



## Operating Schedule

Premises                      Recreation Ground, Whitefield Road, New Milton as defined in red on the plan.

Managed by:                New Milton Town Council (as Trustee to Charity)

Licensing Authority:      New Forest District Council

*INTRODUCTION – The purpose of a premises licence on this site is to facilitate existing and prospective family-oriented event bookings following build completion of the Performance Pavilion. The land is an asset of the Charity and New Milton Town Council (acting in its role as Trustee) only holds title on the charity’s behalf. Currently the site hosts several events each year run by local organisations. The Pavilion gives a clear focus to events and may inspire outdoor theatrical and dance performances, children’s plays and occasional live music. All events will be family orientated and fully inclusive, on this central area of public open space measuring 16,300sq.m. The accompanying plan shows the site layout for your event planning purposes and submission back to us.*

*Text in red is a condition of the Town Council’s Premises Licence and must always be adhered to . The text in black is either a planning condition or ones that the Town Council have set for operating the facility.*

<b>PREVENTION OF CRIME AND DISORDER</b>	
	<b>Sale of Alcohol on site</b>
1	The sale of alcohol shall take place within the red line on the plan , within Enclosure/s such as a tent. Organisers must inform the Town Council of the positioning of stalls selling alcohol, by way of a marked plan, a minimum of 5 weeks before the event. Sales will only take place within the times of 1200-2130 hours.
2	Whilst the sale of alcohol is taking place there will be a representative of the Town Council present who will oversee the event.
3	At all times that the sale of alcohol is taking place on site there will be a personal licence holder at the premises. The designated premises supervisor will regularly conduct spot checks and a record of such checks will be made.
	<b>Logs</b>
4	An incident log will be provided and maintained on the premises for all days that licensable activities take place. It will remain on the premises throughout the day and will be available for police inspection on request. All incident logs will be retained by the Town Council for a minimum of 2 years. Any incidents that include physical altercation or disorder, physical ejection, injury, I.D. seizure or drug misuse will be recorded in the incident log. The entry is to include an account of the incident and the identity of all persons involved or descriptions if identity unknown. Should there be any physical interaction by staff of event organisers and the public, the entry will include what physical action occurred between each party. The entry must be timed, dated and signed by the author. If the steward has reading or writing difficulties then the entry can be made by another, read back to the involved and counter signed by the person writing. At the end of the event the incident log will be checked by the head steward where any entries will be reviewed and signed. If no incidents occurred then a record of this should be made in the log. At the end of the event the incident log will be checked by a manager appointed by the event organiser where any entries will be reviewed and signed.
5	A written log shall be kept of all refusals including refusals to sell alcohol. The designated premises supervisor shall ensure that the refusals log is checked and signed on every day that



	sale of alcohol takes place. The refusals log will be kept and maintained by the Town Council and will be available for inspection immediately upon request by any responsible authority. Record of refusals will be retained for 2 years.
	<b>Bottles &amp; Glasses</b>
6	Drinks purchased on site will only be available for consumption from plastic vessels (open).
7	Bottles/cans bought for off-site consumption must stay UNOPENED at the event.
	<b>Drinks Promotions</b>
8	The bar area will not conduct drinks promotions such as 2 for 1 or multiple drinks promotions.
	<b>CCTV &amp; Communication</b>
9	The CCTV systems located at the site itself and adjacent the Fire Station will record in accordance with management by New Forest District Council. Images are retained for a maximum of 28 days (Data Protection Act) and Police/authorised authorities can request footage within this timescale for further retention.
<b>PREVENTION OF PUBLIC NUISANCE</b>	
	<b>Public Amenity</b>
10	The Event Organisers shall notify the Town Council of events where licensable activities will take place at least 6 weeks prior to the event commencing.
11	There will be no more than 12 events between the hours of 1900 and 2200 using amplified music or sound on the site in any calendar year without prior permission of New Forest District Council. (Condition 4 of permission 12/99572)
12	Where event attendance is expected to be 1,000 or over, the organiser must engage with NFDC Safety Advisory Group (expected 3 months before event date).
	<b>Litter &amp; Waste</b>
13	The event organiser shall be responsible for prevention & disposal of waste and make provision for emptying of bins in the vicinity of the site. £100 fee for non-clearance.
14	The event organiser shall not participate or encourage flyposting & leafleting of events and any leaflet distribution shall be managed in such a way as to prevent litter.
15	Adequate bins shall be provided on site and all litter and refuse including litter from the access and egress routes to the premises, shall be removed within 24 hours of the event finish time.
	<b>Noise and Vibration</b>
16	The event organiser shall take all necessary steps to ensure that noise or vibration is minimised at the façade of the nearest residential property.
17	The use of P.A. equipment for announcements, playing of live or recorded music after 2200hrs is not permitted.
18	Any issue on event day should be resolved by the HOTLINE number given in Section 1 of the Event Application Form. This number should be known to event stewards and any incident must be logged, regardless of nature and duration. Any request by an authorised officer of the District Council in relation to reducing noise levels shall be complied with.
	<b>Light Pollution</b>
19	Flashing or particularly bright lights on the site must not cause a nuisance to nearby properties (other than the previously agreed lighting to prevent crime and disorder).



