS

What do you think you'd need?

SCENARIO 1

Much Wenlock YFC are wanting to host their annual Dinner and Dance at a hotel or similar venue...

SCENARIO 2

**Shawbury YFC are wanting to host their annual Tractor
run...**

SCENARIO 3

Nesscliffe YFC are wanting to host their annual Big Barn Bash...

SAFEGUARDING SCENARIO A

Millie has got her car stuck in the field and come to find someone to help?”

What do you do? Have you planned for this?

- (a) Tell her it's her own fault she'll have to walk home!
- (b) Tell her to give it some welly...
- (c) We have a tractor available and able to pull the car out.
- (d) We have a tractor to pull vehicles out, but we also had parking stewards to help park people.
- (e) Other ...

SAFEGUARDING SCENARIO B

Paris is 17, her and her friends attended the event and she believes she has been spiked. Her parents are ringing the Chairman, what should you do?

SAFEGUARDING SCENARIO C

Doris in the next-door house complained that the music was too loud”.

What do you do?

- (a) Tell her to take her hearing aids out, she won't hear it then.
- (b) Send an apology letter or phone call after the event and do nothing during.
- (c) Doris was made aware of the event being held prior to the date and should a complaint arise, the Chairman or Secretary will be sending an apology letter to Doris. The music is turned down slightly.

SAFEGUARDING SCENARIO D, E & F

Herbert is 30, a previous member of a club and was banned from all YFC events and still is. He buys a ticket for a dinner and dance, what should you do?

Barry is 15 and turns 16 at midnight at the dance, he is a SFYFC member, do you let him in?

Tom is 17 and says he's signed up, but he's not on the county membership list, what do you do? Let him in?