

EVENT MANAGEMENT PLAN

Premises: New River Sport and Fitness

Maximum Capacity Sought: 2,000 persons

Document Purpose: Support Premises Licence Application

1. OVERVIEW

New River Sport and Fitness intend to operate as a **multi-use licensed venue** capable of hosting large-scale events (up to 2,000 attendees), including:

- Sporting events
- Community events
- Live music / entertainment
- Private hires

The venue will operate under a **“hire model”**, whereby:

- The **Premises Licence Holder (the venue)** retains overall legal responsibility.
- The **Event Organiser (hirer)** assumes responsibility for event-specific operational delivery.

2. LICENSING OBJECTIVES COMPLIANCE

2.1 Prevention of Crime and Disorder

- All events must submit a **Security Management Plan**.
- SIA-licensed security staff required (provided by hirer).
- Minimum ratios (guideline):
 - 1:100 for low-risk events
 - 1:75 or higher for high-risk events
- Use of:
 - Bag searches
 - Metal detection (where appropriate)
 - CCTV system (venue-owned, monitored)

2.2 Public Safety

- Maximum capacity capped at **2,000 persons**, subject to:
 - Fire risk assessment
 - Event-specific risk assessments
- Hirers must provide:
 - Crowd management plan
 - Medical provision (e.g., first aid / paramedics depending on risk)
 - Risk Assessment
 - Public liability insurance
 - Risk assessment and Insurance Vendors
- Venue ensures:
 - Safe ingress/egress routes
 - Emergency exits compliant with regulations

2.3 Prevention of Public Nuisance

- Noise management:
 - Agreed sound limits- music cut off time: Sat- 9pm Sun-8pm
 - Event curfews – all events to finish by 9pm
- Traffic and dispersal plan required from hirer
- Local resident considerations:
 - Controlled exit strategy
 - Stewarding outside venue (hirer responsibility)

2.4 Protection of Children from Harm

- Age restrictions enforced per event
- Challenge 25 policy for alcohol sales (if applicable)
- Safeguarding measures required in event plan

3. ROLES AND RESPONSIBILITIES

3.1 Venue (New River Sport and Fitness)

The venue will:

- Hold the Premises Licence
- Approve all event documentation prior to hire
- Provide:
 - Infrastructure (space, utilities, fixed safety systems)
 - CCTV coverage
- Ensure compliance with licence conditions
- Retain right to:
 - Refuse or cancel events
 - Require additional controls

3.2 Event Organiser (Hirer)

The hirer is contractually required to provide:

Mandatory Documentation (Minimum 28 days prior)

- Event Management Plan
- Risk Assessment
- Crowd Management Plan
- Security Plan
- Medical Plan
- Traffic Management Plan
- Noise Management Plan

Operational Responsibilities

- Security (SIA licensed staff)
- Crowd control and stewarding
- Ticketing and admissions

- Alcohol management (if applicable via TEN or DPS arrangement)
- Performer and production management

4. SECURITY & CROWD MANAGEMENT

- Security staff must be arranged by the **(Hirer)**
 - SIA licensed
 - Briefed prior to event
- Controlled entry points:
 - Ticket validation
 - Search procedures
- Crowd flow:
 - Zoned layouts for large events
- Incident reporting:
 - All incidents logged and shared with venue

5. CAPACITY MANAGEMENT

- Maximum occupancy: **2,000 persons**
- Real-time monitoring required by hirer:
 - Ticketing system tracking
 - Entry/exit counting
- No overselling permitted

6. EMERGENCY PLANNING

Hirer must provide:

- Emergency response plan covering:
 - Fire
 - Medical emergencies
 - Evacuation

- Designated:
 - Event Safety Officer
 - Incident Controller

Venue provides:

- Fire alarm systems
- Emergency lighting
- Marked exits
- Assembly points

7. MEDICAL PROVISION

Minimum expectations (depending on risk level):

- First aiders or paramedics
- Medical point on site
- Ambulance access routes maintained

8. NOISE CONTROL

- Noise levels monitored during events
- Amplified music subject to agreed thresholds
- Curfew times enforced

9. TRAFFIC & DISPERSAL

Hirer must submit:

- Transport plan
- Parking arrangements
- Safe dispersal strategy

Measures may include:

- Staggered exit
- Stewarding in surrounding areas

10. EVENT APPROVAL PROCESS

1. Initial enquiry
2. Risk classification (low / medium / high)
3. Submission of documents
4. Venue review
5. Approval / conditions issued
6. Event delivery
7. Post-event review (if required)

11. INSURANCE REQUIREMENTS

Hirer must provide:

- Public Liability Insurance (minimum £5–10 million recommended)
- Employer's Liability Insurance (if applicable)

12. CONTRACTUAL CONTROL

All hires are subject to a formal agreement stating:

- Hirer assumes operational responsibility
- Compliance with licence conditions is mandatory
- Venue retains enforcement authority

13. POLICE & AUTHORITY LIAISON

For higher-risk events:

- Advance notification to:
 - Metropolitan Police
 - Local authority licensing team
- Safety Advisory Group (SAG) engagement where required

14. REVIEW & CONTINUOUS IMPROVEMENT

- Incident logs reviewed post-event
- Repeat hirers monitored for compliance
- EMP updated periodically