

COMMITTEE: RACE ADVISORY FORUM

DATE: 5th FEBRUARY 2008

SUBJECT: LUTON CARNIVAL – QUARTERLY REPORT

REPORT BY: STRATEGIC MANAGER, ARTS

CONTACT OFFICER: ANDY GRAYS 01582 878110

IMPLICATIONS:

LEGAL	COMMUNITY SAFETY
EQUALITIES	ENVIRONMENT
FINANCIAL	CONSULTATIONS
STAFFING	OTHER

WARDS AFFECTED: ALL

PURPOSE

1. To update members of the Forum on Luton Carnival 2008 and to present the income and expenditure figures for Luton Carnival 2007.

RECOMMENDATION(S)

2. Race Advisory Forum Committee is recommended to note the report.

BACKGROUND

3. At its meeting of 4th June 2007, the Race Advisory Forum resolved (Minute RAF/20/07):

(ii) The Chair requested that the Arts Development Manager submit a report on a quarterly basis on the Luton Carnival to the Forum.

4. At its meeting on 3rd December 2007, the Race Advisory Forum requested a report on the income and expenditure for the 2007 Carnival be presented to the 5th February 2008 meeting (Minute RAF/42/07). The income and expenditure figures had previously been circulated to Members of the Forum but Members had not previously the opportunity to discuss these figures.

ARRANGEMENTS FOR LUTON INTERNATIONAL CARNIVAL 2008

5. Consultation / Visioning Group

A number of meetings have taken place with a range of community stakeholders with an interest in carnival. These stakeholders have included Carnival organisations and the UK Centre for Carnival Arts, Luton Sounds Forum, ACCDF, the Carnival Matters group, Bedfordshire Police and other organisations and individuals. Their input has been sought to influence the planning for this year's event. This process has proved to be very satisfactory for all parties. The group will continue to meet throughout the year.

6. Date and time of Event

Bank Holiday, Monday 26th May 2008, 12noon – 7.00pm

7. Carnival Parade Route

The Carnival consultation and visioning group have now agreed the existing route as the most feasible route for this year, following the Independent Safety consultants report into route options. Accordingly planning for the parade has now commenced with initial application forms being made available to those groups that wish to take part in the parade.

8. Sound System Sites

We along with the Luton Sounds Forum and Beds Police have now agreed a total of 8 sound system locations, playing differing genres of sounds system music.

9. Performance Stages

We are planning to have 3 performance stages:

- Market Hill will host local rock and indie bands playing on a trailer type stage
- Wardown Park will host Carnival, Festival and World Music performers
- Telford Way Car Park, will host performances from local music projects such as Digital Academy, UK Unsigned, Diversity Arts Incubation Programme etc.

10. Production Management

In January we will finalise our external production management arrangements for the event.

11. License

We aim to submit our Premises License applications by the end of February.

12. Town Centre Developments

A number of physical developments, in the town centre over the next 10 years or so will have a greater or lesser impact on the carnival event. We have therefore met one of the Engineering and Transportation team to ascertain exactly what development is happening when and to gauge the potential impact on the event.

LUTON INTERNATIONAL CARNIVAL 2007

13. Members of The Race Advisory Forum have requested to see the figures for expenditure and income for the 2007 event. The income and expenditure statement is listed below, for information, however members should note that although the 2007 event was cancelled, on the day, due to adverse weather conditions, most of the expenditure commitments had to be met, due to contractual obligations. There were however some savings, notably from the Bedfordshire Police and other contractors. The cancellation meant that income from sponsorship, advertising could not be realised.

**LUTON INTERNATIONAL CARNIVAL 2007
EXPENDITURE & INCOME**

	<u>actual</u>	<u>Sub total</u>	<u>notes</u>
LOGISTICS, TECHS, PRODUCTION, H&S	55,000		
<u>Market Hill area</u>			
Covered Stage - Market Hill (10m x 8m)	4250		
PA System - Market Hill stage	1177.8		
Big LCD Screen	0		
		<u>5427.8</u>	
<u>Wardown Park stage zone</u>			
Covered Stage - Wardown Park(11m x9m)	2033.2		
PA System Wardown Park Stage	2033.2		
		<u>4066.4</u>	
<u>Other stage related equipment</u>			
Backline Market Hill inc Djing decks	426		
Backline Wardown stage inc Djing decks	426		
Generators (see below)	n/a		
		<u>852.5</u>	

