

**District of East Hertfordshire
Premises Licence
Licence No: 23/0362/PL**

Licensing Act 2003

Part 1 – Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION		
Hertfordshire Oktoberfest	Telephone: 07951 241 688	
Hartham Common Park, Hartham Lane, Hertford, Hertfordshire, SG14 1QR.		
WHERE THE LICENCE IS TIME LIMITED THE DATES		
Not applicable		
THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES		
SALE OF ALCOHOL (BOTH)		
Friday	14:00	22:15
Saturday	11:00	22:15
Sunday	12:00	20:00
LIVE MUSIC (INDOORS)		
Friday	14:00	22:30
Saturday	11:00	22:30
Sunday	12:00	20:00
RECORDED MUSIC (INDOORS)		
Friday	14:00	22:30
Saturday	11:00	22:30
Sunday	12:00	20:00
THE OPENING HOURS OF THE PREMISES		
Friday	14:00	23:00
Saturday	11:00	23:00
Sunday	12:00	21:00
WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES		
Alcohol is supplied for consumption on the Premises		

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Barbican Events Ltd
Tyttenhanger House, Coursers Road, St. Albans, Hertfordshire, AL4 0PG
Info@barbicanevents.com

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

Company No: 13487570

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Mr Thomas Connolly
REDACTED

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Personal licence number: REDACTED
Licensing Authority: REDACTED

ANNEX 1 – MANDATORY CONDITIONS

1. No supply of alcohol may be made under the premises licence –
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
- (a) a holographic mark, or
 - (b) an ultraviolet feature.
6. The responsible person must ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of this condition -

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) "permitted price" is the price found by applying the formula –

$$P = D + (D \times V)$$

where –

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence –

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

8. Where the permitted price would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

9. (1) Sub-paragraph (2) applies where the permitted price on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

1. The Premises Licence is limited to 1 event per calendar year, this event 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 premise will only be supplied in disposable plastic or toughened plastic. No glass will be permitted on the site.
10. To prevent overcrowding seating 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 system 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.
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 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 logbook 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.
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
36. 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.
37. The EMP must contain policies, procedures and plans as detailed in points 38 – 45.
38. 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.
39. 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.
40. 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
41. Bar management and Alcohol policy including staff management structure and responsibilities, bar staff and briefings for the event.
42. 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 off / 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
43. 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
44. 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.
45. 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.
46. A risk assessment is to be produced for the event to include the crowd management of its attendees and each individual activity by workers, employees or contractors within the premises and other spaces utilised to support the licensable activities taking place. All control measures determined by this risk assessment are incorporated into an action plan which is fully implemented by the senior management team.
47. 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.
48. The event management plan shall contain a summary document covering an overview in the following areas:
- 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
- Food provision information
- Local Community Considerations
- Build and breakdown plan
- References to appendices detailed below

49. 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 routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.
- Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those on site.
- A crowd management plan including capacities and evacuation times from each area of the site to allow for safe and quick evacuation in the event of an emergency.
- Emergency protocols and Major Incident Plan covering the following types of emergencies, fire, bomb threat, suspect packages, public disorder / disturbance, structural failure, hazardous substances, person in water, detained person, injury to a person, crime in progress. To also cover the role of the Event Liaison Team (ELT), coded messages, alert levels and procedures for each, partial evacuation procedure, full evacuation procedure, rendezvous points (RVP's), emergency announcements, event stop procedures, crime scene management.
- Extreme weather procedure and action plan covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
- Fire safety plan
- Traffic management plan covering the management of the traffic on the roads surrounding the event. Management of those attending and leaving the event as well as local residential traffic. Internal site signage for traffic. Car park management and lighting. Expected traffic levels throughout the event. Control measures to be used. Taxis and drop off facilities and operation of this facility. Pedestrian routes and lighting of routes. Management of pedestrian and vehicle crossing points.
- Noise management plan - in line with conditions set by Environmental Health
- Waste management plan
- Medical provisions plan covering details of medical / first aid posts, location and description

of facility available. Staffing levels of the facility and process to be used when treating patients. Medical emergency procedure.

