

Operating Schedule

1. The premises licence holder shall give notice of any event dates (where more than 2000 people will be in attendance) together with the proposed licensable activities and timings permitted, for events beyond September 2024 no later than 3 months before the date of the event to the Council's Licensing Authority and the Safety Advisory Group (SAG). The notice will include a draft version of the Event Management Plan (EMP) for the declared event.

2. The premises licence holder shall submit the final agreed version of the EMP to the Safety Advisory Group no later than 28 days before the first day of each declared event. The final version of the EMP must be agreed by the Licensing Authority and Cambridgeshire Constabulary no less than 7 days before the first day of the declared event.

The Event Management Plan shall comprise of, but not be limited to:

- Detailed site plan showing the locations of fencing, bars and entertainment areas
- Details of security (including fencing) and stewarding arrangements for the event
- Details of the event hotline (in the event neighbours wish to contact the organiser)
- Noise monitoring procedures including management and control measures being in place to adequately address music noise impacts
- Traffic management plan
- Major incident plan (including counter terrorism measures)
- Security & crowd management plan (including search, admissions and eviction policies)
- Medical risk assessment and plan
- Adverse weather plan • Children & vulnerable adults safeguarding policy (including reference to a risk assessment relating to presence of open water on site)
- Alcohol management plan
- Drugs policy

3. Any changes to the final EMP for a declared event may only be made with the written agreement of the Licensing Authority as the contents of the EMP will be regarded and treated as though they are premises licence conditions.

4. Any authorised officer of the Licensing Authority and Responsible Authorities shall have access to the premises at all times for the purposes of ensuring compliance with the premises licence conditions and promotion of Licensing Act 2003 licensing objectives.

5. A dedicated member of the team to be responsible for general spot check assessments on the boundary and at sensitive receptors, the purpose being to ensure adequate music noise level controls are maintained throughout the period of the event.

6. A Security & Crowd Management Plan will be included within the Event Management Plan. The purpose of the plan is as follows:

- a. To deter and prevent crime and disorder

b. To detail the security arrangements to keep attendees, staff, performers, visitors, contractors, traders (all persons on site) safe and secure

c. To detail the security arrangements for protecting assets within the premises including infrastructure, stages, equipment, etc.

d. To detail the security arrangements to prevent unauthorised access to the premises

e. To detail the procedures for managing exclusion and eviction from the premises

f. To set out procedures for managing incidents of disorder and antisocial behaviour.

7. SIA registered security personnel will be present on site 24 hours a day during the events opening to the public. We have taken advice from our previous security providers on SIA staffing numbers.

8. All security and stewarding staff shall receive a briefing, which will include suitable information and instructions relevant to the event, from the appointed Security & Crowd Manager prior to each event. All security and stewarding staff must be easily identifiable. Registered Security Industry Authority staff (SIA) staff to wear visible SIA badges at all times when on duty.

9. The premises licence holder shall ensure there is an effective means of two-way communication in place. This may include but not limited to mobile phones, two-way radios and other wireless and wired communications systems. General event communication will be managed by Event Control.

10. Illegal drugs and psychoactive substances will be prohibited items. Possession for use or supply will result in refusal of admission to, or ejection from the premises, this will be recorded, and report to the Cambridgeshire Constabulary (when necessary). A drugs policy will be included within the Event Management Plan and agreed with the Licensing Authority and Responsible Authorities prior to each event.

11. Anyone under the influence of illegal drugs or psychoactive substances who is vulnerable will be managed through the process set out in the Children & Vulnerable Adults Policy included within the Event Management Plan.

12. Children will be allowed access to the licensed premises if accompanied by a responsible adult aged 18 years or over, unless an age-related entry restriction applies to the event. Certain events may be subject to age restrictions, for example, based on a film classification. Children shall remain the responsibility of their responsible adult at all times.

13. The Major Incident Plan will include details of the routes to access the premises for emergency service vehicles and personnel including designated 'Blue Routes'.

14. A public notice will be erected at the entrance to the event containing the contact details of the event manager.

15. Any age-related policy required by the Licensing Act 2003 must make reference to the 'Challenge 25' policy, and that all members of staff must be trained regarding the sale of alcohol under this policy. All written records of the training to be maintained and be made available for inspection by the police or an authorised officer.

16. Drinks will be served in non-glass receptacles only.

17. All staff engaged or to be engaged in the sale of alcohol on the premises shall receive the following: a. training in age restricted sales with training records available for inspection by the police or other authorised officer on request. b. induction training which must be completed and documented prior to the sale of alcohol by the staff member. c. refresher/reinforcement training at intervals of no more than 12 months.

18. The designated premises supervisor shall authorise in writing the names of the staff members suitably trained to be responsible for the sale of alcohol at the premises in his/her absence.

19. A zero-tolerance drug policy to be implemented at the premises and appropriate drug awareness staff training shall take place with training records maintained and made available on request to the Police or an Authorised Officer.

20. A contact telephone number to be advertised at least one week before an external event either at the venue and/or on the website, where concerns and/or suggestions can be raised either before, during or after the proposed event. A written record of such calls and actions taken to be maintained.

21. The premises licence holder shall ensure that an age verification policy will apply to the premises whereby all bar staff will be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form of identification that complies with any mandatory condition that may apply to this licence.

22. An incident book to record the refusal of alcohol sales and/or ejections from the premises to be maintained on the premises and this book to be made available on request to the police or an authorised officer.

23. Body worn video (BWV) cameras will be worn by some designated Security Industry Authority security personnel. The devices will be switched on at relevant times, ie. When responding to incidents, and during the search of a person, to capture best evidence.

24. Where BWV are used the recordings will be held for a minimum of 28 days and made available, for inspection by the Licensing and Responsible Authorities on reasonable request.