

South Lakeland District Council
Public Protection

04 SEP 2014

Receipt No. 233417

Initials Eme

Date 04.09.14



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SOUTH LAKELAND 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 e-mail: 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.

I/We BREWERY ARTS CENTRE
(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			
UNITS 21 & 22 THE FACTORY CASTLE MILL AYNAM RD			
Post town	KENDAL	Postcode	LA9 7DF
Telephone number at premises (if any)		N/A	
Non-domestic rateable value of premises		£11816.59	

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | |
|--|--|
| a) an individual or individuals * | <input type="checkbox"/> please complete section (A) |
| b) a person other than an individual * | |
| i. as a limited company | <input type="checkbox"/> please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> please complete section (B) |

- 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	BREWERY ARTS CENTRE
Address	122A HIGHGATE KENDAL LA9 4HE
Registered number (where applicable)	COMPANY REG: 03927101 CHARITY NO: 01086789
Description of applicant (for example, partnership, company, unincorporated association etc.)	Education and arts charity promoting programming and encouraging participation at a wide range of performances, events and classes.
Telephone number (if any)	01539 722833
E-mail address (optional)	richard.bostu@breweryarts.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY
04 11 2014

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

DD MM YYYY
09 11 2014

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

Ex-factory complex currently undergoing redevelopment as a complex of artists studios, offices, performance spaces, galleries etc.

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

N/A

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) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☒
- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

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

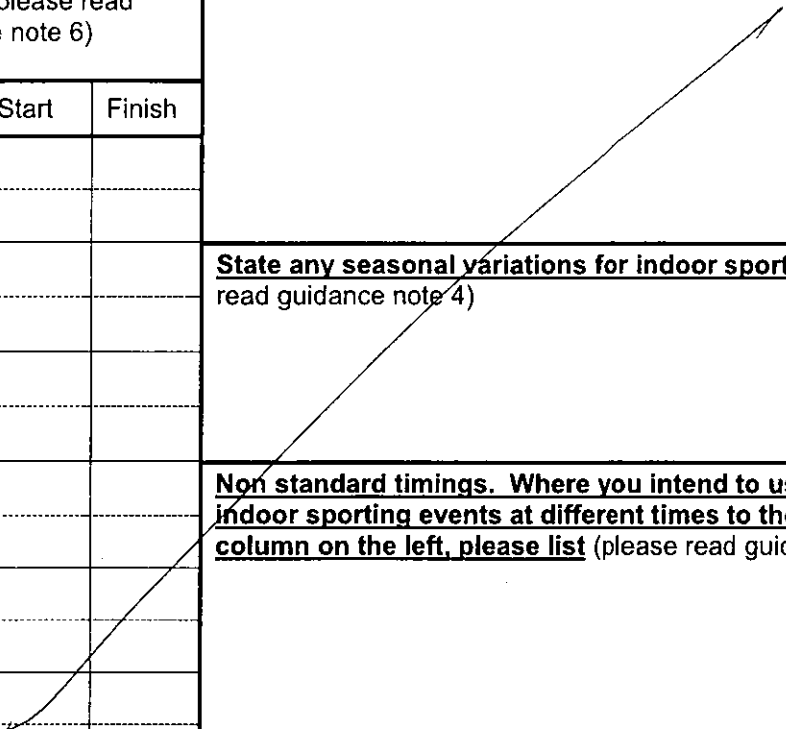
A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon						
Tue						
Wed			State any seasonal variations for performing plays (please read guidance note 4)			
Thur						
Fri			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 (please read guidance note 5)			
Sat						
Sun						

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>		
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur					
Fri			<u>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</u> (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			
Wed			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Thur			<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> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors <i>/</i>	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon				
Tue				
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)	
Thur				
Fri			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 (please read guidance note 5)	
Sat				
Sun				

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon			<i>One-off performance on 8th November 2014</i>		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur			<i>N/A</i>		
Fri			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 (please read guidance note 5)		
Sat	19.30	23.00			
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) <i>One-off performance on 8th November 2014</i>		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4) <i>N/A</i>		
Thur					
Fri			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 (please read guidance note 5) <i>Before and after live music performance</i>		
Sat	19.00	23.00			
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish				
Mon			<u>Please give further details here</u> (please read guidance note 3)			
Tue						
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)			
Thur						
Fri			<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> (please read guidance note 5)			
Sat						
Sun						

H


Anything of a similar description to that falling within (e), (f) or (g) 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	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors <input type="checkbox"/>
Mon				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)	
Wed				
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)	
Fri				
Sat			<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> (please read guidance note 5)	
Sun				

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur					
Fri			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 (please read guidance note 5)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7) On the premises <input checked="" type="checkbox"/> Off the premises <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for the supply of alcohol (please read guidance note 4) N/A
Wed			
Thur			
Fri			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 (please read guidance note 5) On 08/11/14 only.
Sat	19.00	23.00	
Sun			

