

## **Rossi in the Park**

### **Conditions**

#### **a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)**

1. For the event:
  - a) A search policy shall be in operation and shall be a condition of entry to the premises.
  - b) Patrons are not permitted to remove alcoholic drinks from the licensed premises site.
  - c) A suitable purpose-made receptacle for the safe retention of weapons and illegal substances shall be provided and arrangements made for the safe disposal of its contents as agreed with the MPS.
  - d) One x Spotting Teams (a spotting team consist of 3 x persons) will be employed at the event for the sole purpose of spotting and reporting potential Drug Use and thefts from bags. Should drug use or theft be spotted it will immediately be relayed to SIA Security staff to be dealt with and logged in a written report. The written report will be available at all times for inspection by an authorised officer.
  - e) Notices will be prominently displayed at the entrances of the premises which state: A search will be conducted as a condition of entry to premises;
  - f) All drinks that are to be consumed on the premises will be served in plastic (or similar) containers.
  - g) The licence holder shall have an event specific Noise Management Plan taking into account all sources of noise associated with the event, and show full compliance with the Code of Practice on Environmental Noise Control at concerts (published by the NoiseControl Council ISBN 2900103515 or as amended).
  - h) The Noise Management Plan will include arrangements for preventing or controlling any over- run of the event.
  - i) A noise propagation test will be undertaken and completed in the morning prior to the start of the event or the day before the event. Any testing of sound equipment will not take place before 10:00hrs and will last for a maximum of 2 hours on any one day.
  - j) The licence holder will provide an independent noise consultant to assess the positioning of sound sources and monitor noise throughout the event.
  - k) The noise consultant will maintain a record of all measurements which will be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the premises licence holder for a period of 6 months after each event.
2. The premises licence holder will provide and advertise a nuisance complaints line and have a system for responding to complaints throughout the duration of each event. Records of any noise complaints shall be securely retained by the licence holder for a period of 6 months after each event and will be made available to the Local Authority on request. No amplified Music from the licensed site will be inaudible inside noise sensitive properties after 23:00hrs with windows open in a manner for typical ventilation.

#### **b) The prevention of crime and disorder**

3. The premises licence holder shall be in charge and remain on the licensed site whilst the site is being used for licensable activities.
4. Authorised persons of the responsible authorities shall have unrestricted access to all parts of the licensed site.
5. A suitable closed-circuit television (CCTV) system will be always in operation whilst members of the public are in attendance. The CCTV system will record images to cover all areas of the licensed site to which the public have access (save for toilets). The CCTV system will record images to cover external areas used by those attending the event, such as queues and car parks. At least one member of staff will be on duty at the premises who can operate the system and download recorded images. These images will be downloaded and provided immediately on

request to an officer of a responsible authority. The CCTV system will be capable of recording images that will be of good quality and will contain the correct time and date stamp information. The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access. CCTV recordings will be retained by the premises licence holder for a minimum of six months following the event.

6. A supervisor's register will be maintained at the licensed premises, showing the names, addresses and contact details for the DPS and persons nominated to authorise alcohol sales in their absence. Personal licence details should be included where appropriate. This register will be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the premises Licence holder or nominated person for a period of 6 months after each event.
7. The licence holder shall have an event specific Crowd Management Plan based on a suitable Risk Assessment.
8. Non-SIA stewards and SIA security staff shall be provided with induction training before they commence their shift so that they have a full understanding of their roles and responsibilities, the site facilities, and are fully conversant with all welfare arrangements, communication methods and emergency response procedures.
9. A register shall be maintained on the premises to record all SIA security and non-SIA stewards working the event. The register shall be bound, have consecutively numbered pages and include: the full name and registration number (including SIA registration details) of each person on duty; the employer of that person; and the date and time he/she commenced duty and finished duty verified by the individual's signature. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 6 months after each event.
10. Conditions of entry shall be advertised to all ticket holders in advance of the event and displayed at entrance points to the premises.
11. All staff deployed for conducting searches shall receive training on the search policy, the procedures for reporting and recording incidents and the safe retention of prohibited items. An Incident Report register shall be maintained on the premises to record incidents such as antisocial behaviour, admission refusals and ejections from the premises. The register shall be bound, have consecutively numbered pages, and include: the date, time and location of the incident; nature of the incident; names and registration numbers of any stewards and security staff involved or to whom the incident was reported; names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported; names and numbers of any police officers attending; police incident and/or crime number; names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.
12. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the Licence Holder for a period of 6 months after each event.
13. The licence holder shall have an event specific Counter Terrorism Plan based on a comprehensive Risk Assessment for the licensed premises and other publicly accessible locations (PALs) associated with the event, including car parks, transport hubs, access and egress routes and queuing systems.
14. When event tickets are sold, information in relation to Drop Off/Pick Up arrangements must be clearly set out in the Terms and Conditions.
15. Social media will be used in the morning of the event to remind event goers of parking restrictions, Drop Off/Pick Up arrangement and general transport arrangements to and from the venue.

