

APPENDIX 1A- APPLICATION OPERATING SCHEDULE

Section 21 of 22 Licencing Objectives

A, General

Qualified professional SIA security. At a ratio of 1 to 100 will be on site when open to the public

CCTV will be employed

The desired capacity is for up to 2000 people

3 toilets are in the premises Portable toilets will be used 20 units + 2 6bay urinals at maximum capacity

An operation manual will be maintained with updated contact numbers, contingency and emergency planning safety protocols and procedures to give clear commubocation to all operatinf on the premises

Continuing Assessments will be made of all potential hazards referencing HSE guidance

In order to prevent public nuisance Markfield Arts Ltd will conduct an assessment of the potential sources of nuisance and will implement a sound management plan that will include a complaints line that has been distributed to local residence

For the public to gain access to the premises a wrist band must be obtained from the box office. Box office staff will be briefed in the admissions policy and people will be first checked for age identification on 18+ only events

- Challenge 25 posters will be on display at the box office and at bars, and they say
- **"If you are lucky enough to look under twenty five you will be asked to prove that you are over 18.**

B , The prevention of crime and disorder

Measures will be adopted to ensure an event is well organised and internally policed by qualified professional security (SIA). All measures are based on intelligence from previous successful events. Markfield Arts fully intend to develop their plans with consultation with the Police.

Adequate SIA personal will be employed for the premises

CCTV will be in operation

DRUGS POLICY

The premises site will not tolerate illegal drugs.

Individuals will be searched on entry by SIA staff

Any persons deemed to be selling drugs will be detained and handed to the authorities.

Sound system tests

The testing of the sound systems and the setting of output levels shall be carried out in conjunction with the guide lines and licensing conditions set by Haringey Council

The test of sound systems will be scheduled prior to the opening of any event in the premises in order to correct sound output levels and control any sound overspill and shall involve a monitoring team.

Sound output levels

No noise shall be audible at the façade of at any residential property in the vicinity

Adequate and competent staff shall be made available to monitor potential sound over-spill using an inaudibility test at a point close to the boundaries of the nearest properties at scheduled times.

Results from sound monitoring shall be recorded in a dedicated sound monitoring log book.

Complaints Procedure

A dedicated complaints line shall be in operation and adequately staffed at all times .The complaints line number shall be advertised in the local media. A complaints log will be kept

E,The prevention of children from harm

Events in the Premises involving children and young people under the age of 18 will be free of any supply of alcohol

Security personnel to challenge patrons they suspect of being under 18 on 18+ events at points of entry

References will be made to the HSE guidance

All people instructing or directly engaging with children will have an enhanced CRB check.

All children will in the first instance be the responsibility of their parents/guardian/teacher/instructor but should a child become separated from their parents/guardian/teacher/instructor the following procedure will be taken

Any member of staff either finding or being asked to find a lost children should notify the Management immediately. If a lost child is found then the relevant steward or company representative should inform the Management of their exact location. They should also provide as much information as possible.

The child and steward should proceed toward the site office whereupon the child should be left in the care of our medical/welfare management (CRB). No information about the child should be made public. In the event of a reported lost child the site will go into lockdown and all persons leaving the site in the company of a child must verify theirs and the child's identity

After 10 minutes any lost children who have not been reunited with their parents or guardian the local authorities will be then be notified

APPENDIX 1B- DRUG PROTOCOL

Security Drugs Seizure Log

The purpose of this document is to provide an auditable method for Security Personnel to handle suspected drugs at the Event, offering clear guidance to Security Personnel and Police.

In following this guidance protection is afforded to Security Personnel, the Organisation, Company or Promoter and the Local Constabulary.

Security Drugs Seizure Log

Entry Number	Date/Time/Location of Seizure/ other details	Description of Substance	Door Supervisor details								
1		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Drug Bag Ref Number:</td> <td></td> </tr> </table>			Drug Bag Ref Number:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name:</td> <td style="width: 50%;"></td> </tr> <tr> <td>Signature:</td> <td></td> </tr> </table>	Name:		Signature:	
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Signature:											

Drug Amnesty Bin Protocol

- The bin is to be deployed at an agreed location prior to the search point at the entrance of the premises.
- The bin will be secured to an immovable object and supervised at all times
- The bin will be clearly marked and have a sign above indicating its use/purpose.
- The bin will have a small opening in the top for persons to deposit drugs.
- The bin will be weighted down to prevent persons from removing or damaging the bins.
- Any drugs seized from the bin will be recorded by security Supervisors in the provided log. The drugs will be sealed in drugs bags, recorded on the log and these will then be securely stored by security.
- All seizures to be handed over to the authorities following each event



**METROPOLITAN
POLICE**

Working together for a safer London

Form 696
Revised 16th October 2009

PROMOTION EVENT RISK ASSESSMENT FORM 696

Guidance for Artistes and Promoters

(Users should ensure that this guidance sheet is handed or sent to all persons disclosing their personal details)

The Promotion Event Risk Assessment Form 696 is designed to allow the management of licensed premises, promoters of music events, event security and the police to work in partnership to identify and minimise any risk of serious violent crime happening at a proposed event. Should areas of concern be identified the police intention is to work together to create a Risk Management Plan that enables the event to proceed with minimum risk.