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

Name	MARK R C MARRIOTT		
Address			
Postcode			
Personal licence number (if known)	PA029957		
Issuing licensing authority (if known)	SWDC		

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

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	<u>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</u> (please read guidance note 5) 08-11-2014 only.
Mon			
Tue			
Wed			
Thur			
Fri	1800	2400	
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)

The Brewery will apply the same rigorous approach to licensing and venue management it operates at its Highgate site and with appropriate venue policies and procedures. The same management team will deliver this performance and will implement the same standards at The Factory.

b) The prevention of crime and disorder

The Brewery and therefore the Factory will be members of Bar Watch for the event. Will implement strict drugs and admission policies. Risk assessments will be carried out before the performance and will use our own and additional STA Supervisors as outlined in the attached ^{venue} handbook.

c) Public safety

The risk assessment and technical note attached with this application will be applied in full, as will a venue risk assessment. Close liaison with emergency services etc. through the Safety Advisory Group will be carried out in the lead up to this event.

d) The prevention of public nuisance

Close liaison with Safety Advisory Group, as noted above. Adequate levels of stewards to control and direct audience as outlined in attached Venue Handbook, to and from The Factory. Strict policing of age of audience and use of ID wristbands. Control of noise levels as directed in attached report.

e) The protection of children from harm

Risk assessment for persons under 18 working during performance. Application of Challenge 25 guidelines for all customers.

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	[Redacted Signature]
Date	28 th August 2014
Capacity	CEO - BREWERY ARTS CENTRE

For joint applications, signature of 2nd applicant or 2nd 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)

BREWERY ARTS CENTRE
122A HIGHGATE

Post town	KENDAL	Postcode	LA9 4HE
Telephone number (if any)	01539 722 833 ext 238		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) richard.foster@breweryarts.co.uk			

Notes for Guidance



Part A

Consent of individual to being specified as premises supervisor

I Mark D.C. Marriott [full name of prospective premises supervisor]
 [redacted] [redacted]

[redacted] [home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for premises licence [type of application] by Brewery Arts Centre [name of applicant] relating to the premises licence [number of existing licence, if any]

for Units 21 & 22, The Factory, Castle Mill, Aynham Rd, Kendal [name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by Brewery Arts Centre [name of applicant]

concerning the supply of alcohol at Units 21 & 22, The Factory, Castle Mill [name and address of premises to which application relates].

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number PA029957 [insert personal licence number, if any]

Personal licence issuing authority S.L.D.C. [insert name and address and telephone number of personal licence issuing authority, if any]

[redacted] signed
MARK MARIOTT name (please print)
29/8/14 dated

Part B

Consent of premises licence holder to transfer

I/we [full name of premises licence holder(s)]
 the premises licence holder of premises licence number [insert premises licence number] relating to [name and address of premises to which the application relates]

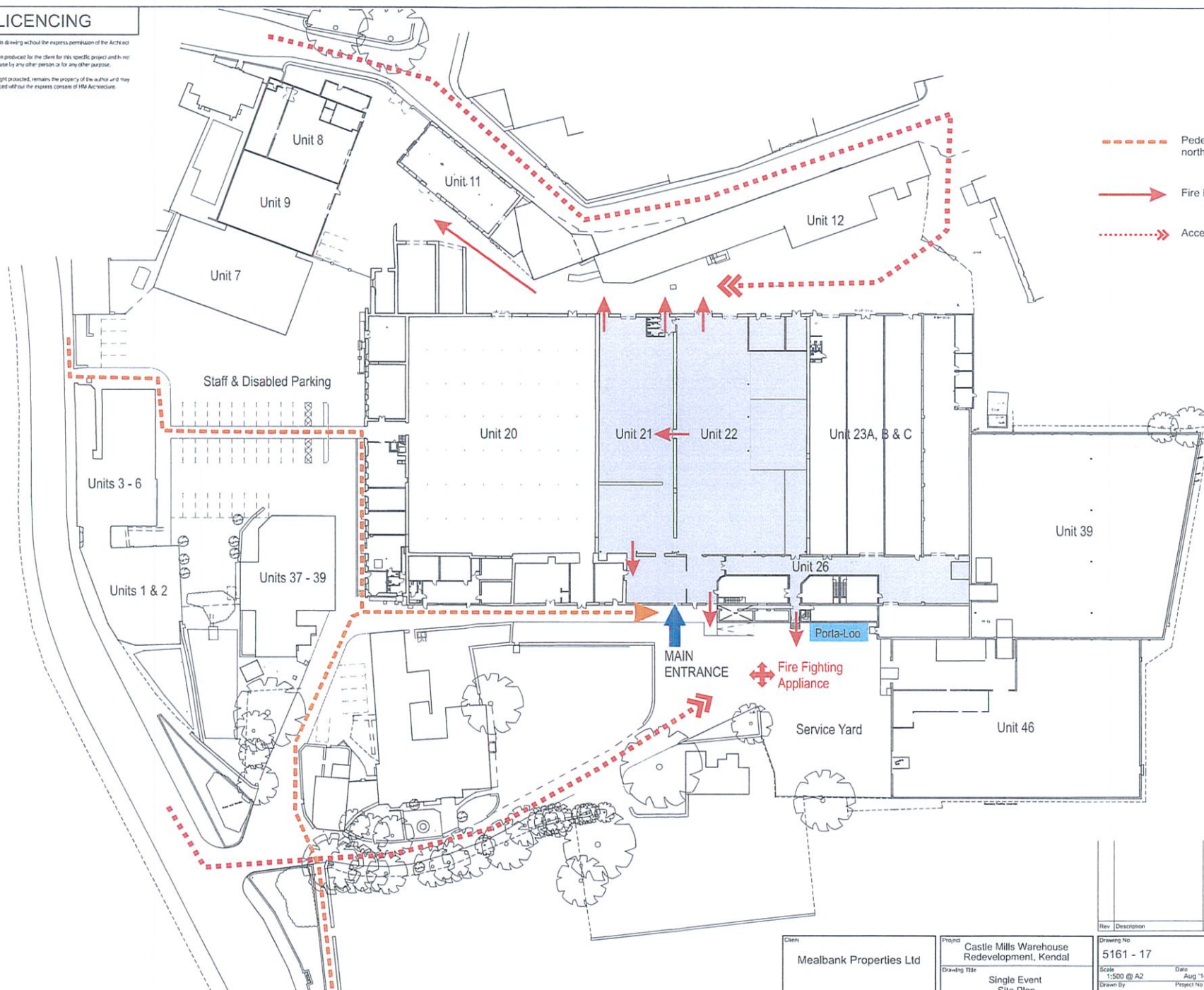
hereby give my consent for the transfer of premises licence number [insert premises licence number] to [full name of transferee].