16. A written drugs policy will be provided and maintained which will include zero tolerance to any drugs or psychoactive substances entering or to be in the possession of anybody on the site.
17. SIA registered door staff will be employed and used where queues are likely to form to manage the queues.
18. Notices will be prominently displayed at the entrances of the premises which state:
  - a) Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
  - b) Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.
  - c) Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
  - d) Members of the public who commit acts of anti-social behaviour will be removed from the site and prevented from returning.
19. The premises licence holder and/or designated premises supervisor will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises.
20. The Event Management Plan will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans.
21. A search policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities and will be contained within the Event Management Plan.
22. Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register.

**c) Public safety**

23. Comprehensive and detailed colour plans shall be supplied with the Event Management Plan to all Responsible Authorities. The plans shall be to a scale and grid referenced to the standards required by the Responsible Authorities.
24. The Plans should contain the following items (not exhaustive):
  - a) All boundary fencing (defining the arena, backstage areas, etc)
  - b) All vehicle access routes, including routes for emergency vehicles.
  - c) The locations and reference number of all entrance and exit points/gates (including backstage and emergency access points);
  - d) All structures (type/use identified)
  - e) Fire Points
  - f) First Aid Points
  - g) Toilet Blocks
  - h) Water Points
  - i) Welfare provisions, lost & found etc.
  - j) CCTV locations
  - k) Security Control
  - l) Production office etc.
25. Plans should identify highway routes to the site, car parks, entrances/exits to car parks, pick up points, etc. external to the site. It may therefore be necessary to supplement the site plans with colour coded/ grid referenced area maps for this purpose.

26. There will be no changes to the plans without the consent of the Responsible Authorities.
27. Public Liability and Third Party Insurance adequate for the total capacity of the licensed site and the duration of the event shall be taken out and retained on the site.
28. The public shall not be admitted to the licensed site until such time that the premises licence holder and the event safety co-ordinator are satisfied that the site is suitable for its intended use.
29. The licence holder shall have an event specific Communication Plan.
30. The licence holder shall hold an event specific Fire Risk Assessment.
31. The licence holder shall have an event specific Medical & Welfare Plan based on a comprehensive risk assessment.
32. 28 days prior to an event, details of food concession units, including their names, addresses and type of operation, shall be provided to Environmental Health Services.
33. The licence holder shall have an event specific Sanitation Plan based on a comprehensive Risk Assessment.
34. The licence holder shall have an event specific Drinking Water Plan based on a comprehensive risk assessment.
35. All areas to which the public have access, including immediate external areas associated with the licensed site, shall be adequately illuminated during times of darkness.35. There shall be no vehicle movements in the licensed site during the presence of the public except for emergency response vehicles.
36. Special provisions for disabled persons, namely access and egress, car parking and sanitation facilities shall be provided.
37. Designated disabled viewing areas shall be provided and stewarded at all times whilst the site is open to the public.

**d) The prevention of public nuisance**

38. The Event Management Plan will contain a Litter & Waste Management Plan. The Plan will identify:
  - a) Location and number of containers
  - b) Emptying and replacement schedule
  - c) Steps to remove litter throughout the event
  - d) Standby procedures to address any identified refuse accumulations e.g. overflowing receptacles
  - e) After event cleaning schedule
  - f) Steps to prevent litter from being dropped offsite
  - g) Steps to remove litter along roads, entrances and exits adjacent to the site
  - h) Arrangements for waste produced by traders
  - i) Methods proposed to evidence that the above steps have been taken.
39. A traffic management plan will be provided to the satisfaction of all relevant agencies. This will include details of:
  - a) Traffic Routes
  - b) Traffic Regulation orders
  - c) Traffic Signage
  - d) Car Parks

- e) Management of vehicle gates
- f) Traffic Spotters
- g) Tow Away Facilities
- h) Advanced information in the media
- i) Use of Public Transport/Coaches
- j) Pedestrian Access Facilities

- 40. Designated areas will be used for car parking. Such areas will be adequately stewarded and signed.
- 41. The licence holder will have a waste management plan including arrangements for regular litter picks on site and in the surrounding areas, including car parks and walkways that are to be used by patrons attending and leaving the licensed site.

**e) The protection of children from harm**

- 42. The event will be for adults over the age of 18.
- 43. A 'Check 25' Scheme will be used to prevent the sale of alcohol to persons under 18 years of age.
- 44. All staff deployed in the serving of alcohol and for managing admission to age restricted premises, including door supervisors, shall be trained on the correct procedures for age verification, the prevention of proxy sales, the prevention of sales to those who appear intoxicated and for dealing with false and any surrendered ID.
- 45. The licence holder will provide secure storage for any ID and a system for its safe disposal, which may include returning to the originating organisation, e.g. DVLA/HM passport office.
- 46. The licence holder shall have a risk assessment to identify an adequate number of suitable adult supervisors to provide care for unaccompanied children/young persons, including at times of an emergency incident or evacuation.
- 47. The licence holder shall have a children & young persons' welfare policy. The policy must include procedures for dealing with distressed and lost children/young persons, and systems to monitor, detect and report any safeguarding concerns. All working personnel including volunteers shall receive training in this procedure.
- 48. The licence holder shall report any child related concerns to the police he/she has about potential staff, existing staff and customers.