

EVENT PLAN FOR SMALL EVENTS (e.g. WALKS / TOURS/ EGG HUNTS) 2024

Date of Event	Venue	Access time required	Open/Close event times
Various Dates – 12 Events during 2024	Riverside Gardens, Orpington, BR5 4AB	08:30 Sundays X 10 19:00 Saturdays X 2	10:00 – 13:30 19:00 – 21:00
Group Name	Main Contact	Mobile Tel	Email
Dolphin Model Boat Club (DMBC)	Paul Allen	N/A	dolphinmodelboatclub@live.co.uk
Estimated Numbers	Ticketed (Y/N)		
15-25 DMBC Members	NO		
Organisational Structure of the event			
Roles (Where applicable)	Responsibilities		
Organiser /Event Manager	Opening/Closing main gate to venue. General supervision of DMBC members. General supervision of general public (if applicable).		
Name: Paul Allen & Andrew Barns			
Head Steward	Assistance to Organiser/Event Manager Undertake duties of Organiser/Event Manager (in his absence)		
Name: Paul Allen			
First Aid	Individual DMBC members are responsible for their own First Aid. All DMBC members have mobile phones to call Emergency Services (if required)		
Name: N/A Tel:			

Security Name: N/A Tel:	If required – Phone Ward Security 0845 847 6180
Communications Name: N/A Tel:	N/A
Please give a brief description of the event (includes timings and important information)	Organiser/Event Manager OR Head Steward OR their Nominated Representative will open/close main gate at beginning/finish of event, including unlocking/relocking. DMBC member will use the boating pond for sailing of powered (battery or steam) and unpowered model boats. DMBC excludes high speed models, plus those powered by i/c engines. The venue is a public park and DMBC welcome spectators but there is no entrance fee.

Please Describe your emergency procedures i.e. evacuation procedures	All members have mobile phones to call Emergency Services. When available there is a DMBC display board which clearly defines the Post Code BR5 4AB for the location. When DMBC are using the facility, the security gate is locked in the open position to ensure unrestricted access for Emergency Services
If your event is held at night how do you propose to maintain a good level of safety (i.e. torches etc.)	DMBC hold two night events. Members attending these events use battery powered lanterns, hand torches or head mounted torches.

Please tell us your plans for waste/ litter clearance (i.e. litter picking etc.)	The event does not generate litter e.g. packaging. There are two fixed litter bins for any ad-hoc litter e.g. sweet wrappers
Please tell us how you intend to control the numbers on the event	There are normally no more than 25 DMBC members attending these events. The event is in a public park, therefore DMBC have no control of the general public The event is not ticketed.
Lost Children (please tell us your procedures and management)	N/A – DMBC do accept Junior Members but these must be supervised by a parent/guardian
COVID-19 Added: June 2020 – For the duration of restrictions.	COVID – 19 is now part of every day life so members and public should stay at home if they have any symptoms.

Please note a completed **risk assessment** and **Public liability Insurance cover** will need be uploaded along with this document on **Event App**

If you plan to have **live music, Food or Alcohol**, or intend to **show a film** you will need a **licence from the London Borough of Bromley**

A completed a list of food vendors, traders, rides and inflatables will need to be uploaded. (please apply for these if you require them on event app)

www.bromleyparks.co.uk

(hold an event)