[redacted] signed
 [redacted] name (please print)
 [redacted] dated

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- - - - - Pedestrian Access into the site from north and south
- Fire Escape from the Building
- - - - - Access for Fire Appliance



Client
Mealbank Properties Ltd

Project
Castle Mills Warehouse
Redevelopment, Kendal
Drawing Title
Single Event
Site Plan

Rev	Description	Date	By

Drawing No	Revision
5161 - 17	
Scale	Date
1:500 @ A2	Aug '14
Drawn By	Project No
MPD	5161



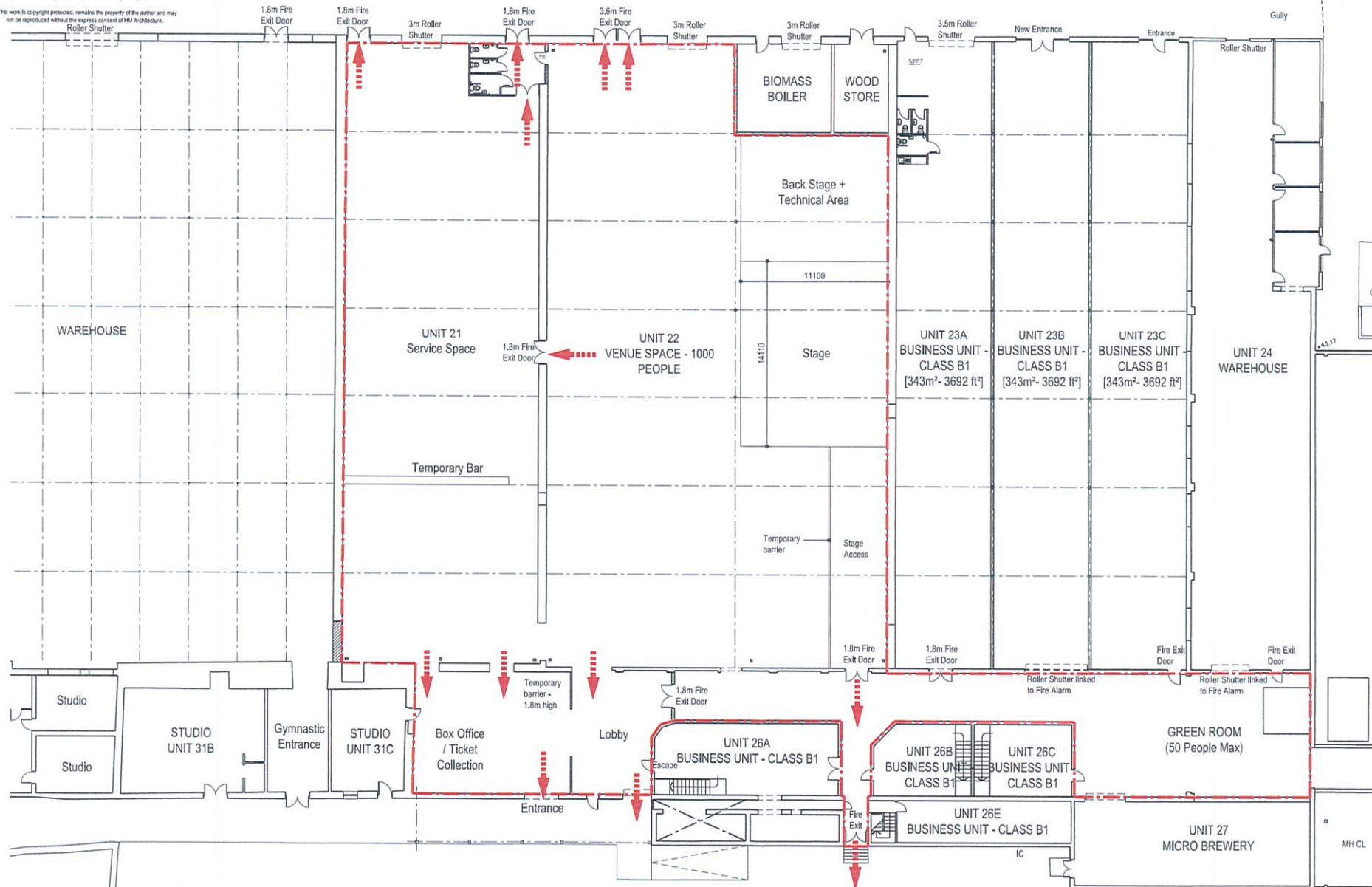
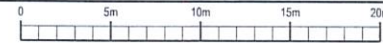
Aysam Coté, 2 Bridge Street, Kendal,
Cumbria LA9 7DD
Tel: 01539 720480
email: info@hm-architecture.com
website: www.hm-architecture.com