Sound sites

4k PA Wardown Park site 1	2301.6
4k PA Wardown Park site 2	0
4k PA Bute Street Site	0
4k PA Park Street Site	0
4 x record Decks, CD decks & Mic 1 for each site	0
4 x 2ft x 8ft steel deck with 4ft legs for decks	54
Transport for PA crew and equipment	720
PA Build/ Strike Crew	480

3555.6**Marquees**

Marquee backstage main stage 20 x 20ft	285
Marquee for info Wardown Park 10 x 10ft	95
Marquee for sound site 1 Park Chinese hat 20 x 20ft	300
Marquee for sound site 2 Park Chinese hat 20 x 20ft	300
Marquee Lost Children's Park 20 x 10ft	150
Marquee for backstage Market Hill 20 x 10ft	175
Marquee for Market Hill Changing 20 x 10 ft	175
Marquee Bute Street Sound Site 20 x 10ft	150
Marquee for Park Street Sound Site 20 x 10ft	150
Marquee for backstage Market Hill 20 x 20ft	300
Marquee for Info Town centre 10 x 10ft	95
Weights for town centre marquees	130
Tables and chairs	340

2645**Power**

Generators	6288.95
------------	---------

6288.95**General site equipment**

Barriers and fencing	18150
Extra fencing	975
Signage	5610
Toilets	6290
Fire Safety equipment hire	415
CCTV provision	1000
CCTV provision wardown	911
Vehicle hire	865
general site supplies and consumables	500
Stall hire	1272
Site Offices (Portakabins) Wardown Park	644.8
Lost children's point equipment	0
Radios and site communications including tanoy	6250
24 noise limiting headsets and loud hailer	260

43142.8

Services

Production Management Consultants	8100	
First aid provision Red Cross plus H&B Ambulance	11330	
Police	12,500	Reduced due to cancellation
BTP	10,000	
	26,973.5	
Security	9	
Security additional to secure sites from travellers	8,000.00	Unforeseen cost
Parking Enforcement services (LBC) plus cones	1,576.00	
	15563.4	
Rd Closure company	6	
Lost children's provision	0	
Symonds - safety consultant	2800	
Noise consultants	6450	
Bridge closure costs (scaffolding co)	400	
Site clear up rubbish disposal, bins provision	7000	
Air Field - Mobile Fire Crew services	420	
Event Silver command admin assist	100	
Town Centre site announcements	100	
Stage crew / asst stage managers	150	
2 x Stage managers from LBC	500	

111963.05**Licenses**

Wardown Park Premises	1100
Carnival Route Premises	4100
Market Hill Premises	1100
Moor Park Premises	100
St Georges tens	42
TENS x 3 sites (2@ Wardown and Bute St)	63

6505**Staffing**

LBC Site co-coordinators, logistics, stalls stewards	1800
LBC Highways (Rod Hemley)	400
Road closure advisors x 8	600
Crew from continental drifts x	4875
CD crew accommodation	1,050
CD crew per diems	900
catering LBC staff, silver, bronze and LBC Crew	150
Duty site electrician	0

9775**ARTISTIC PROGRAMME COSTS****Artistic Areas**

Wardown Park stage programme	7050
------------------------------	------

Market Hill stage Programme	3240	
Street Theatre performers (St Georges sq)	3500	
Parade artistic enhancements	2809	
Visual Arts / Festival décor (St Georges sq)	1500	
Water and Juices / refreshments for artistes	0	
		<u>18099</u>

Carnival Parade costs

2x vehicles, 2x generators plus drivers	1300	
Parade - Breakdown Truck	300	
Parade co-coordinator on the road	250	
Parade section co-ordinators	1300	
Judges expenses	75	
Trophies	180	
Parade presentation event	150	
		<u>3555</u>

Sound Sites / Djing locations

Expenses for DJs	0	
Sound locations co-ordinators x 4 at £100	700	
Overall sounds co-ordinator	150	
		<u>850</u>

PUBLICITY & MARKETING COSTS

Marketing

Print and adverts	11,600	
Sponsorship consultants fee	8500	
		<u>20,100</u>

CONTINGENCY	0	
		<u>0</u>

<u>TOTAL EXPENDITURE</u>	<u>236,827.1</u>	<u>0</u>
---------------------------------	-------------------------	-----------------

INCOME

sponsorship	0	Due to cancellation
stalls and traders	0	Due to cancellation
Advertising at event	0	Due to cancellation

ADU budget	236,000	
TOTAL INCOME		<u>236,000</u>

APPENDIX

14. None

LIST OF BACKGROUND PAPERS **LOCAL GOVERNMENT ACT 1972, SECTION 100D**

15. Race Advisory Forum Minutes 20/07 and 42/07