

Receipt No 235209 (CHQ)  
Initials RF  
Date 9/2/15



SL06

**SOUTH LAKE LAND DISTRICT COUNCIL**  
Public Health & Licensing Group, South Lakeland House, Lowther Street,  
Kendal, Cumbria LA9 4UD  
Tel: 0845 050 4434 Fax: (01539) 740300  
[www.southlakeland.gov.uk](http://www.southlakeland.gov.uk) e-mail: [licensing@southlakeland.gov.uk](mailto:licensing@southlakeland.gov.uk)

Application for a premises licence to be granted under the Licensing Act 2003

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

09 FEB 2015

I/We **KENDAL COMMUNITY THEATRE**  
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description

**TOWN CENTRE, FROM LIBRARY TO THE BREWERY  
ARTS CENTRE, INCLUDING THE MARKET PLACE,  
BRANTHWAITE BROW AND FINKLE STREET**

Post town **KENDAL**

Postcode

Telephone number at premises (if any)

Non-domestic rateable value of premises £

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals \* ☐ please complete section (A)
- b) a person other than an individual \*
- i. as a limited company ☐ please complete section (B)
- ii. as a partnership ☐ please complete section (B)
- iii. as an unincorporated association or ☐ please complete section (B)

October 2012

09/02/15 on to process  
end date 09/03/15 TM

09/03/15

- iv. other (for example a statutory corporation) ☐ please complete section (B)
- c) a recognised club ☐ please complete section (B)
- d) a charity ☒ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☐

I am making the application pursuant to a  
statutory function or ☐  
a function discharged by virtue of Her Majesty's prerogative ☐

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

### (B) OTHER APPLICANTS

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name	KENGAL COMMUNITY THEATRE
Address	CASTLE ST CENTRE CASTLE ST. KENGAL LAG FAD
Registered number (where applicable)	CHARITY NO: 1156585
Description of applicant (for example, partnership, company, unincorporated association etc.)	COMMUNITY THEATRE CHARITY
Telephone number (if any)	[REDACTED]
E-mail address (optional)	[REDACTED]

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
03	04	2015

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
03	04	2015

Please give a general description of the premises (please read guidance note 1)

**KENDAL TOWN CENTRE**

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- |                                                                                                             |                                     |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------|
| a) plays (if ticking yes, fill in box A)                                                                    | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)                                                                    | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)                                                   | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)                                        | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)                                                               | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)                                                           | <input type="checkbox"/>            |
| g) performances of dance (if ticking yes, fill in box G)                                                    | <input type="checkbox"/>            |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>            |

**Provision of late night refreshment** (if ticking yes, fill in box I)

☐

**Supply of alcohol** (if ticking yes, fill in box J)

☐

In all cases complete boxes K, L and M



A

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input checked="" type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3) <b>ACTORS WILL HAVE MICROPHONES</b>			
Mon						
Tue						
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)			
Thur						
Fri	1600	1800	<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)			
Sat						
Sun						

# B

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	
			Indoors	<input checked="" type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3) <b>VIDEO LINK FROM THE BREWERY TO THE UNITED REFORM CHURCH</b>	
Mon			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)	
Tue				
Wed				
Thur				
Fri	1600	1800	<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5)	
Sat				
Sun				

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Wed			
Thur			
Fri			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					



# E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input checked="" type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3) <b>CHOIR AND PERCUSSION</b>		
Mon					
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur					
Fri	1600	1800	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)			
Thur						
Fri			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)			
Sat						
Sun						

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)	
Mon				
Tue			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)	
Wed				
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Fri				
Sat				
Sun				

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sun					



<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun			<b><u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:**

Name	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

N/A

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)
Tue			
Wed			
Thur			
Fri	1600	1800	
Sat			
Sun			

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)**

**b) The prevention of crime and disorder**

N/A

**c) Public safety**

THE EVENT WILL BE CONTROLLED BY STEWARDS  
FROM KENDAL COMMUNITY THEATRE  
WE HAVE APPLIED FOR ROAD CLOSURE  
PERMISSION

**d) The prevention of public nuisance**

N/A

**e) The protection of children from harm**

N/A

**Checklist:**



Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☐
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature	Elaine Thomson
Date	8/2/15
Capacity	Project Manager

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

**ELAINE THOMSON**  
**4 QUEENS PLACE**

Post town	KENDAL	Postcode	LA9 4PJ
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) elaineth@btinternet.com			

**Notes for Guidance**

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



## **MANAGEMENT PLAN TOWN CENTRE FRIDAY 3rd APRIL 2015**

### **Overview of sites**

Site 1

- The Library steps, Stricklandgate.