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Cover



Denotes Fire Escape

Denotes Boundary of Single Event for Licensing Purposes

Rev	Description	Date	By

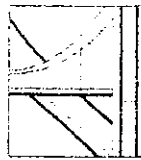
Client	Mealbank Properties Ltd
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Project	Castle Mills Warehouse Redevelopment, Kendal
Drawing Title	Single Event Proposed Plan

Drawing No.	5161 - 16	Revision	
Scale	1:200 @ A2	Date	Aug '14
Drawn by	MPD	Project No.	5161



Aynam Cote, 2 Bridge Street, Kendal, Cumbria LA9 7DD
Tel: 01539 720480
email: info@hm-architecture.com
website: www.hm-architecture.com



R. G. PARKINS & PARTNERS LTD
CONSULTING CIVIL & STRUCTURAL ENGINEERS

COPY

Mealbank Properties Ltd
Lake District Business Park
Mint Bridge Road
Kendal
LA9 6NH

Our Ref : K31436.002/KL

14 August 2014

For the attention of Paul Procter

Dear Paul

ASSESSMENT OF EXISTING ROOF TRUSSES AT CASTLE MILLS, KENDAL

Following our site measure up on the 5th August we have carried out an analysis on the existing roof beams and columns within both halls, and are please to confirm that there is some available capacity within the structure to carry additional load.

The minimum requirement that was reviewed included 4 no speaker units at 11kg's each, supported as a point load on a frame spanning between the main beams. Regardless of the position of these, there is enough capacity within each beam and column to support these loads.

Secondly we considered the maximum allowable load that could be supported, as summarised on the attached marked up plan.

Within the main hall the roof support consists of a 533mm deep beam alongside a shallower 457mm beam with central support on a column section. With the assumed load positions as shown on the mark up, the 533mm deep beam can support a central point load of up to 250kg's, or a line load of 100kg/m. The 457mm deep beam has slightly less capacity in that a maximum of 80kg's can be supported around the 1/4 and 3/4 points. No allowance has been made here for a line load across the beams.

Unit 21 consists of the same 533mm deep beam as part of a steel frame. As with the main hall there is capacity to support a central point load of up to 250kg's, or a line load of 100kg/m.

Hopefully this feedback will give you an idea of the loads that can be supported from the existing beam arrangement. You will hopefully appreciate that there are numerous permutations and combinations which could be considered. Can I suggest that if you have a more specific layout confirmed with the unit weights, then we can perform another analysis to review the suitability of the frames. Having established the framework, this wouldn't take us long and would be very cost effective.

