Event Parking Methodology for Staff

Mylahore Marquee Event Staff Parking Methodology

1. Purpose

The purpose of this methodology is to provide a safe, efficient, and controlled approach to managing staff parking during events. It aims to maximise parking capacity, minimise traffic congestion, ensure emergency access is maintained, and provide a positive arrival and departure experience for all staff.

2. Scope

This methodology applies to:

- Event staff
- Contractors
- Volunteers
- Temporary agency personnel
- Event management team
- Security and traffic management personnel

3. Objectives

- Ensure all authorised staff have access to designated parking.
- Maintain safe vehicle and pedestrian movements.
- Prevent unauthorised parking.
- Reduce delays during peak arrival and departure periods.
- Maintain clear emergency access routes at all times.
- Ensure compliance with venue policies and local regulations.

4. Pre-Event Planning

Parking Assessment

Prior to the event:

- Calculate the expected number of staff vehicles.
- Assess available parking capacity.
- Identify overflow parking locations.
- Allocate accessible parking spaces.
- Reserve spaces for emergency services, VIPs, and key operational personnel.

Parking Permits

Issue parking permits based on operational need:

- Event Management
- Security
- Medical
- Production
- Contractors
- Volunteers
- Accessible Parking

Permits should include:

- Vehicle registration
- Permit number
- Parking zone
- Valid event dates

5. Parking Zones

Create clearly signed parking areas such as:

Zone	Users
Zone A	Event Management & Emergency Services
Zone B	Security & Operations
Zone C	Contractors
Zone D	Volunteers
Zone E	General Staff
Overflow	Late arrivals and contingency parking

All zones should be clearly marked with directional signage.

6. Arrival Procedure

Staff should:

1. Arrive within their allocated arrival window.
2. Display a valid parking permit.
3. Follow traffic management signage.
4. Follow instructions from parking marshals.
5. Park only within their allocated zone.

Parking marshals should:

- Verify permits.
- Direct vehicles efficiently.
- Maintain traffic flow.
- Record occupancy levels.
- Report any incidents immediately.

7. Traffic Management

Traffic management measures should include:

- One-way traffic systems where possible.
- Separate vehicle and pedestrian routes.
- Speed limit of 5–10 mph within parking areas.
- Clearly marked pedestrian crossings.
- Temporary barriers where required.

Peak arrival and departure periods should be monitored continuously.

8. Accessible Parking

Accessible parking should:

- Be located close to staff entrances.
- Be clearly signed.
- Be reserved for authorised permit holders.
- Maintain step-free access where possible.

9. Overflow Parking

If primary parking reaches capacity:

- Direct vehicles to the designated overflow area.
- Update parking marshals via radio.
- Inform the Event Control Room.
- Activate shuttle transport if applicable.

10. Security

Parking security measures should include:

- Controlled access points.
- Permit verification.
- CCTV monitoring where available.
- Regular security patrols.
- Adequate lighting during hours of darkness.

11. Emergency Procedures

Emergency routes must remain unobstructed at all times.

In the event of:

- Vehicle breakdown
- Fire
- Medical emergency
- Security incident

Parking marshals should:

1. Notify Event Control immediately.
2. Secure the affected area.
3. Direct traffic away from the incident.
4. Facilitate emergency vehicle access.

12. Event Close

To reduce congestion:

- Release staff parking areas in phases where appropriate.
- Position marshals at exit points.
- Monitor traffic flow.
- Remove temporary signage once parking areas are clear.

13. Roles and Responsibilities

Event Manager

- Overall responsibility for parking operations.
- Approves parking plan.

Traffic Management Supervisor

- Coordinates parking marshals.
- Monitors capacity.
- Reports issues to Event Control.

Parking Marshals

- Direct vehicles.
- Verify permits.
- Maintain safety.
- Report incidents.

Security Team

- Prevent unauthorised access.
- Support enforcement.
- Respond to incidents.

Staff

- Display permits.
- Follow marshal instructions.
- Park only in authorised locations.
- Report hazards immediately.

14. Communication

Communication methods should include:

- Two-way radios for operational staff.
- Event Control updates.
- Parking maps issued before the event.
- Digital staff briefings.
- Variable message signage where available.

15. Post-Event Review

Following the event:

- Review parking occupancy.
- Record incidents.
- Gather feedback from staff and marshals.
- Identify lessons learned.
- Update the parking methodology for future events.

Key Performance Indicators (KPIs)

- Average vehicle processing time.
- Percentage of parking capacity utilised.
- Number of parking-related incidents.
- Number of unauthorised vehicles.
- Staff satisfaction with parking arrangements.
- Emergency access maintained throughout the event.

Document Control

Document Owner: Event Operations Manager

Review Frequency: Before each event or annually, whichever is sooner.

Version: 1.0