

EVENT MANAGEMENT PLAN

Mysabar at Wiveton Hall

Venue	Wiveton Hall Grounds, Coast Road, Wiveton, Holt, Norfolk, NR25 7TE
Organiser	Floc Events Ltd (trading as Mysabar)
Event Dates	20 July – 30 August 2026 (6-week residency)
Operating Hours	Wed–Thu: 16:00–22:00 Fri–Sat: 12:00–23:00 Sun: 12:00–17:00
Expected Attendance	300–400 persons per day (unticketed, free entry)
Document Author	Seth Maclot, Floc Events Ltd
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Version	1.1 — For submission

*Submitted to: North Norfolk District Council Licensing Authority
Copies: Norfolk Constabulary | Environmental Health (NNDC)*

1. Event Overview

Mysabar at Wiveton Hall is a summer food, drink and music residency operating across six consecutive weeks within the grounds of Wiveton Hall, a Grade II* listed country house situated on the North Norfolk coast between Blakeney and Cley-next-the-Sea. The event is operated by Floc Events Ltd (trading as Mysabar), an established outdoor events company with a track record of delivering similar events across Norfolk since 2020, including Castle Gardens Norwich, Salhouse Broad and Chapelfield Gardens.

The event will bring together a curated selection of independent food traders, a craft bar, background and DJ music, and Saturday afternoon live music sets, all hosted under and around a large stretch tent structure positioned within the Hall's grounds. The event is family-friendly and designed to complement the existing visitor offer at Wiveton Hall.

1.1 Operating Schedule

Day	Gates Open	Close	Activities
Wednesday	16:00	22:00	Bar, food traders, background/DJ music
Thursday	16:00	22:00	Bar, food traders, background/DJ music
Friday	12:00	23:00	Bar, food traders, background/DJ music
Saturday	12:00	23:00	Bar, food traders, DJ music + live music 15:00–18:00
Sunday	12:00	17:00	Bar, food traders, background/DJ music

Set-up will begin from 09:00 on opening days. Full breakdown will be completed by 23:59 on the final day of the residency (30 August 2026). Structures will remain on site throughout the residency period.

1.2 Licensable Activities

- Sale of alcohol (bar operated by Floc Events Ltd / Mysabar)
- Amplified recorded music and DJ sets — Wednesday to Sunday throughout operating hours
- Amplified live music — Saturdays 15:00–18:00 only
- Late night refreshment (food/hot drink sales by traders on Fridays and Saturdays until 23:00)

1.3 Food Traders

The following independent food traders are confirmed or provisionally booked for the residency. Traders will rotate on a weekly basis; not all will be present simultaneously. A maximum of 4 traders will operate at any one time from 2x3m pitches.

Trader Name	Trader Name
Namaste	Hen House
Randy's Seafood	The Cabin
Bubba Fried Chicken	Pokenom
Jus Wingin It	Chim Chim
Feel Good Ice Cream	Juicy Lucy's
Boho Nachos	Wood Yard Kitchen
Two Lemons / Two Melts	Pomarolla
Lupa	Bun X
Lewis & Co	Moco

All traders must hold a current Food Business Registration and a minimum 4-star Food Hygiene Rating prior to trading. Copies of registrations will be held by the Event Manager on site.

2. Key Contacts & Command Structure

2.1 Organiser Contacts

Name/Role	Mobile	Email	Notes
Dan Searle — Event Manager	07817 501828	info@mysabar.co.uk	Primary point of contact.
Seth Maclot — Event Manager / Structures	07530 040232	seth@lunarstretchtents.co.uk	Lunar Stretch Tents. Responsible for all temporary structures.
Chris Howard — Event Manager / Site / Food Traders	07528 850808	chris@lunarstretchtents.co.uk	Lunar Stretch Tents. Secondary structures contact.
Katie Searle — Director	07967 102118	katie.searle1@btinternet.com	Director. Emergency escalation contact.
Carl Wright / James Nisbett — Bar/Site/First Aid Managers	07742 155879	carlpwright7@gmail.com	On site throughout. Responsible for bar compliance and first aid.