Yours sincerely,

R G Parkins & Partners Ltd

Enc

cc **S Parnaby**
R Foster
M Deverill

Meadowside Shap Road Kendal Cumbria LA9 6NY

Tel (01539) 729393 Fax (01539) 740609 Email mail@rgparkins.com

Also at 97 King Street Lancaster LA1 1RH Tel 01524 32543 Fax 01524 343989

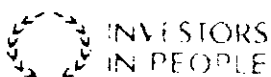
Directors -

A J Bain MSc CEng MICE RMaPS
K Lockwood BEng CEng MICE

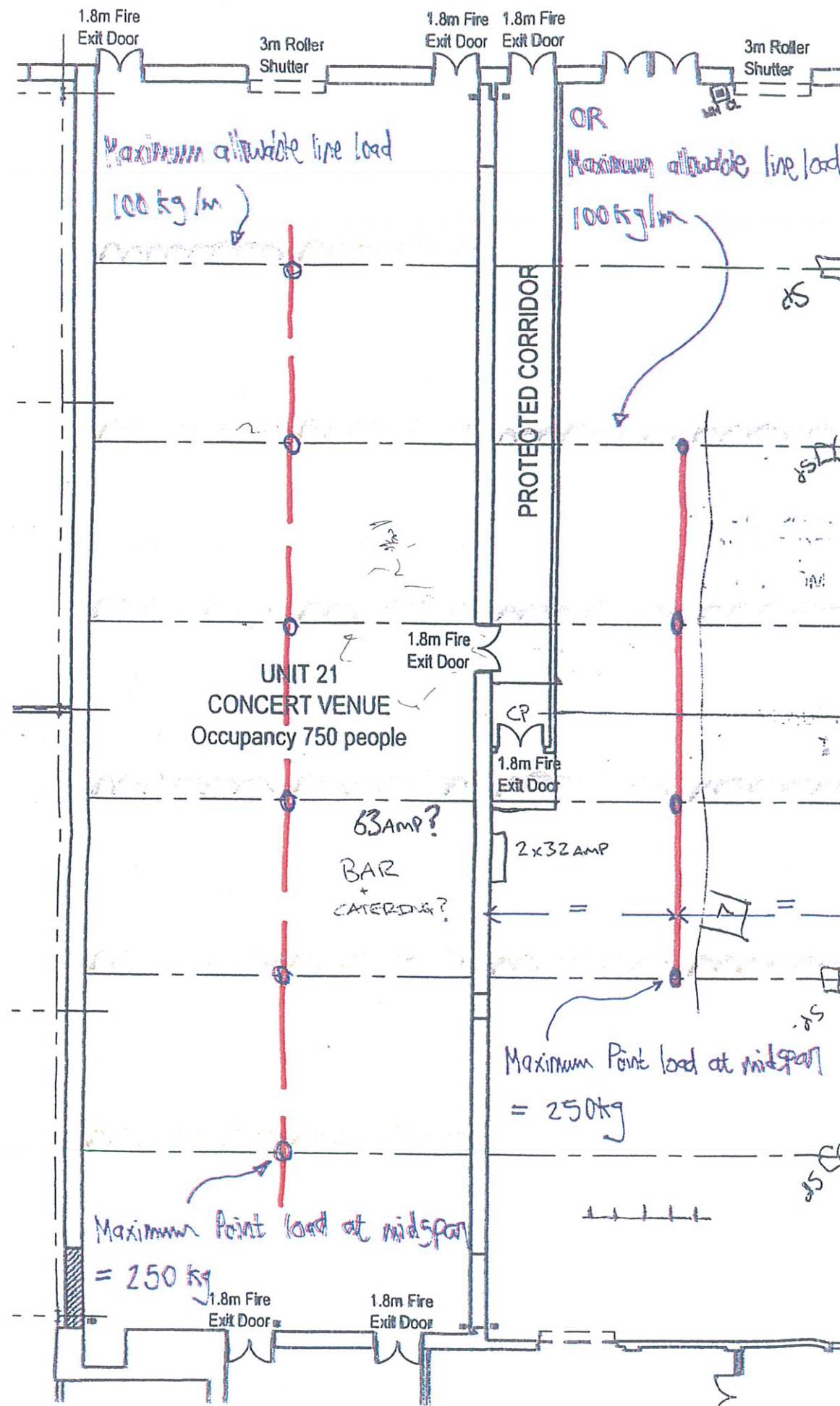
D Heron BSc CEng MICE MCHT RMaPS
R J Burrow BSc CEng MICE MCHT RMaPS

Registered Office Meadowside Shap Road Kendal Cumbria LA9 6NY Reg No 1107181

www.rgparkins.com



Corporate Member



NO DOUBT AS
IONS ONLY

Date	Initial	Suffix

ERTIES Ltd

ANALYSIS

ed by: KL

12.08.2014

A3/01

RMATION

RTNERS LTD
TURAL ENGINEERS
Street

4 32548
24 843998
lice@rgparkinson.co.uk

Project: Castle Mills Development - Warehouse Alterations

Ref: TN_MBPL02_Rev1_PC

Date: 25 August 2014

Author: Paul Currie BEng (Hons) PhD CEng MIFireE

Re: Outline fire strategy for the events space

Introduction

This technical note presents an outline fire strategy for the venue of the proposed music concert/event to be held in November 2014. The concert will be held in the Events Space that will form part of the warehouse alterations on the Castle Mills development.

