

**ANNEX 2 PROPOSED CONDITIONS CONSISTENT WITH THE
OPERATING SCHEDULE
Open Air Cinema, Sworders Field, BS. No Supply of Alcohol**

1. The primary purpose of premises licence is an Open Air Cinema.
2. The premise licence will be limited to 3 events per year and will take place from June to September.
3. The Licence Holder will supply all responsible authorities with the date of the event at least 5 months prior to the event taking place.
4. The maximum capacity for the event at any one time is 1500 people, this includes all staff on site.
 - a) Entry numbers will be monitored and recorded at all times through the use of attendance clickers
 - b) Entry numbers to be supplied immediately on request by any police officer
 - c) The occupancy levels to be managed within areas to enable a safe and quick evacuation in the event of any emergency.
 - d) Allow swift access for emergency vehicles.
5. An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The latest EMP must be supplied to all responsible authorities 21 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
6. The event management plan shall contain a summary document covering an overview in the following areas -
 - o Event overview

- Audience profile
 - General site overview plan
 - Summary description of all areas including temporary structures
 - General site safety policy
 - Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
 - Event control - overview of functioning
 - Event Capacities including for temporary structures
 - Event timings
 - Insurance
 - Local Community Considerations
 - Build and breakdown plan
7. The EMP shall contain Appendices detailing fully the following areas –
- **A scaled site plan** which shows the location and size of all areas of the event and the site infrastructure as well as showing the immediate surrounding area including ingress and egress for pedestrians, vehicles and crew. As well as emergency evacuation routes and access / egress
 - **Security operations and deployment plan** covering security management structure, roles and responsibilities, security staff briefings, security control area operations, communication with the ELT, expectations of SIA staff and non SIA staff, perimeter integrity, searching of people within the site, bar security, camping / tent security, car parking security and security incident log
 - **Drugs policy including psychoactive substances.** A drugs (including psychoactive substances) policy will be written in consultation with the police, particularly with regard to the definition of “dealing”. Where any person is suspected of dealing in drugs, following a search or

otherwise, that person will be ejected or refused entry and the person concerned will be detained and police will be contacted prior to ejection. All suspected drugs will be seized and stored safely and securely in sealed evidence bags. A register of all seized drugs will be kept and updated at the time the item is placed into storage. All seizures will be fully documented and details of the incident including offender details will be supplied to the police at the conclusion of the festival.

- **Weapons policy** – A strict zero tolerance policy must be adhered to in relation to any weapons found that are made, used or adapted to cause injury, any such items found to result in ejection or refusal of entry.
- **Entry and Search policy and procedure** – detailing the staffing structure and procedural process to be followed at each entry point. Surrender bins to be provided at all entrances prior to the point of search and must be highly visible and clearly marked. Search policy on entry and entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs, including psychoactive substances, fireworks, sky lanterns or kites, CO2 canisters, flares, laser pens, open or unsealed vessels of any description.

- **Eviction policy and procedure**, including eviction notice. Detailing circumstances under which a person will be evicted, the eviction process, management and recording of the process including onward travel from the festival of the evicted person.
 - **Alcohol policy**, the use of challenge 25 protocol, refusals registers and incident logs.
 - A **Safeguarding policy and plan** to cover both children and vulnerable adults, but especially those under 18's and those who lack capacity through intoxication. To include a lost child procedure.
8. Quantity of alcohol permitted. This will be restricted to 8 cans of lager or cider or ale or premixed drinks, OR 2 litre bottle of cider OR 1 box of wine (2.25 litres) or 2 bottles of wine (decanted, OR 75cl of spirits (decanted).
 9. No glass vessels and bottles allowed on site, polycarbonates to be used.
 10. The age verification policy operated at the premises shall be "Challenge 25". This means that whilst alcohol may allowed on entry by persons aged 18 years or over, any person who appears under 25 years of age shall be required to provide proof of age using an acceptable form of ID. The only forms of ID that may be accepted shall be
 - a. Proof of age card bearing the PASS hologram logo
 - b. Passport;
 - c. UK photo driving licence; or
 - d. Military ID card.
 11. People under the age of 18 years must be accompanied by an adult who is 21 years and over.
 12. No under 7 years olds allowed on premises after 20:00 hours.

13. An appropriate age restriction will be imposed for events with adult content and admittance allowed for under age children.
14. There will be a DBS checked individual on site who will deal with any lost children.
15. The Premise License Holder shall publish a message on the event website at least 3 months prior to the event containing the following information;
 - a. Terms and Conditions of entry, to include searching on entry and list of prohibited items as detailed above under entry policy and procedure.
 - b. Under 18's will need to be accompanied by an adult 21 years old or over
 - c. Challenge 25 Policy
 - d. Quantity of alcohol permitted – this will be restricted to 8 cans of lager
or cider or ale or premixed drinks, OR 2 litre bottle of cider
OR 1 box
of wine (2.25 litres) or 2 bottles of wine (decanted, OR 75cl
of spirits
(decanted)
 - e. No glass vessels and bottles allowed on site
 - f. Disabled access and facilities information
 - g. Medical facilities
16. On days when licensable activities are provided there will:
 - a. A minimum of 2 SIA registered door supervisors on duty between 0-250 people.

- b. A minimum of 4 SIA registered door supervisors on duty when between 251-600 people.
 - c. A minimum of 6 SIA registered door supervisors on duty when between 600-1200 people
17. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable except those working in a covert capacity.
 18. No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
 19. The premise licence holder shall ensure that all stewards and security industry authority personnel have received training commensurate to their role and be fully briefed prior to the start of the event on the information contained on the EMP documents relevant to their role.
 20. The licensee shall erect a clearly visible notice in a form prescribed by the police advising those attending that a) It is a condition of entry that customers agree to be searched b) Police will be informed if anyone is found in possession of controlled substances.
 21. The license holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event 14 days before the event takes place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff.
 22. All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the cinema entertainment and can be delivered clearly audibly to all parts of the site.

23. There will be first aid trained staff on the premises at all times licensable activities take place.
24. Prior to any hereby permitted use commencing, a noise management plan scheme shall be submitted for approval to the Local Authority to demonstrate that the noise from this event will be within guidelines and be suitably managed throughout the events.
25. Prior to any hereby permitted use commencing, an event management plan scheme shall be submitted for approval to the Local Authority to demonstrate that the event will be sufficiently organised and managed, the local authority will be made aware of the details and timings of all aspects of the event in advance of the event taking place.