2.2 External & Emergency Contacts

Organisation	Contact / Notes
Norfolk Constabulary	101 (non-emergency) / 999 (emergency). Copy of TEN to be provided in advance.
Environmental Health (NNDC)	01263 513811. Copy of TEN to be provided. Noise/food compliance liaison.
East of England Ambulance Service	999 (emergency). Access route to be kept clear at all times.
Norfolk Fire & Rescue Service	999 (emergency). Fire safety liaison ahead of event.
North Norfolk District Council (Licensing)	01263 516000. TEN submitted no less than 10 clear working days before first event date.
Wiveton Hall — Venue Owner	Desmond MacCarthy. Contact via wivetonhall.co.uk
Norfolk Tea Company (toilet provision)	Adjacent to site. Facility access confirmed with management prior to event.

3. Site Description & Layout

3.1 Location

The event takes place within the grounds of Wiveton Hall, Coast Road, Wiveton, Holt, Norfolk, NR25 7TE. The site lies within the Norfolk Coast Area of Outstanding Natural Beauty (AONB) and adjoins the North Norfolk Coast Site of Special Scientific Interest (SSSI). The hall is a Grade II* listed building; no temporary structures will be attached to or fixed into the fabric of the hall.

The event footprint sits in an open field to the south/west of the main hall building. The nearest residential properties are in the village of Wiveton and along the Coast Road. The Norfolk Tea Company café and car park are immediately adjacent to the event site and will be used for toilet provision and visitor parking.

3.2 Site Layout — Key Elements

Element	Description / Specification
Main Stretch Tent	20m x 15m stretch tent — all sides up. Supplied and erected by Lunar Stretch Tents. 168 seated covers inside on 6-seat 6ft trestle tables.
External Seating	72 additional covers outside the tent perimeter.
DJ Booth	1m x 2m DJ booth positioned within tent, centrally at one end.
Bar Structure	6m x 6m Pagoda structure, positioned adjacent to main tent. Operated by Mysabar / Floc Events Ltd. (One of two 6x6m pagodas on site — see Stage Pagoda below.)
Food Trader Pitches	3–4 pitches of 2m x 3m each, positioned in arc to south/west of main tent (as per site plan).
Stage (Performance)	Small, low-level performance stage housed under a second 6m x 6m pagoda (supplied by Lunar Stretch Tents). Used for Saturday afternoon live music sets (15:00–18:00). Sound system and engineer managed from this location during live music periods.
Festoon Lighting	Strung within and around the tent and bar area. Low voltage LED.
Fire Assembly Point	Designated and signed — positioned clear of all structures to the east of the site.
First Aid Point	Situated at bar structure, staffed by Carl Wright throughout opening hours.
Car Park	Existing Wiveton Hall / Norfolk Tea Company car park to the east. Marshalled on busy days.
Toilet Facilities	Norfolk Tea Company facilities adjacent to site. Confirmed with venue management.

A site plan (Wiveton | Mysabar Plan) is appended to this document. It shows the aerial layout and detailed internal tent layout with table positions, DJ booth, and trader pitch locations.

3.3 Power Supply

- Mains electricity: on-site supply used for refrigeration units.
- Generator: supplied for all other event power (lighting, PA/sound, bar equipment, DJ equipment). Generator to be positioned away from public areas and behind safety barriers with adequate ventilation.
- All electrical connections to be made by a competent electrician. PAT testing records to be held on site.
- Cabling to be routed and protected to prevent trip hazards across pedestrian routes.

4. Licensing

4.1 Temporary Event Notice

A Temporary Event Notice (TEN) will be submitted to North Norfolk District Council Licensing Authority no fewer than 10 clear working days before the first event date (20 July 2026). Copies will be simultaneously served on Norfolk Constabulary and NNDC Environmental Health as required under the Licensing Act 2003.

Premises User (TEN applicant)	Dan Searle, Floc Events Ltd
Licensable activities covered	Sale of alcohol; provision of recorded music; provision of live music; late night refreshment (Fri/Sat)
Event period	20 July 2026 – 30 August 2026
Maximum attendance	499 persons (including staff, volunteers, traders)
TEN fee	£21 per notice. Multiple TENs may be required if the residency spans more than one 7-day period — to be confirmed with NNDC Licensing.
Alcohol condition	All supplies of alcohol will be made by or under the authority of the premises user (Dan Searle, Floc Events Ltd) as required by s.100 Licensing Act 2003.