The proposals within this technical note should be agreed with the relevant approval bodies and the fire and rescue service.

Once the construction works have been completed, prior to occupation of the premises and its use for any event, a detailed fire risk assessment will be required.

Prior to the proposed event in November there is also a requirement to have nominated, trained fire wardens, with all other staff having had fire awareness training. This training should take into account this outline fire strategy and the findings of the fire risk assessment.

This outline strategy is based on the following drawings:

- 5161 – 16 Single Event Proposed Plan (August 14)
- 5161 – 09 Location Plan (18.011.13)
- 5234 – 02 Proposed Master Plan Option B (August 14)

IMPORTANT NOTE: Where not provided, dimensions, areas etc. have been approximately scaled from the drawings provided. These measurements, such as exit widths, should be checked for accuracy.

Statutory requirements

The Premises will need to satisfy the functional requirements of the Building Regulations 2010 and the Regulatory Reform (Fire Safety) Order 2005.

For fire safety, the functional requirements of the Building Regulations are set out under the following headings:

- Requirement B1 - Means of warning and escape
- Requirement B2 - Internal fire spread (linings)
- Requirement B3 - Internal fire spread (structure)
- Requirement B4 - External fire spread
- Requirement B5 - Access and facilities for the fire service.

This technical note outlines the fire strategy for the Events Space venue for the concert covering Parts B1, B2, B3, B4 and B5.

The most detail is provided on elements relating to the requirements of B1, in order to demonstrate adequate escape provisions for the proposed event.

Guidance on compliance with the Building Regulations is provided in Approved Document B (2013 Edition).

Legislation is concerned only with protecting the health and safety of people in and around a building and is not specifically intended to provide protection against damage or consequent financial losses.

Whilst measures for life safety will often provide an element of property protection, consultation with the building's owners and insurers is recommended to establish any additional requirements in respect of the limitation of direct and indirect losses that could occur as a result of fire damage.

Site description

The site comprises a number of warehouses and units that are undergoing alterations. An overview of the site is provided in Figure 1 below.