Site 2

- The Market Place.

Site 3

- The Birdcage.

Site 4

- The Town Hall.

Site 5

- Kendal URC.

Site 6

- The Brewery gardens.  
Overflow audience in Kendal URC.

### **Control Centre**

Romney Room Town Hall

### **Performers Centre**

Kendal URC

### **First Aid and Lost Children**

West end of Market Place

### **Event Management Team**

#### **Overall control of production**

Production/Event manager (PM)	Sue Buckingham
Deputy Production Manager (DPM)	Joan Wilson
Road Closures and Marshals	Elaine Thomson

#### **In charge of performers**

Director	Chris Taylor	07583 209915
Music Director	Anne Pater	078167 66176
Costume Manager	Kate Reid	

#### **In charge of stewards**

Chief Steward & Safety Officer	John Train	07765 64251
Based at Control Centre		
Steward in charge of movement	Elaine Thomson	

**Liaison**

Production/Event Manager	Sue Buckingham	07891 293245
Deputy PM	Joan Wilson	
Stewards for sites	John Train	
Stewards (peripatetic)	Elaine Thomson	07810 423457

**Assistant Site manager/Steward teams:**

SITE 1	
Library steps	2 stewards
SITE 2	
The Market Place	4 stewards
SITE 3	
The Birdcage	2 stewards
SITE 4	
The Town Hall	4 stewards
SITE 5 & Site 6(URC)	2 stewards
SITE 6	Brewery Arts Centre Front of House
The Brewery Gardens	

**Communication**

In case of disorder which threatens the safety of public or property the line of communication will be as follows:

- Site manager/Stewards report verbally to DPM & Peripatetic Steward.
- DPM & Peripatetic Steward report verbally OR by mobile to PM
- PM phones 999
- IN EVENT OF IMMEDIATE THREAT TO PUBLIC **any member of event management team/ stewards phones 999.**

**10.00am Pre-performance Briefing**

Technical and event management team briefing at Control Centre for Event Management Team including Site manager/steward teams.

Stewards to be responsible for staging at Market Place and Town Hall once erected.



**2.30pm Stewards' final briefing**

Stewards' briefing at Control Centre

John Train  
Caroline Moir  
Elaine Thomson**3.00pm****Barrier Stewards** briefing at Control CentreJohn Train  
Caroline Moir  
Elaine Thomson

**KCT Stewards** monitor pedestrian crossing points outside Town Hall on:  
Highgate,  
Lowther Street  
All Hallow's Lane.

**3.30pm**

Site stewards take up stations

**3.45pm****Stewards** move audience to Library and take up stations.

**From 3.45** Road closure barriers and/or **Stewards** put in place and monitored throughout performance as necessary:

- |                                              |               |
|----------------------------------------------|---------------|
| • Junction Stricklandgate /Library Road      | <b>3.30pm</b> |
| • Across Highgate outside Town Hall          | <b>3.30pm</b> |
| • Junction All Hallows Lane/Fellside         | <b>4.30pm</b> |
| • Across the bottom of All Hallows Lane      | <b>4.31pm</b> |
| • Junction Highgate/Captain French Lane      | <b>4.30pm</b> |
| • Junction Highgate/Gillinggate.             | <b>4.30pm</b> |
| • ½ barrier down Gillinggate from Glebe Road | <b>4.28pm</b> |
| • Junction Branthwaite Brow/Stramongate      | <b>4.15pm</b> |

**Timings may be adjusted depending on the speed of the performance but Highgate and All Hallows Lane must be clear before performance starts at the Town Hall (nominally 4.45pm)**

**4.00pm****Peripatetic Steward** informs **PM** that initial barriers are in place.

When **PM** is satisfied that **Stewards** monitoring audience are in position s/he authorises start of performance.