Note: The residency spans 6 weeks. Organisers must confirm with NNDC Licensing whether multiple TENs are required (max event period per TEN is 168 hours / 7 days) and ensure the 24-hour gap between consecutive TEN periods is observed or a premises licence is obtained instead.

4.2 Music Licensing

- A PRS for Music licence is required for all use of live and recorded music. This must be obtained before the first event date.
- A PPL licence is required for broadcast of recorded music (including DJ sets). This must be obtained before the first event date.
- Alternatively, a combined PRS/PPL licence (TheMusicLicence via PPL PRS Ltd) covers both requirements.
- Copies of music licences to be held on site throughout the residency.

4.3 Food Business Registration

- All food traders must be registered as a food business with their local authority prior to trading.
- Copies of Food Business Registration certificates must be submitted to Floc Events Ltd before each trader's first day on site.
- Allergen information must be clearly displayed by each trader at point of sale, in compliance with Natasha's Law (Food Information (Amendment) (England) Regulations 2019).

5. Health & Safety

5.1 Legal Framework

The event organiser (Floc Events Ltd) accepts its duties as a person in control of premises under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. A site-specific risk assessment has been carried out and is held separately. The following sections summarise key risk controls.

5.2 Risk Assessment Summary

Hazard	Key Controls	Responsible Person
Crowd density / crushing	Maximum capacity 400 persons. Open site with multiple dispersal routes.	Carl Wright / Chris Howard
Wet ground / slips and trips	Ground conditions monitored. Matting / boarding to be used if conditions deteriorate. Adequate lighting after dark.	Seth Maclot / Chris Howard
Temporary structures failure	All structures supplied and erected by Lunar Stretch Tents with full RAMS documentation. Structures inspected before each day of operation. Adverse weather protocol in place (see 5.6).	Seth Maclot / Chris Howard
Electrical hazards	PAT testing records on site. Cables routed safely and covered. Generator managed by competent person.	Seth Maclot / Chris Howard
Fire	Fire extinguishers at bar, each food trader pitch, and DJ area. Gas cylinder safety checks for all traders. No smoking within 5m of any structure. Fire marshal designated.	Carl Wright
Food trader gas safety	All traders using LPG must hold a valid Gas Safety Certificate for their equipment. Cylinders stored upright, away from heat, secured against toppling.	Each trader / Carl Wright / Chris Howard
Alcohol-related disorder	Challenge 25 policy. Staff trained in responsible service. Right to refuse service. No glass policy in open areas.	Carl Wright
Medical emergency	First aid trained staff on site (Carl Wright). Clear access route for emergency vehicles maintained at all times. Nearest hospital: NNUH, Norwich.	Carl Wright

Children / vulnerable persons	Family-friendly event. No unaccompanied children. Lost child procedure in place.	All staff
Noise nuisance	Sound engineer on site during live music. Noise levels monitored. Agreed curfew times adhered to strictly.	Dan Searle / Sound Engineer
Adverse weather	Structures rated for expected conditions. Wind speed monitoring. Protocol for suspension of activities (see 5.6).	Dan Searle / Seth MacIot

Full site-specific risk assessment is held separately by Floc Events Ltd and is available on request by the licensing authority or enforcing authority.

5.3 Emergency & Evacuation Plan

In the event of a major incident requiring site evacuation:

- The Event Manager will declare the evacuation and direct stewards/staff via radio.
- All visitors will be directed to the designated assembly point, located to the east of the site in the car park area, clear of all structures.
- Emergency services will be called immediately (999). The vehicle access route from the Coast Road to the event site will be kept clear at all times for emergency vehicles.
- No person will re-enter the site until cleared by the Event Manager in liaison with emergency services.
- An incident log will be maintained throughout the event by the Event Manager.

5.4 Staffing Levels

Staffing will be scaled to attendance levels. The following minimum staffing will be maintained at all times during operating hours:

Role	Minimum Level	Responsible to
Event Manager	1 (Dan Searle)	Directors
Bar Manager / Site Manager / First Aider	1 (Carl Wright)	Dan Searle
Bar Staff	2–8 depending on session	Carl Wright
Site Stewards	Included within bar/site team at quieter times; additional resource at busy Fri/Sat periods	Dan Searle

At busy periods (Friday and Saturday), the organiser confirms that both bar service and site control functions will be covered simultaneously by separate team members.