The use of this form is voluntary. However, we note that the completion of this form may be a condition on some premises' licences. This means the completion of this form is mandatory for those premises.

The management of the licensed premises or the promoter considers that the proposed event requires a Promotion Event Risk Assessment Form 696 to be completed and it is for this purpose that your personal details are required.

The information provided will be cross-referenced with our systems and data sources to assist with the risk assessment.

The information is processed in accordance with our policing purpose as defined by the Code of Practice for the Management of Police Information (MoPI) as follows:

- Protecting life and property;
- Preserving order;
- Preventing the commission of offences;
- Bringing offenders to justice;
- Any duty or responsibility arising from common or statute law

If you or your client has any concerns or queries regarding the above processing please contact the Metropolitan Police Service Data Protection Officer (details provided below).

Data Controller Details: Sir Paul Stephenson, Commissioner for the Metropolis

Information Commissioner's Office Data Controller Registration Number: Z4888193

Data Protection Officer Details: Merilyne Knox, Public Access Office, PO Box 57192, London, SW6 1SF
(Tel: 020 7161 3500)

For a copy of the Metropolitan Police Service's Fair Processing Notice please refer to the following link or contact the Data Protection Officer (details above):

<http://www.met.police.uk/foi/pdfs/otherinformation/corporate/paofairprocessingstatement.pdf>

Guidance for submission

Please submit the completed form via e-mail to the Clubs Focus Desk and copy in the local borough police licensing unit at least 14 days in advance of your event. This is to ensure that there is sufficient time to implement any risk management plan if needed. The Clubs Focus Desk will carry out an intelligence assessment and provide you with feedback either directly or through the local borough police licensing unit no less than 7 days before your event. If you have not received feedback within this time please contact the Clubs Focus Desk directly on 020 7321 7760

SCD9ProactiveLicensingIntelligence@met.police.uk



PROMOTION EVENT RISK ASSESSMENT FORM 696

The use of this form is voluntary. However, we note that the completion of this form may be a condition on some premises' licences. This means the completion of this form is mandatory for those premises.

Please complete this section to enable Clubs and Vice Unit to monitor the use of this Form.

Is completing Form 696 for Promoted Events a condition on the premises licence? Yes No

PLEASE NOTE - The use of this form is not primarily intended for a live music event. If you are using this form for a live music event please give your reasons why in the box.

When to complete Form 696

Our recommended guidance to music event organisers, management of licensed premises or event promoter on when to complete Form 696 is where you hold an event that is –

- promoted / advertised to the public at any time before the event, and
- predominantly features DJs or MCs performing to a recorded backing track, and
- runs anytime between the hours of 10pm and 4am, and
- is in a nightclub or a large public house.

The recommended guidance does not restrict the use of the form solely to any specific event. Event managers and promoters may, if they wish, use it for events not strictly covered by the guidance. The Metropolitan Police Service will aim to give appropriate support and advice to ensure a safe event.

PLEASE COMPLETE ALL SECTIONS.

Name of Premises			
Maximum Capacity of Premises			
Full Address			
Telephone Number	T	Email Address	
Designated Premises Supervisor			
Contact Telephone Numbers	Landline: T		Mobile: T

PROMOTER'S DETAILS

Promoter's Full Name <i>(include any other names used)</i>			
Date of Birth (dd/mm/yyyy)			
Address			
Contact Telephone Numbers	Landline: T		Mobile: T
Email Address			

PROMOTION / EVENT DETAILS

Promotion / Event Name			
Event Date (dd/mm/yyyy)			
Start Time (HH:mm)	Finishing Time (HH:mm)		
Expected numbers attending event?	Is this a regular event at this venue?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the event...? <i>(Check relevant box)</i>	Private <input type="checkbox"/> Public <input type="checkbox"/>	Will tickets be sold on the door?	Yes <input type="checkbox"/> No <input type="checkbox"/>

RESTRICTED WHEN COMPLETE

SECURITY FOR THE EVENT			
Please provide the name of the security company to be used			
Contact name at security company to be used			
Registration no.		Email	
Contact nos. of security company	Landline: T		Mobile: T

SECURITY DETAIL AND DEPLOYMENT		
Number of door supervisors	Male:	Female:
Please outline below how you propose to deploy your security staff and what equipment will be available to facilitate searching on entry		
Total security staff		
Performer / artiste security <i>(Show company name & contact numbers)</i>		

Do you have other knowledge that needs special consideration in order to limit violent crime at the event?

When complete please e-mail this whole document **at least 14 days in advance** to:

SCD9ProactiveLicensingIntelligence@met.police.uk

And to your Borough Police Licensing Unit.

Retention period: 6 years
MP 228/11