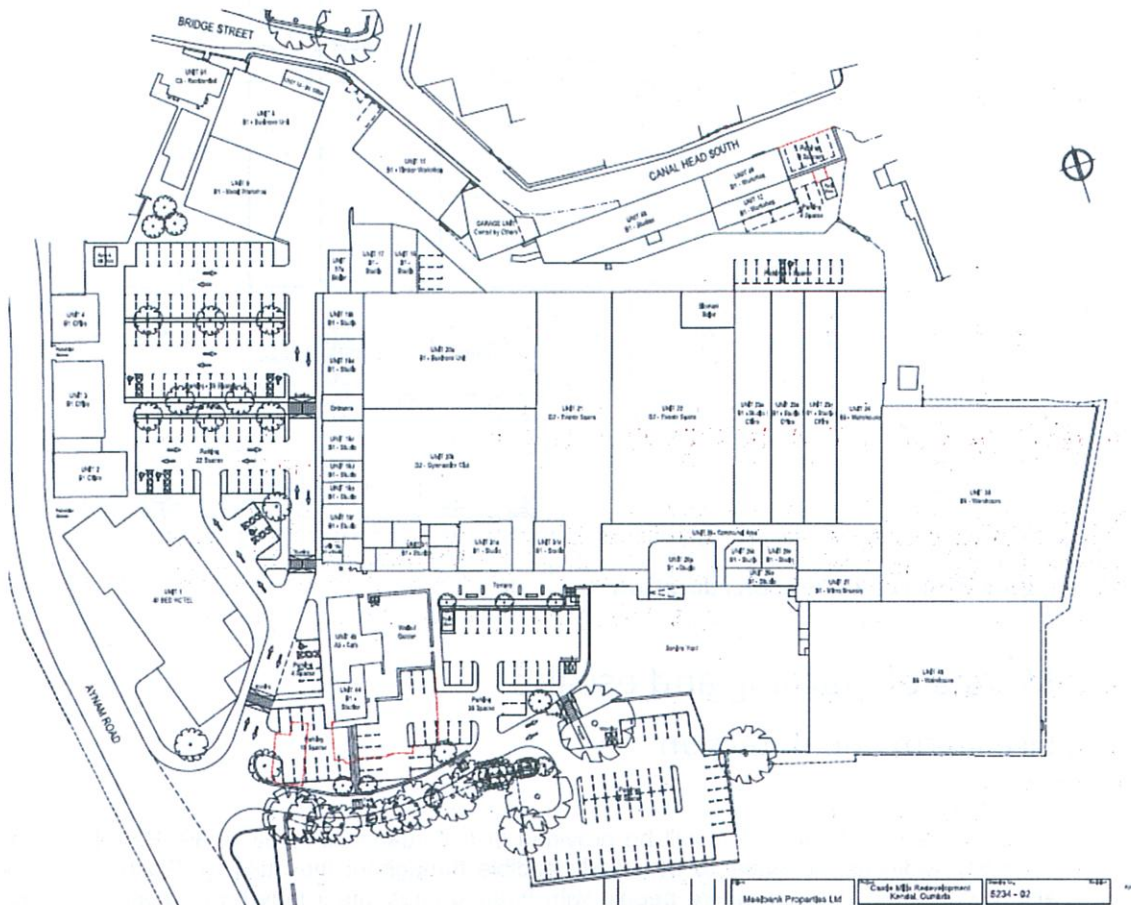


Figure 1 - Over view of development

The scope of this strategy is for the Events Space (Units 21 & 22) as shown outlined in red in Figure 2 for the single event to be held by the Brewery Arts Centre in November 2014.



Fire alarm and detection

An electrical fire alarm system will be provided in accordance with BS 5839: Part 1 incorporating sufficient traditional sounders to be clearly audible throughout the building. Flashing beacons will also be provided in areas where people with hearing impairment may be in relative isolation (e.g. toilets) or where ambient noise levels are high (>90dbA).

Detection

The system will be of the analogue addressable type and the main panel will be installed at a location to be agreed with the fire and rescue service. The system will generally utilise optical smoke detectors but heat detectors will be installed where there is a potential for steam or fumes, etc., to give rise to unwanted alarms.

The system should be designed so that there is an option to isolate specific parts of the system for special events/maintenance (e.g. it may be necessary to isolate detector in parts of the concert venue if special effects such as smoke and vapour effects are to be used).

Jmec highly recommend that the use of voice alarm within the events space is utilised to help facilitate a quick and safe evacuation should this become necessary.

Occupancy

The Events Space will be used to host the concert and the occupancy will fall in Purpose Group 5, Assembly and Recreation. Occupancy calculations are provided below, however, the client has stated that people attending the event will be limited to 1000. In addition to this an allowance has been made for staff and performers.

Means of escape provisions

This section addresses the principle means of escape provisions from the premises. These arrangements should be agreed with the approval bodies and the fire and rescue service.

Occupant numbers

The Events Space has as a total floor area of approximately 2040m² (when considering Unit 21 & 22, Lobby & Box Office).

The spectator space (i.e. unit 22 excluding the stage, back stage and stage access) has an area of approximately 805m².

Using a floor space factor of 0.5m² per person for this main area gives an estimated occupancy of 1610 people (i.e. 805/0.5=1610 people).

However, the client has stated that attendance will be limited to 1000 people. As it will be a ticketed event with controlled access it is reasonable to assume that numbers can be limited to this figure.

The worst-case scenario has therefore been assumed to be when all 1000 people are located in the main events space i.e. the bar area is empty.

Important Note: If it is decided to increase the number of attendees/tickets a further assessment of the escape provisions will be required.

Travel distances

Travel distances have been assessed based on the following recommendations from ADB.

To be consistent with the recommendations of ADB, all rooms and sections of the building will be provided with at least two escape routes except where the single direction distance of travel is less than 18m (9m for high fire risk areas such as plant rooms) and the room or area has an occupant capacity of 60 or less.

All doors on escape routes that accommodate more than 60 people will be hung to open in the direction of escape

Where escape is available in at least two directions (separated by at least 45°) the maximum travel distance to the nearest exit will not exceed 45m (35m for high fire risk areas such as plant rooms).

Number and width of escape routes

The number of escape routes and exits from a room or area of the building will meet with both the travel distance recommendations (see above) and the minimum number of exits recommended in Table 3 of ADB.

The clear width of horizontal escape routes from each part of the venue will comply with the recommendations of Table 4 of ADB. In all areas needing to be served by two or more exits the exit capacity has been calculated assuming that the largest exit is unavailable. Where exit sizes are stated on the plans these have been used, however, it should be noted that these must be clear widths as shown in Diagram C1 of ADB.

Main spectator space exit calculations

ADB recommends areas with over 600 occupants should be provided with a minimum of 3 exits and this therefore applies to the main events space (Unit 22).

The proposed arrangement for the main spectator space has a number of possible escape routes shown, however, where escape routes are in close proximity they have been treated as a single route. In addition, the escape route via the stage access has not been considered to be available to occupants of the main spectator space.

This gives 3 main escape routes for spectators that are well separated from one another. These are:

Route 1 (Via main entrance lobby/box office)

1 x 3m wide route in to the lobby which has a 2.25m wide final exit plus access to the main entrance in the box office.

1 x 2.85m wide route leading into the bar area, then through 2 x 1.8m wide exits in to the box office which has a 3.6m wide final exit (**IMPORTANT NOTE: Proposed change to increase Entrance to 3.6m**).

Route 1 can therefore accommodate a maximum of 1170 people (i.e. total exit width of 5.85m @5mm per person).