5.5 First Aid

- Carl Wright holds a valid First Aid at Work certificate and will be present on site throughout all operating hours.
- A first aid kit compliant with HSE guidelines will be maintained at the first aid point (bar structure).
- The nearest A&E is Norfolk and Norwich University Hospital (NNUH), Colney Lane, Norwich, NR4 7UY — approximately 35 miles. The nearest minor injuries unit is Cromer Hospital, Mill Road, Cromer, NR27 0BQ.
- Any first aid incidents will be recorded in the incident log held by the Event Manager.

5.6 Adverse Weather Protocol

- Weather forecasts will be monitored in the 72 hours before each operating day.
- The stretch tent and pagoda are supplied with structural ratings and RAMS by Lunar Stretch Tents; these documents specify wind speed thresholds for safe operation.
- If sustained wind speeds are forecast to exceed the structural rating, the Event Manager and Seth MacIot/Chris Howard will convene to assess whether structures should be modified (sides lowered or removed) or whether the event should be suspended.
- In the event of an electrical storm, all outdoor activities will be suspended immediately and visitors will be asked to shelter or leave the site.
- Decisions on suspension of the event due to weather rest with Dan Searle as Event Manager, in consultation with Lunar Stretch Tents.

6. Noise Management

The event site sits within the Norfolk Coast AONB and is surrounded by open countryside. The closest residential properties include dwellings in the village of Wiveton. Noise management is treated as a high priority by the organiser, both to comply with licensing conditions and to maintain positive community relations.

6.1 Music Programme

Background / recorded music	Low-level ambient and recorded music played throughout opening hours, all days.
DJ sets	Amplified DJ sets during operating hours, all days.
Live music	Amplified live music, Saturdays only, 15:00–18:00. Sound engineer on site throughout.
Music curfew (all days)	All amplified music to cease by 23.00 on Fri/Sat and 22.00 on Wed/Thu. No amplified music on Sundays after 17.00.
Sound engineer	Qualified sound engineer present during all amplified live music periods. Responsible for monitoring and controlling output levels.

6.2 Noise Controls

- Stage / DJ booth orientation: PA speakers to be directed inward and away from residential properties.
- Sound levels will be actively monitored at the mix position throughout all music periods.
- The event organiser will conduct periodic noise checks at the site boundary during music events.
- NNDC Environmental Health will be notified in advance and invited to attend to agree monitoring approach.
- In the event of a complaint from Environmental Health or a resident, the Event Manager has authority to reduce levels immediately.
- No amplified music to be played during set-up or breakdown operations.

Generator noise: the generator will be positioned to minimise impact on neighbouring properties. An acoustic enclosure or baffling will be used where practicable.

6.3 Neighbour Notification

- A neighbour notification letter will be distributed to properties within approximately 400 metres of the site no fewer than 14 days before the first event date.
- The letter will include a contact number for noise complaints, which will be monitored throughout operating hours.
- The organiser commits to responding to any noise complaint within 20 minutes.

7. Alcohol Management

7.1 Bar Operation

The bar will be operated solely by Floc Events Ltd (Mysabar). All alcohol will be supplied under the authority of the TEN premises user (Dan Searle). No other persons or traders are authorised to sell alcohol at the event.

7.2 Responsible Service Controls

- Challenge 25 policy: all customers who appear under 25 will be asked to provide valid photographic ID proving they are aged 18 or over before alcohol is served.
- Staff briefing: all bar staff will receive a pre-event briefing on responsible service of alcohol, including the Challenge 25 policy and the right and duty to refuse service.
- Right to refuse: bar staff are empowered to refuse service to any person who appears intoxicated or who is unable to provide satisfactory ID.
- No glass policy: all drinks served in open areas of the site will be served in polycarbonate or compostable cups. No glass to be taken beyond the immediate bar service area.
- Drinking water: free cold drinking water will be available at the bar at all times.
- Signage: clear signage displaying the Challenge 25 policy and responsible drinking information will be displayed at the bar.
- The TEN (or a notice specifying its location) will be displayed prominently at the premises throughout the event as required by law.

