

1. A draft Event Management Plan (EMP) will be submitted by the PLH to the Safety Advisory Group (SAG) (or other body nominated by the Licensing Authority) for comment and discussion at least 3 months prior to the relevant event day or such lesser period agreed by the SAG. The draft EMP shall contain, but not be limited to:-

- a. Event Management Structure
- b. Event Risk Assessment
- c. Operational Management Plan
- d. Site Plan
- e. Construction Phase Plan, Risk Assessments and Method Statements
- f. Fire Risk Assessment
- g. Major Incident Plan (including counter terrorism measures)
- h. Security and Crowd Management Plan (including search policy)
- i. Medical Risk Assessment and Plan
- j. Adverse Weather Plan
- k. Children and Vulnerable Adults Safeguarding Policy
- l. Traffic and Transport Management Plan
- m. Alcohol Management Plan
- n. Sanitation Plan
- o. Waste Management Plan
- p. Health and Safety Policy
- q. Alcohol and Drug Use Policy

2. The final draft of the EMP shall be submitted by the PLH to the SAG as to allow its approval no less than 28 days before the relevant event day. Thereafter any further changes to the EMP must be approved by the Licensing Authority.

3. Throughout an event the PLH shall establish an Event Control to include the Event Liaison Team (ELT) comprising representatives of the PLH, Security and nominated representatives of the Licensing Authority and Responsible Authorities. During event days the ELT shall manage operation of the event. Any necessary changes to the EMP may only be made with the consent of the ELT.

4. The PLH will implement the final EMP for each event.

5. Any authorised officer of the Licensing Authority and the Responsible Authorities, shall have access to the licensed site at all reasonable times for the purposes of ensuring compliance with the Premises Licence Conditions and the promotion of the licensing objectives.

6. The Police will be notified at the earliest opportunity by the Head of Security in the case of any incidents of serious crime and disorder where the victim consents and where the victim does not consent, where an intervention is required to maintain wider public safety at the discretion of the Head of Security or PLH.

7. All security and stewarding staff will receive a briefing, which will include suitable information and instructions relevant to the event, from the appointed security and crowd manager prior to each event. All security and stewarding staff will be easily identifiable and registered Security Industry Security (SIA) shall wear visible SIA badges at all times when on duty. The area to be used for the event, including the public arena, and work areas will be enclosed by a secure perimeter with defined and controlled entry points and exits, including emergency exits. Details of the secure perimeter shall be agreed with the Licensing Authority and Responsible Authorities via the SAG prior to each event.

8. All entry to the premises for events will be controlled and managed by SIA security employed by the security contractor. Security staff will be briefed on the entry conditions, search procedures and any other relevant policies, procedures or requirements for each event.

9. Entry conditions will be displayed at all entrances to the premises, including entry to work areas. Patrons will not be allowed to re-enter the premises after they have left (unless at the discretion of the Head of Security re-entry is considered appropriate) or after they have been ejected.

10. Patrons, contractors, workers, volunteers, artists and their guests may be searched on entry to the premises in accordance with the search policy and procedure contained in the Security and Crowd Management Plan. Children will be accompanied by a responsible adult during any search.

11. Details of prohibited items will be included in the conditions of entry to the event, will be available on the event's website and will be clearly displayed at all entry points. Patrons will not be allowed to bring glass or open bottles into the Licensed Premises.

12. Secure amnesty bins will be provided at designated entry points agreed with the Police. Items surrendered or confiscated will be held and disposed of by the security and crowd manager in accordance with procedures agreed with the Police. A log will be maintained of confiscation, seizures and disposals by the security and crowd manager and will be made available for inspection by the Licensing Authority and the Police on reasonable request.

13. CCTV will be installed at entrance point(s) to record a clear facial image of every person entering. Footage shall be stored for a minimum of 31 days. In the event that images are requested from a constable or authorised officer of a responsible authority the management will ensure a staff member who is conversant with the operation of the CCTV system shall be on the premises at all times the premises are open to the public. This staff member shall give technical assistance to them in the event that CCTV footage is requested for the prevention and detection of suspected or alleged crime, or offence and be able to show a police officer or authorised Council officer recent data or footage.

14. Body worn video cameras will be worn by designated SIA security response teams when responding to alleged incidents.

15. The PLH shall ensure adequate lighting is provided throughout the premises and within the vicinity of the premises' footprint including public areas for entry, exit and emergency egress routes details of which will be included on the Site Plan.

16. Lost Property will be retained by Event Control and a log of items will be kept. Where information about the owner is available, the customer services team will make attempts to contact the patron concerned and return their item(s). A contact email address for information about lost property will be provided by the PLH.

17. A Major Incident Plan will be included within the EMP. The Major Incident Plan will be agreed in advance with the Licensing Authority and Responsible Authorities prior to the first event of each year via the SAG (or other body nominated by the Licensing Authority). The Major Incident Plan will include details of coordination with the emergency services and how the premises will be evacuated. The EMP will contain the contact details of those nominated by the PLH to manage any major incident.

18. The PLH will ensure the provision of and maintain suitable access to the site at all times during the build, break and live events, for emergency services including the Police, ambulance and fire and a rescue, including during the departure and arrival of patrons and adverse weather. Details of the emergency access routes, including their specification, shall be contained in the Major Incident Plan within the EMP. These routes will be designated as the 'Blue Routes'.

19. The PLH will agree Emergency Services Rendezvous Points with the emergency services. Details of the Blue Routes and Emergency Services Rendezvous Points will be detailed within the EMP and on the Site Plan.