**General crowd control & safety at all sites**

- **Stewards** monitor **audience** from in front and behind for anti-social or dangerous behaviour.
- **Stewards** maintain 2 metres access between **stages** & **audience**
- **Stewards** maintain 2 metres open access between **audience** & buildings
- **Stewards** ensure access for emergency vehicles.
- In the event of **anti-social behaviour, or other emergency**, **Stewards** will move **audience** away from any incident **There will be no intervention.**
- **Stewards** will ring 999.
- **PM** will make decision whether to cancel all or part of the performance.
- In the event of such cancellation **Stewards** will request **audience** to clear the area.
- All **performers** will be briefed to return to Kendal URC under the guidance of PM, DPM and Director.
- Barrier **Stewards** to be ready to allow emergency access.

**Detailed Responsibilities and organisation at each site**

**Site 1: Library Steps** 10 minutes playing time 4.00pm

The **PM, Peripatetic Steward** and **DPM** take post in front of the audience.

- When audience is in place and **Stewards** are positioned as follows:
- 2 **Stewards** positioned to right and left of Library facing audience
- 2 **Stewards** face the Library monitoring the audience from behind
- 2 **Stewards** positioned with backs to north Stricklandgate
- 2 **Stewards** positioned with backs to War Memorial.

- 1 **Steward** positioned at the junction between Blackhall Yard and Stricklandgate to allow entrance of one **actor** through **audience**.
- 1 **Steward** positioned at Elephant Yard facing **audience**.
- 2 **Stewards** maintain access for emergency vehicles at rear of **audience**.
- At the end of the scene the Roman Sergeant will give the verbal 'order': 'Fall in'. 4 drumbeats will sound; the 'Sergeant' verbally directs and leads the actors south down Stricklandgate and east into the Market Place.
- **PM** and **Stewards** guide the audience on the same route keeping to the left of the carriageway to ensure access by emergency vehicles.
- **Anticipated movement time 5 minutes**

**Site 2: Market Place** 10 minutes playing time 4.15pm

The **PM**, **Peripatetic Steward** and **DPM** take post in front of the audience.

- When audience is in place and **Stewards** are positioned as follows:
- 2 monitoring **audience** with backs to Market Hall
- 2 to east side of stage facing **audience**
- 2 monitoring **audience** with backs to New Shambles
- 2 to west side of stage facing **audience**
- 1 at entrance to New Shambles to maintain exit for one **actor** – no audience allowed
- 1 at entrance to Old Police Yard – no audience allowed
- 1 at top of Branthwaite Brow to maintain access for emergency vehicles.
- 2 at War Memorial to maintain access for emergency vehicles
- 5 at Branthwaite Brow/Stramongate junction to guide audience up Finkle Street

**PM** cues the scene.

- At the end of the scene the Roman Sergeant will give the verbal 'order': 'Fall in'. 4 drumbeats will sound; the 'Sergeant' verbally directs and leads the actors and audience to The Birdcage via Branthwaite Brow and Finkle Street.
- **Anticipated movement time 10 minutes**

**Site 3: Birdcage** 5 minutes playing time 4.35pm

The **PM**, **Peripatetic Steward** and **DPM** take post in front of the audience.

- When audience is in place and **PM** is satisfied **stewards** are in position as follows:
- 2 between entrance to New Shambles and Birdcage maintaining access for emergency vehicles
- 2 at rear of audience on Finkle Street
- 2 facing audience south of Birdcage
- 2 facing audience north of Birdcage
- 2 at rear of audience on Highgate
- 2 maintaining access for emergency vehicles on Highgate

**PM** cues the scene.

- At the end of the scene the Roman Sergeant will give the verbal 'order': 'Fall in'. 4 drumbeats will sound; the 'Sergeant' verbally directs and leads the actors south down Highgate to Town Hall.
- **PM** and **Stewards** will guide the audience down Highgate to Town Hall keeping them to the left of the carriageway to enable access by emergency vehicles.
- **Anticipated movement time 5 minutes**

**Site 4: Town Hall** 15 minutes playing time 4.45pm

The **PM**, **Peripatetic Steward** and **DPM** take post in front of the audience.

