


This  is what I have sent to PBC ... with an extra bit saying that they MIGHT be a pizza trailer which my staff will be operating

Motorbike Show June 28th 2026 Event Plan

Section 1 – Event Overview

The event is a one-day motorbike show featuring display motorcycles, trade stalls selling motorbike-related products and accessories, live music performances, with food and drink provided by Lakeside cafe, and a licensed bar area. The event will take place at Lakeside cafe & Ball grove park / picnic area on 28th June between 10am & 6pm (although will be advertised until 5pm)

The objectives of the event are to:

- Provide an enjoyable social event for motorcycle enthusiasts and the local community
- Showcase custom, classic, and modern motorcycles (show & shine)
- Support local traders, bands, and businesses
- Promote safe and responsible motorcycle culture

This is a new event. Previous events (Party in the Park June 2025) did not have any incidents or issues relating to crowd congestion and parking which was managed well.

Section 2 – Planning and Management

Event Management Structure

The event is organised by Tracey Bolton who will have overall responsibility for planning & managing the event and has Public Liability Insurance (PLI) for the event will be provided by Event bright with all contractors required to hold their own PLI.

Section 3 – Venue and Site Design

Site Plan

TBC / arranged but will be very similar to Party in the Park but will have less traders, more charity stalls and no children's fairground rides.

Access

Separate pedestrian and vehicle access routes will be maintained. Emergency vehicle routes will remain clear at all times.

Licences

Alcohol & licence will be provided by Jamie Hargreaves from the Trawden arms pub in Trawden

Site Safety Rules in place

- No vehicle movement during public opening hours
- Stewards to wear high-visibility clothing
- No unauthorised alcohol or drugs
- No dangerous riding on site

Audience Profile and Capacity

Expected attendance: approximately 200 attendees, primarily adults and motorcycle enthusiasts, with some family attendance. Crowd levels will be monitored throughout the event to ensure safe capacity limits are maintained.

Sanitary Facilities

Portable toilets, accessible toilets, and handwashing facilities will be provided in line with expected attendance numbers.

Waste Management

Bins will be placed throughout the site. A waste contractor or event staff will clear rubbish during and after the event.

Electrical Installations and Lighting

All electrical equipment will be PAT tested. Temporary electrical installations will be installed and checked by competent contractors.

Barriers

Barriers will be used around the stage, bar, and restricted areas where necessary.

Facilities for People with Disabilities

Accessible parking, toilets, and step-free access routes will be provided where possible.

Structures

Temporary structures including any marquees, gazebos, and stage equipment will be supplied by insured contractors with risk assessments provided.

Section 4 – Food and Drink (Lakeside cafe has)

- Public Liability Insurance
- Food hygiene certificates
- Risk assessments

Water

Free drinking water will be available for staff, with bottled water available for attendees to purchase.

Alcohol

Alcohol sales will operate under the relevant licence. Challenge 25 procedures will be in place and staff will monitor behaviour in bar areas.

Section 5 – Special Effects, Fireworks and Pyrotechnics

No fireworks or pyrotechnics are taking place.

Section 6 – Attractions and Displays

The event will include:

- Motorcycle display areas
- Trade stands
- Live music performances
- Charity and club stands

All contractors and exhibitors will provide relevant insurance documentation.

Section 7 – Communication

Staff Communication

Event staff will communicate using mobile phones. A full staff briefing will take place.

Public Communication

Information will be provided through:

- Signage
- PA announcements
- Social media
- Event staff and stewards

Nearby residents/businesses will be informed before the event if necessary.

Section 8 – Crowd Management

Security and Stewarding

Security staff and volunteer stewards will monitor entrances, exits, the stage area, and bar facilities. All staff will receive a briefing before the event.

Lost Children / Vulnerable Adults

A procedure will be in place for handling lost or found children and vulnerable adults safely and discreetly.

Lost Property

Lost property will be held at Lakeside cafe during the event and retained for a reasonable period afterwards.

Section 9 – Traffic Management

Access to Site

Dedicated vehicle and pedestrian routes will be established for safe movement around the venue.

Parking

Parking areas including disabled parking will be clearly signposted and stewarded.

Traffic Control

Temporary signage and traffic management measures will be used where required.

Road Closures

No road closures are currently planned / Any required road closures will be arranged with the local authority in advance.

Section 10 – Health and Safety

Risk Assessment

A full event risk assessment will be completed and attached separately.

First Aid

Qualified first aid cover will be provided throughout the event, with a clearly marked first aid point on site.

Noise Control

Music volume will be monitored to minimise disruption to nearby residents.

Adverse Weather

Weather conditions will be monitored before and during the event. The Event Manager may delay, suspend, or cancel the event if conditions become unsafe.

Section 11 – Major Incident Planning

Emergency Coordination Team

A designated emergency team led by the Event Manager will coordinate any emergency response until emergency services arrive.

Emergency Vehicle Access

Emergency access routes kept clear throughout the event.

Emergency Procedures will be in place

- Evacuation
- Fire
- Medical emergencies
- Overcrowding
- Antisocial behaviour
- Lost child/vulnerable adult incidents
- Structural failure or severe weather