20. A Safeguarding of Children and Vulnerable Adults Policy will be included in the EMP and agreed with the Licensing Authority and Responsible Authorities prior to each event via the SAG. All members of the Event Liaison Team will be briefed on the safeguarding measures and all operational staff will follow the procedures set out in the Policy.

21. The welfare service provider will be provided for children, including lost and unaccompanied children and vulnerable adults. Welfare provider and those with significant access to children and vulnerable adults will be subject to a Disclosure and Barring check. A Lost Children policy will be included in the EMP and agreed with the Licensing Authority and Responsible Authorities prior to each event via the SAG.

22. All planning for the event will be in line with recommendations laid out in the online 'Purple Guide' and HSG154 Managing Crowds Safely and will be planned in strong consultation with local authorities and licensing staff via regular meetings starting no less than 3 months before the proposed start date of any activities on the site.

23. The final site layout shall be as agreed with the event health and safety advisor and Security consultant and all statutory authorities (which includes but is not limited to members of the council events department, licensing, highways, parking, and blue light services.)
24. There shall be at least one personal licence holder in the bar present whilst the bar is in operation. Furthermore, whenever the premises are open to the public the Designated Premises Supervisor shall be present within the licensed premises.
25. Plastic glasses or cans will be used at the bar. Where a drink is in a bottle and this is not plastic, the contents of said bottle will be decanted into a plastic glass.
26. The boundaries of the licensed premises will be clearly fenced and marked so that staff, interested parties, police and members of the public can clearly see what areas are licensed.
27. No event shall take place until an Event Management Plan has been submitted to and approved by all other relevant statutory bodies.
28. All core event staff and personnel will be issued with a radio and will be in contact with event control.
29. All licensed door staff will use radios to contact each other and will wear hi-visibility arm bands with their SIA badge clearly on display. They will also be in high visibility jackets or similar and should be clearly identifiable as security.
30. All stewards will wear high visibility jackets or similar and should be clearly identifiable as stewards.
31. The appointed security contractor will provide SIA registered security staff provision, including the mix of male/female staff will be based on a risk assessment carried out no less than one month before any event.
32. Outside the permitted hours for alcohol, all alcoholic drinks shall be secured safely to prevent their sale or theft.
33. Any patrons displaying signs of drunkenness or use of drugs will be ejected from the premises where it is safe to do so or admitted to onsite welfare facilities until they are deemed safe to be ejected. Where anti-social behaviour is observed in connection with alcohol or drugs, the patron will be ejected when safe to do so.
34. Refusal log books will be completed for any refusal of the sale of alcohol. There will be one book at every bar and will be made available upon request to officers from Cambridge City Council, Trading Standards or Cambridgeshire Constabulary.
35. Security will be posted at key locations, as identified within the EMP and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residencies and businesses.
36. All drugs or illicit substances found or confiscated on site will be logged via radio at the point of confiscation and then returned to the event HQ where it will be securely stored and logged in a drugs book which shall be made available upon request to Officers from Cambridgeshire Constabulary. All contraband along with seizure records will be handed to Cambridgeshire Constabulary at the end of the event.
37. A dedicated area in the site, adjacent to the First Aid section, will be provided for welfare provision to treat and ensure the safety of any vulnerable patrons in the premises.
38. Adequate medical provision will be made available in line with calculations from the "Purple Guide" and following a risk assessment carried out by the medical provider.
39. An incident book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and Cambridgeshire Constabulary.
40. Waste management teams, alongside event staff will be engaged to ensure the event site is cleaned and returned to its previous condition.
41. Attendees will be reminded of the residential location via digital media in advance of the event and clear signage throughout the event site will be used to remind and inform attendees of the proximity of residential areas.

42. Noise limits will be agreed with local authority noise management agents and adhered to vigorously. All residents within the area will be advised, by way of a letter drop, of any use of the premises, no less than one month before any event. A contact number will be provided in this letter drop for residents to be able to contact the noise management staff to ensure any complaints can be dealt with in a timely fashion.
43. Sufficient sanitary facilities will be made available within the premises to prevent public urination (as per the Event Management Plan).
44. Following discussion with Cambridge City Council Environmental Protection team, noise limits will be set in advance. These limits will be implemented throughout the course of the build, de-rig and live dates.
45. The organisers will monitor on-site dB noise levels and ensure that set noise limits will be adhered to, with regular reading to be taken and recorded.
46. A dedicated festival 'hotline' will be in place for local residents to contact the festival organisers, enabling them to respond to noise disturbance concerns and react accordingly.
47. Depending on the specific event, the site will either be restricted to people who are 18 years or older or it will be open to all ages. When applicable, anyone under the age of 18 will need to be accompanied by an adult. 2 people under 18 years of age can be accompanied by one adult (exceptions due to circumstances will be made e.g. single guardians and large family groups). Vigorous ID checks will be carried out at the point of entry and sale for any age restricted products.
48. All age restricted sales training undertaken by staff members will be fully documented and recorded prior to being allowed to sell alcohol.
49. The premises will adopt a 'Challenge 25' policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licenses with a photograph, or proof of age cards bearing the PASS mark hologram. The list of approved ID may be amended or revised with the prior agreement of Cambridgeshire Constabulary and the Licensing Authority without the need to amend the actual license.
50. In 2025 the licence would be limited to a one-day event only, to be held in July. The capacity for this event will be a maximum of 2,499 people.
51. From 2026 onwards the licence would be limited to a singular two consecutive day event on a Friday and Saturday per annum. With the agreement of SAG from 2026 the capacity of this annual event will increase to a maximum of 4,999 people.
52. All customer facing staff will be provided with Welfare and Vulnerability Training, including Ask for Angela Scheme.