- When audience is in place and **PM** is satisfied **stewards** are in position as follows:
- 2 **Stewards** facing **audience** with back to stage.
- 2 **Stewards** behind the **audience** with backs to Highgate North
- 2 **Stewards** behind the **audience** with backs to Lowther Street
- 2 **Stewards** behind the **audience** with backs to All Hallow's Lane
- 2 **Stewards** behind the **audience** with backs to Highgate South.
- 2 **Stewards** with special responsibility for clearing access for **emergency vehicles**.
- **PM** cues the scene.
- At the end of the scene the Roman Sergeant will give the verbal 'order': 'Fall in'. 4 drumbeats will sound; the 'Sergeant' verbally directs and leads south along Highgate on the **right** of the carriageway, going against traffic flow.
- **PM** and **Stewards** will guide the audience south along Highgate keeping them to the **left** of the carriageway, going against traffic flow, to enable access by emergency vehicles.
- **Anticipated movement time 10 minutes**
- When audience has cleared the Highgate/Lowther Street junction, road barriers can be removed from the Library, Town Hall, All Hallows Lane and Fellside

**Site 5: Outside United Reformed Church** 5 minutes playing time 5.10pm

The **PM**, **Peripatetic Steward** and **DPM** take post in front of the audience.

- When audience is in place and **PM** is satisfied **stewards** are in position as follows:
- Site manager/**stewards** will patrol the URC courtyard to keep it clear of audience members.

- **Audience** is marshalled on the left (east) of Highgate.
- 2 **Stewards** face the audience backs to URC.
- 2 **Stewards** maintain emergency vehicle access from South of Highgate.
- 2 **Stewards** monitor audience from rear.
- 6 **Stewards** take up position in front of audience.
- **PM** cues the scene.
- At the end of the scene the Roman Sergeant will give the verbal 'order': 'Fall in'. 4 drumbeats will sound; the 'Sergeant' verbally directs and leads south along Highgate on the **right** of the carriageway, going against traffic flow.
- **PM** and **Stewards** will guide the audience south along Highgate keeping them to the **left** of the carriageway, going against traffic flow, to enable access by emergency vehicles.
- **Anticipated movement time 10 minutes**

**Site 6: Brewery Gardens or URC** 25 minutes playing time 5.25pm

- The principles applying to the scenes above will pertain, along with a site specific event plan agreed with the Arts Centre management.
- **Stewards** will man all entrances to the Arts Centre, including Garth Heads.
- In the event of an overflow **audience**, which is considered likely, **Stewards** will marshal the audience to URC as follows:

**Audience movement to Kendal URC**

- **PM** and **PM** will lead the audience out of the Brewery Arts Centre through the pedestrian former YHA entrance to the Arts Centre
- The **Stewards** will keep the audience to the left of the carriageway going in the direction of the flow of traffic to enable access by emergency vehicles down the right hand carriageway.

- At Kendal URC overflow **audience** will be assembled in the church, and courtyard to the **west** of the arch.
- A minimum of 10 **Stewards** will accompany overflow **audience** to Kendal URC.
- When **audience** is in place and **PM** is satisfied **stewards** are in position s/he cues scene.

**For both these venues there will be no performance or audience members on any public highway.**

- The road barriers at Captain French Lane and Gillinggate (3) can be moved as soon as the audience is in the Brewery and the URC.

### **Final arrangements**

- At the end of the performance **PM** and **Stewards** will escort the audience off the Brewery Arts Centre premises. **DPM** and **Stewards** will do likewise at Kendal URC. The **Stewards will monitor the safety of the audience as they disperse.**