<b>PROTECTION OF CHILDREN FROM HARM</b>	
	<b><i>Prevention of Underage Sales</i></b>
20	There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises, shall produce identification proving they are 18 years of age or older.
21	Acceptable identification for the purpose of age verification will include a photo card driving licence, HM Forces ID card or photographic identification bearing the 'PASS' logo (Proof of Age Standard Scheme) and persons date of birth. If no acceptable means of identification is produced, no alcohol sale or supply can take place to or for that person.
22	Signage will be prominently placed around the bar area advertising that it operates the 'Challenge 25' initiative.
	<b><i>Child Protection</i></b>
23	A copy of the event organisers 'Safeguarding' policy should be supplied to the Town Council at least five days before the event. In any case the following items apply.
24	Anyone employed to look after children (where parent/guardian isn't present) will be in possession of their own up to date D&BS disclosure having been renewed every 2 years.
	<b><i>Cinema Screenings</i></b>
25	Films shall not be shown unless it has received a U or PG rating certificate from the British Board of Film Classification.
26	A representation or written statement of the terms of any certificate given by the BBFC shall be shown on the screen immediately before the showing of any film to which it relates and be shown for at least 5 seconds and in a form large enough to be read at a reasonable distance.
27	There will be at least one staff member of the event organiser per 50 children at the premises.
	<b><i>Children in Performances</i></b>
28	All chaperones and organisers crew for the show must receive instruction on fire procedures prior to the children's arrival.
29	Special effects, including smoke, dry ice, rapid pulsating or flashing lights are not to be used in performances involving children.
30	Children performing shall always be kept under adult supervision .
31	Children shall always be accounted for in case of an evacuation or emergency.
<b>PUBLIC SAFETY</b>	
	<b><i>Capacity Limits</i></b>
32	The expected event capacity will be notified on the Event Application form, with the Town Council informing Police of anticipated capacity a minimum of four weeks prior to the event date, plus plan showing alcohol sales pitches (see O.S.1)
33	The site capacity maximum is 4,999 persons. Any event predicted to have greater capacity must hold the event at an alternative venue.
	<b><i>Access for Emergency Vehicles</i></b>
34	Access for emergency vehicles shall always be kept clear .

	<b><i>Disabled/Vulnerable Persons</i></b>
35	The event organiser is responsible for ensuring that arrangements exist to enable the safe evacuation of all vulnerable persons from site in the event of an emergency. This will be included in their event risk assessment.
	<b><i>First Aid</i></b>
36	An adequate and appropriate supply of first aid equipment and materials shall be available on site.
37	Suitably qualified first aiders, whether stewards from the event organisers or a third-party organisation, should be on duty for the duration of the event. The assessment of need and relevant numbers should be included in the organisers' event specific risk assessment.
38	If more than one first aider is present their respective duties shall be clearly defined.
39	An appropriately qualified medical practitioner shall be present throughout sports entertainment involving boxing, wrestling, judo, karate or sports of a similar nature.
40	Stewards must be clearly identifiable throughout the event by wearing distinctive clothing.
	<b><i>Safety Certificates</i></b>
41	Any electrical items used should be portable appliance tested on a regular basis and certificate copies, collected by the organiser prior to the event.
42	A copy of a valid public liability insurance certificate for <b>a minimum of £5million</b> must be provided with the booking form. Keys will not be issued if this is not received at least fourteen days prior to the event.
43	A copy of the event specific risk assessment must be provided with the booking form. Keys will not be issued if this is not received at least fourteen days prior to the event.
	<b><i>Special Effects</i></b>
44	Where special effects or mechanical installation are used, they shall be arranged and stored to minimise any risk to the safety of audience, performers and organisers.
45	Prior notification of 28 days must be given to the New Forest District Council Licensing Department (who will notify Environmental Health/Health & Safety/Fire & Rescue services) for any use of the following – Dry ice machines and cryogenic fog; Smoke machines and fog generators; Foam cannon/snow machine; Pyrotechnics/fireworks; Real flame; Firearms; Motor vehicles; Strobe lighting; Explosives and highly flammable substances; Lasers.  Copy notification must be received by the Town Council in the same timeframe.
	<b><i>General</i></b>
46	Free drinking water shall always be available to the public during the event.
47	<b>Event organisers will ensure that a written risk assessment has been provided to the Town Council. This risk assessment shall state adequate number of stewards to be present at the event, based on expected attendance and number of alcohol stalls. This is to uphold the premises licence conditions.</b>  If adequate stewarding cannot be obtained or there is perceived risk associated with the event, SIA certificated security staff shall be present at the event.  It is the responsibility of the organiser to ensure the submitted plan is adhered to, and which should show any necessary (rather than desired) vehicle parking.
48	Charitable collections or sale of articles are subject to permissions process from New Forest District Council. Please ensure applications are made a minimum of 10 days before event date.
	<b><i>Notices</i></b>
49	Any conditions of entry to the premises shall be displayed in the vicinity of all entrance points.
50	<b>Signs stating 'No alcohol to leave site unless in a sealed container' to be displayed at exit points.</b> (supplied by the Town Council)