8. Food Safety

8.1 Trader Requirements

All food traders at the event must comply with the Food Safety Act 1990 and associated regulations. The following requirements will be included in all trader agreements and enforced by the Event Manager:

- Current Food Business Registration with their relevant local authority (copy to be held on site by Event Manager).
- Minimum Food Hygiene Rating of 3 stars (copy of certificate to be provided).
- Allergen information clearly displayed at the point of sale for all food products, in compliance with Natasha's Law.
- Adequate handwashing facilities at each pitch (fresh water, waste container, soap, paper towels).
- Safe storage and handling of food at correct temperatures.
- Gas Safety Certificate for all LPG equipment (copy to be provided before trading).
- Fire extinguisher at each pitch appropriate to cooking method (wet chemical for fryers, CO2 for electrical, dry powder for LPG).
- Waste management: each trader responsible for their own food waste, grease, and packaging. Waste to be contained and removed from site.

A trader information pack will be circulated to all confirmed traders no fewer than 21 days before their first trading date. Traders unable to demonstrate compliance will not be permitted to trade.

8.2 Waste Management — Site-wide

- Waste and recycling stations will be distributed throughout the site (minimum one per 50m of public area).
- A waste contractor will be appointed for both during-event waste collection and post-event clearance.
- The site will be returned to its pre-event condition following breakdown. Ground will be inspected for damage; any restoration costs are the responsibility of the organiser as agreed with the venue owner.
- Litter picks will be conducted during and after each operating session.

9. Traffic & Parking Management

The event site is accessed via the Coast Road (B1156), a single-carriageway rural road. The Wiveton Hall / Norfolk Tea Company car park provides on-site parking and will be the primary arrival point for visitors.

9.1 Controls

- Directional signage will be placed on approach roads from Blakeney and Cley-next-the-Sea to direct visitors to the on-site car park. [Liaise with Norfolk Highways / NNDC regarding sign placement on the public highway.]
- Car park marshals will be present on Friday and Saturday sessions to manage vehicle flow and prevent parking on the Coast Road.
- Pedestrian routes from the car park to the event site will be clearly signed and separated from vehicle routes.
- A drop-off/collection point will be designated at the car park entrance to discourage stopping on the Coast Road.
- Visitors will be encouraged via social media and event communications to consider walking, cycling, or using public transport. Secure cycle parking will be provided near the site entrance.
- Emergency vehicle access: a minimum 3.5-metre-wide access lane from the Coast Road to the event site will be kept clear at all times and will not be used for parking.

10. Welfare Facilities

Facility	Provision
Toilets	Norfolk Tea Company facilities, adjacent to site. Access confirmed with venue management. Adequate signage to direct visitors.
Accessible toilets	Accessible toilet provision within Norfolk Tea Company facilities.
Baby changing	Baby changing provision within Norfolk Tea Company facilities.
Free drinking water	Available at bar throughout opening hours.
Shade / shelter	20x15m stretch tent provides covered seating. Additional natural shade on site.
Lost child procedure	Any unaccompanied child will be taken to the bar/first aid point (staffed at all times). An announcement will be made to reunite the child with their group. In the event a child cannot be reunited within 20 minutes, Norfolk Police will be contacted.
Lost property	Lost property to be held at the bar/first aid point. Record kept by Carl Wright.

11. Temporary Structures

11.1 Overview

All temporary structures are supplied, installed, and maintained by Lunar Stretch Tents (Directors: Seth Maclot and Chris Howard). Lunar Stretch Tents will provide full RAMS (Risk Assessments and Method Statements) documentation prior to the event. Three structures are planned in total: the main 20x15m stretch tent, a 6x6m bar pagoda, and a second 6x6m stage pagoda housing a small low-level performance stage.

Structure	Specification
Main Stretch Tent	20m x 15m. All sides up throughout residency. Internal layout: 28 x 6-seat trestle tables (168 covers). DJ booth 1m x 2m centrally positioned. Festoon lighting throughout.
Bar Pagoda	6m x 6m pagoda structure. Positioned adjacent to main tent. Houses bar operation.
Stage Pagoda	Second 6m x 6m pagoda structure. Houses a small, low-level performance stage for live music. Supplied and erected by Lunar Stretch Tents alongside the main stretch tent and bar pagoda.
Festoon Lighting	LED festoon lighting strung within and around structures. Low voltage. Connections to be made by a competent person.