### **Traffic management**

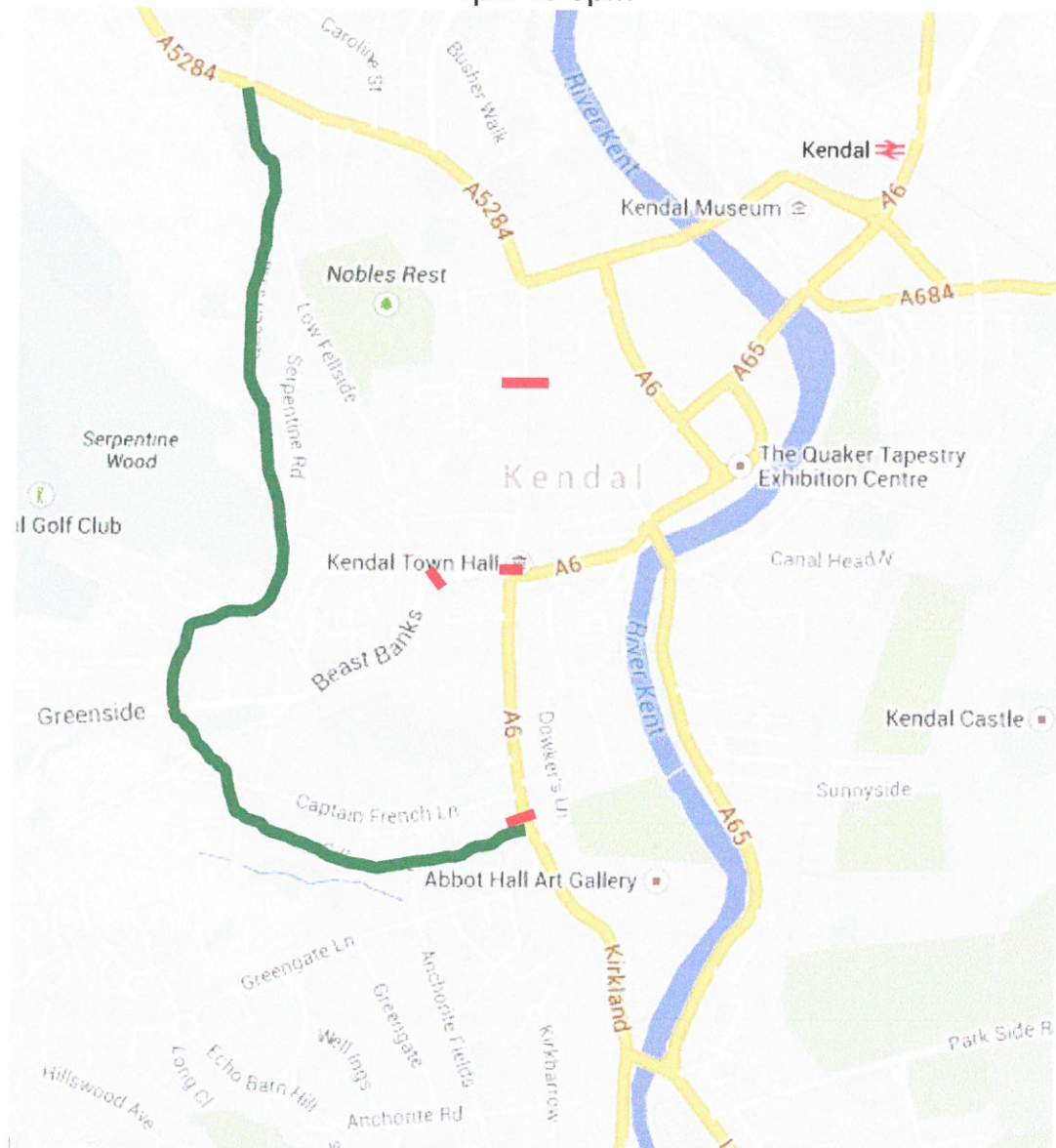
- All traders directly affected will have/have been notified of road closure.
- All householders directly affected will have/have been notified of road closure.
- Bus companies will have been/have been notified of road closure.
- Taxi companies will have been/have been notified of road closure.
- Road closure will be posted on our website and facebook page and relayed to Lakeland Radio/Radio Cumbria.
- Diversion signs will be in place - see attached map for route.



## Kendal Town Centre

### A Passion for Kendal

Map indicating road closures and diversion route for Good Friday April 3<sup>rd</sup> 2015  
4pm to 6pm



-  Diversion route
-  Road Closure

Closure of the pedestrian area of Stricklandgate/Highgate between the Library and the Town Hall including the Market Place, Finkle Street and Branthwaite Brow.

Closure of Highgate from the Town Hall to Gillinggate but giving access to Captain French Lane.

We will close Allhallows Lane and Beast Banks for a short while to let the performance cross the junction at the Town Hall.

We will close the junction of Stramongate and Kent Street briefly to let the audience move safely from Branthwaite Brow to Finkle Street.





## CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

Policy Number 2160901814ST0040

- 1) Name of Policyholder Kendal Community Theatre
- 2) Date of commencement of insurance 10/09/2014
- 3) Date of expiry of insurance 09/09/2015

We hereby certify that subject to paragraph 2 :-

1. the policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney **(b)**; and
2. the minimum amount of cover provided by this policy is no less than £5 million **(c)**

Signed on behalf of Covea Insurance plc (Authorised Insurer)

A handwritten signature in black ink, appearing to read "James Rade".

Chief Executive Officer

### Notes:

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specifically applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.