- 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 regards 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. 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 by the security company/door men and police will be contacted immediately.
 - 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.
 - Bar management and Alcohol policy including staff management structure and responsibilities, bar staff briefings for the event. 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.
50. A Noise Management Plan, detailing how noise levels will be controlled so as not to cause nuisance to the community, shall be submitted to and approved by the Environmental Health at East Herts Council no later than 3 months prior to the event.
51. The Noise Management Plan is to follow "the recommended noise control procedure" contained in the Noise Council's Code of Practice on Environmental Noise Control at Concerts and shall include:
- a. a location plan;

- b. a description of all stages and music producing venues;
 - c. the directionality of sound;
 - d. predicted noise levels and the sound propagation characteristics of the event;
 - e. details of noise reduction measures;
 - f. the music running times;
 - g. the methods for local residents to contact the site management if they wish to comment on noise levels;
 - h. the methods used to engage with Environmental Health and other bodies to ensure compliance;
 - i. and the proposed monitoring positions.
52. The Premises License Holder shall ensure that the sound supplier and all individual sound engineers are informed of the sound control limits. Environmental Health should then be provided with confirmation from the sound engineers that they have been appropriately informed of the limits.
53. Noise monitoring by the Organisers shall take place, and be recorded, throughout the entirety of the event at the prior approved (by East Hertfordshire Environmental Health) site locations to ensure that limits are not exceeded. On-site monitors shall be continuous and regular checks to be carried out at noise sensitive locations to inform the controlling of sound equipment
54. Noise monitoring by the Organisers shall take place, and be recorded, throughout the entirety of the event at the prior approved (by East Hertfordshire Environmental Health) site locations to ensure that limits are not exceeded. On-site monitors shall be continuous and regular checks to be carried out at noise sensitive locations to inform the controlling of sound equipment
55. The event organisers shall ensure the Music Noise Levels (MNL) do not exceed the noise levels of the Licence Conditions. Monitoring must be at a height of 1.2 to 1.5 m above the ground height and not closer than 1 m to any structure.
56. There must be a written hierarchy of control between the noise control consultant and the sound producers, so it is clear who is ultimately responsible for turning down the music levels. Details of this hierarchy are to be provided to Environmental health no later than 4 weeks prior to the commencement of the event.
57. The premises licence holder shall ensure that music noise levels do not exceed the following: 65dB LAeq (15min) not less than 1m from the façade of any noise sensitive dwellings, with 70dB LAeq (15min) in the 63Hz and 125Hz octave bands.
58. 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 musical entertainment and can be delivered clearly audibly.
59. A telephone number shall be designated for complaints and must be active throughout the event in case of noise disturbance. This should be in the hands of a nominated person who will answer. The telephone number shall be made available 7 days before the event, provided to Environmental Health. A copy should also be affixed to the entrance to the event.
60. If requested, the results of any noise monitoring shall be provided to East Herts council within 10 working days of any request for them.

61. If there is any anti-social behaviour when the guest leaves the premises the police will be informed.
62. The event is non reserved seating in the general admission area a maximum of 960 guests in that area and have allocated seating for 1060 to ensure there is no overcrowding.
63. The tent is to be situated on the furthest point away from any neighbours on the common. The speakers are faced towards the woodland, away from commercial and residential properties.

ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

1. Only one event per year to be taken over three consecutive days.
2. Static security to be provided at Thornton street, Hertford; Friday 14:00-23:30, Saturday 11:00-23:30 Sunday 12:00-21:30
3. A site map to be sent to all attendees of the event referencing transport hubs and toilet facilities.
4. The rig and de-rigging of all equipment shall take place between 08:00-18:00 to the days specified in the EMP.

ANNEX 4 - PLANS

Site Plan: Licensing Floor Plan
Date: Oct 2023

Location Plan:
Date of Print: 15/12/2022