11.2 Structural Safety

- Lunar Stretch Tents will provide a structural engineer's sign-off or manufacturer's certification for all structures prior to erection.
- Structures will be inspected by Lunar Stretch Tents at the start of the residency and after any significant weather event.
- The wind speed operating limits specified in the RAMS will be complied with at all times (see Adverse Weather Protocol, Section 5.6).
- No structures will be attached to or fixed into the fabric of Wiveton Hall (Grade II* listed building).
- Ground anchoring method to be confirmed by Lunar Stretch Tents — suitable for the ground conditions at the site.
- A minimum clear emergency exit width of 1.2m will be maintained at all exits from the tent structure.

12. Environmental Considerations

The event takes place within the Norfolk Coast AONB. The organiser is committed to minimising environmental impact throughout the residency.

- No structures, fixings, or ground works will encroach on designated SSSI land or the adjacent salt marsh.
- Ground protection matting will be used under high-footfall areas to minimise turf damage.
- Single-use plastic will be minimised. The organiser encourages traders to use compostable or reusable packaging. Polycarbonate cups used at bar are reusable.
- All waste will be sorted into general waste and recyclables. Waste data will be recorded.
- Generator fuel to be stored in approved containers. A fuel spill kit will be held on site. Refuelling to take place away from watercourses.
- Noise and light pollution will be managed as described in Section 6 to minimise impact on wildlife, particularly waders and migratory birds using the adjacent marshes.
- Vehicles will be confined to the designated car park and access track. No vehicles on the event field except for essential set-up/breakdown.

13. Community Engagement & Communications

- Neighbour notification letters to be distributed at least 14 days before the event opens (see Section 6.3).
- A dedicated event contact number and email (info@mysabar.co.uk / 07817 501828) will be publicised to local residents for any queries or complaints during the residency.
- The organiser will engage positively with any concerns raised by local residents or NNDC and will implement reasonable adjustments promptly.
- Post-event, the organiser will conduct a debrief with Wiveton Hall management and, if requested, with NNDC, to review the event and identify improvements for any future editions.

14. Pre-Event Compliance Checklist

All items below should be completed and confirmed before the first event date (20 July 2026).

Action	Responsible	Status
TEN submitted to NNDC Licensing (≥10 clear working days before 20 July)	Dan Searle	
TEN copy served on Norfolk Constabulary	Dan Searle	
TEN copy served on NNDC Environmental Health	Dan Searle	
PRS/PPL music licence obtained (TheMusicLicence)	Dan Searle	
Public Liability Insurance confirmed (min £5m cover recommended)	Dan Searle	
Lunar Stretch Tents RAMS received and reviewed	Dan Searle / Seth Maclot	
Structural certification for tent and pagoda obtained	Seth Maclot	
PAT testing completed for all electrical equipment	Dan Searle	
Generator safety check completed	Dan Searle	
Fire extinguishers in place and inspected	Carl Wright	
First aid kit stocked and checked	Carl Wright	
Defibrillator on site and operational	Carl Wright	
Carl Wright first aid certificate confirmed valid	Dan Searle	
All bar staff briefed on Challenge 25 / responsible service	Carl Wright	
No glass policy briefed to all staff	Carl Wright	
TEN displayed at premises	Dan Searle	
All food trader registrations and hygiene ratings received	Dan Searle	
All food trader gas safety certs received	Dan Searle	
Trader information packs distributed	Dan Searle	
Toilet access confirmed with Norfolk Tea Company	Dan Searle	
Waste contractor confirmed	Dan Searle	
Neighbour notification letters distributed (≥14 days before)	Dan Searle	
Car park marshalling plan confirmed	Dan Searle	
Emergency vehicle access route marked and kept clear	Dan Searle	
Sound engineer booked for live music Saturdays	Dan Searle	
Site plan shared with emergency services	Dan Searle	
Assembly point signed on site	Dan Searle	

Incident log prepared and held on site	Carl Wright
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