

Conditions Agreed by Police for OKTOBERFEST application

(Green parts are in line with the operating schedule)

1. The Premises Licence is limited to a maximum of four events per calendar year, these events must be held over a maximum of 3 consecutive days in September and / or October.
2. The DPS will be on site at all times when licensable activities are taking place. The DPS will work closely with the head of security, the head of stewards and the bar manager to ensure the sale and consumption of alcohol is carried out safely.
3. Those under the age of 18 years will not be permitted entry to the events. IDs will be checked on the door, enforcing the challenge 25 scheme and anyone without ID will be refused entry. Suitable forms of identification will be a passport, 'pass' card or other identification recognised by the licensing authority in its statement of licensing policy.
4. SIA licensed security staff will be on duty for the events at a ratio of 70:1 (Attendees : Security) with 2 supervisors. Stewards, security and litter pickers will be outside the premises after the event monitoring the egress of the crowd. SIA will remain on duty and visible until people have dispersed from the area surrounding the event.
5. Security will be situated in multiple locations around the tent, at the exits and will be patrolling around the site.
6. Security will wear hi-vis vests. They will be based outside the tent, directing the flow of people, reducing any noise and being a presence as people enter and leave the event.
7. We will be carrying out body scans and bag checks upon entry.
8. The site will be secured by heras fencing.
9. All alcohol and refreshments consumed on the premises will only be supplied in disposable plastic or toughened plastic. No glass will be permitted on the site.
10. To prevent overcrowding additional seating will be provided above the number of ticket sales.
11. All parts of the premises will be adequately illuminated.
12. Free water will be available at the bar.
13. Persons leaving the premises will be reminded to conduct themselves in an orderly manner and do not in any way cause annoyance to residents or persons passing by
14. Two first aiders and an ambulance will be on the premises at all times
15. Litter pickers will be employed to clear litter caused by the event.
16. Patrons will not be permitted to leave the premises with any polycarbonate which belongs to the premises.
17. Off premise consumption will ONLY be applicable at the end of the event, to attendees who have attended the event and wish to take their drink away with them in disposable plastics. This practice however will be discouraged and will only be allowed in order to avoid confrontation and to prevent bottle necks on exit.

18. A plan showing details of CCTV provision shall be provided along with the Event Management Plan.
19. At least 8 x CCTV cameras will be installed covering all the main areas of the site. There will be a live feed going to the site office and the footage can be downloadable and can be sent to authorities if required.
20. The CCTV system shall record to a storage device and the images shall be retained for a minimum period of minimum of 28 days. Subject to the tests provided for in the Data Protection Acts being satisfied, recordings of images shall be made available to the police on request with minimum delay.
21. An incident log shall be maintained and kept and made available to Responsible Authorities on request. It must record incidents related to drugs or of a violent, criminal or anti-social nature. The record should include the time and date, location, staff involved, names of people involved where known and action taken.
22. A 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 musical entertainment and can be delivered clearly audibly to all parts of the site.
23. The maximum capacity for any event at any one time shall be 1300 people, this is to include all staff and artists on site.
24. Entry numbers will be monitored and recorded at all times through the use of attendance counting devices.
25. Entry numbers will be supplied as soon as reasonably practicable during the event on reasonable request by any Responsible Authority.
26. No staff member, whilst working at the premises and/or in uniform at the premises, will be permitted to consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
27. The Premises Licence Holder or Designated Premises Supervisor to ensure that all management and staff are fully trained and briefed on the four licensing objectives, Challenge 25, the conditions on this licence, policies referred to in this licence and awareness of vulnerability and duty of care.
28. Accurate and up to date details of ticket sales to be supplied as soon as reasonably practicable, upon the reasonable request from the Licensing Authority or Hertfordshire Constabulary.

Notifications

29. The Premises Licence holder shall notify the Licensing Authority and the Safety Advisory Group ("The SAG"), of the proposed dates and the name of each event no less than 4 months prior to the event start date.
30. A contact number for local residents must be advertised at least 2 weeks prior to the start of the events to enable the local residents to contact the event organiser at any time during the event should they have concerns that need addressing. This telephone number shall be manned at all times during the event and details of all calls received from surrounding households shall be recorded in the log book for the event.

31. The Premises Licence Holder will notify Hertfordshire Constabulary of all the artists planned to perform at the event at least 28 days before the event takes place. The license holder will notify Hertfordshire Constabulary as soon as reasonably practicable of any changes to the artists booked in the 28 days leading up to the event.
32. The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. If requested by the Licensing Authority, the Premises Licence Holder shall provide the Licensing Authority with certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, not later than 14 days prior to the start of the event.
33. Local pubs, bars, taxis, restaurants and train stations will be notified about the event
34. An Event Management Plan ("EMP") and Traffic Management Plan ("TMP") specifically for the event shall be submitted to the Licensing Authority and SAG no less than 3 months before any event to which it relates takes place. Any updates or amendments must be submitted within the agreed time periods.

The Event Management Plan (EMP)

35. The Event Management Plan (EMP) shall address the following matters –
 - a) Event overview and audience profile
 - b) Detailed and scaled site plan to include the immediate surrounding area, access and egress routes for those attending, emergency evacuation routes and access / egress routes for emergency services
 - c) General site safety policy
 - d) Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
 - e) Details of temporary structures
 - f) Event risk assessment, covering all areas of risk and management of risks to ensure the health and safety of all those attending
37. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
38. The EMP must contain policies, procedures and plans as detailed in points 39 – 46;
39. Security operations and deployment plan covering, security management structure, roles and responsibilities, security staff briefings, communications, duties of SIA staff and non SIA staff, perimeter integrity, entry and search procedure, security incident log, eviction procedure.
40. Weapons, drugs and psychoactive substances policy. A zero tolerance policy is to be adopted in relation to any quantity of drugs and any weapons found that are made, used or adapted to cause injury. Any such items found to result in ejection

or refusal of entry. Such items are to include knives where the blade is more than 3 inches in length (excluding un-lockable pocket knives). All confiscated drugs and weapons are to be stored securely and safely, and a record shall be maintained and provided to the police at the conclusion of the events.

41. Emergency protocols and crowd management plan to include capacities, evacuation procedure, emergency announcements, the role of the Event Liaison Team (ELT) and staff, extreme weather procedures.
42. Bar management and Alcohol policy including staff management structure and responsibilities, bar staff and briefings for the event.
43. Closure and dispersal policy - The Premise Licence Holder or Designated Premises Supervisor will ensure that a soft closure and dispersal procedure is followed at the end of each event session. This procedure must be fully documented as part of the EMP and all staff employed at the event must be briefed on the procedure. The procedure must include;
 - a) not selling excessive amounts of drinks to people within the last 30 minutes of alcohol sales
 - b) lowering any music during the 30 minutes prior to the music terminal time
 - c) alcohol sales must stop at least 45 minutes prior to the time the customers are expected to have vacated (Opening hours) (This encourages sensible drinking by allowing people time to finish the drinks they have prior to closure)
 - d) The rate of egress of customers must be monitored and assessed at all times. Customers should only be encouraged to leave when the rate of egress is slow.
 - e) Security must manage the dispersal of people from Hartham Common. Ensuring people are clearly directed towards the taxi drop of / pick up location or towards the town centre via Sainsbury.
 - f) People are to be actively discouraged from dispersing through the residential areas of Folly Island.
 - g) Where two event sessions are held on one day, alcohol sales must cease 1.5 hours before the start of the second session and music must cease 1 hour before the start of the second session
44. A traffic management plan that has been agreed by Hertfordshire Highways and the Police covering;
 - a) the management of the traffic on the roads surrounding the event and the measures to be used to reduce the impact of those attending and leaving the event on local traffic
 - b) Expected traffic levels throughout the event
 - c) Taxis pick up and drop off facilities and operation of this facility
45. The Traffic Management Plan must be implemented during the course of the event unless otherwise amended with the agreement of Hertfordshire Highways

- and/or Hertfordshire Constabulary or in the case of emergency during the course of the event to prevent an undermining of the licensing objectives.
46. A medical plan showing the staffing levels of the facility, provisions available and procedures to be followed including keeping records of those treated. To include management of people who are vulnerable through intoxication.