Route 2 (Via service space in Unit 21)

1 x 1.8m wide exit leading in to the service space in Unit 21. 2 x 1.8m wide exits from Unit 21 are provided to North elevation in addition to a 2.2m wide route leading past the temporary bar to the main entrance area on South elevation).

Route 2 can therefore accommodate a maximum of 360 people (i.e. exit width of 1.8m from main spectator space @5mm per person).

Route 3 (Direct to outside on North elevation)

2 x 1.8m wide exits direct to outside giving an exit width of 3.6m.

Route 3 can therefore accommodate a maximum of 720 people (i.e. total exit width of 3.6m @5mm per person).

Exit capacity

Discounting the escape route with the largest capacity (i.e. Route 1), gives a total exit capacity from the main spectator space of 1080 persons. This is greater than the 1000 person maximum attendance and allows an additional 80 person capacity to account for additional staff/performers within this space.

Stage/Backstage area

The stage & back stage area has a dedicated exit route (via stage access shown on plan) leading to the south elevation. In addition, an alternative exit route will be provided from the back stage area leading to the main event space (**IMPORTANT NOTE: Not currently shown on plan. The width will be determined based on the recommendations of ADB taking into account the expected number of performers on stage and the occupants of the back stage area**).

Green Room

The green room will have a maximum occupancy of 50 people (occupancy provided by client). Although, the numbers of people will be relatively low, due to the Green Room's location the travel distance is significantly over the 18m recommended for a single direction of travel. This could potentially be addressed in two ways:

- Provide a temporary escape route for the duration of the event through another unit e.g. the micro brewery / one of the Business units to the north of the Green Room.
- Turn the circulation area leading from the green room to the exit into a protected corridor.

In Jmec's opinion, either of the above options when combined with the automatic fire detection provided should meet the functional requirements of the Building Regulations for life safety. However, the final arrangement should be agreed with the approval bodies and addressed in the risk assessment

Internal fire spread

The premises should meet with the recommendations of Parts B2 and B3 of ADB (i.e. ADB Sections 6 to 10).

Wall and ceiling linings

Wall and ceiling linings should meet with the recommendations of Table 10 of ADB.

Minimum fire resistance periods

The following provides a summary of fire resistance recommendations for the venue. It is assumed that the site will not have sprinkler protection.

Fire resistance for the building structure and compartmentation should meet with the recommendations of Tables A1 and A2 of ADB.

The structure will have a minimum of 60 minutes fire resistance and the venue (i.e. Unit 21 & 22, the box office, lobby and green room) will be separated from neighbouring units/areas by 60 minute compartment walls (e.g. walls separating venue from warehouse to west, Units 23 A, Units 26A & B, Unit 31C, Biomass Boiler, Wood Store etc. and those enclosing the Green Room space).

Compartmentation drawings will be provided in conjunction with the site Fire Strategy.

External fire spread

External fire spread will be assessed in more detail as part of the site Fire Strategy.

The construction of the external walls and roof coverings should meet with the recommendations of Part B4 of ADB (i.e. ADB Sections 12, 13 and 14).

The concert venue may have restrictions on Unprotected Area (UPA) for the North Façade depending on the opposing building requirements. It is not envisaged that there will be a restriction on UPA to the South Façade.

Access and facilities for the fire and rescue service

Access and facilities for the Fire and Rescue Service should meet with the recommendation of Sections 15 to 18 of ADB.

Hydrants

A survey of existing hydrant provisions on site in and in the vicinity should be done. In the event that current hydrant provisions are not adequate then additional private hydrants may be required such that hydrants are provided within 90m of entry points to each part of the premises and not more than 90m apart.

Fire service access

The premises under consideration is effectively a single building that is being split up into different areas which includes the Events Space. From the site plan it appears that the fire service have access to a significant proportion of the perimeter of the building with access close to entrances for each of the separate areas including the North and South Facades of the Events Space.

Conclusions

This technical note has provided an outline fire strategy for the proposed music concert venue and demonstrates that the escape provisions should be adequate for the proposed event.

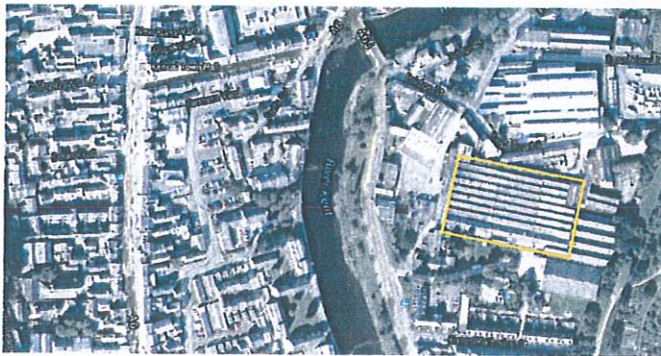
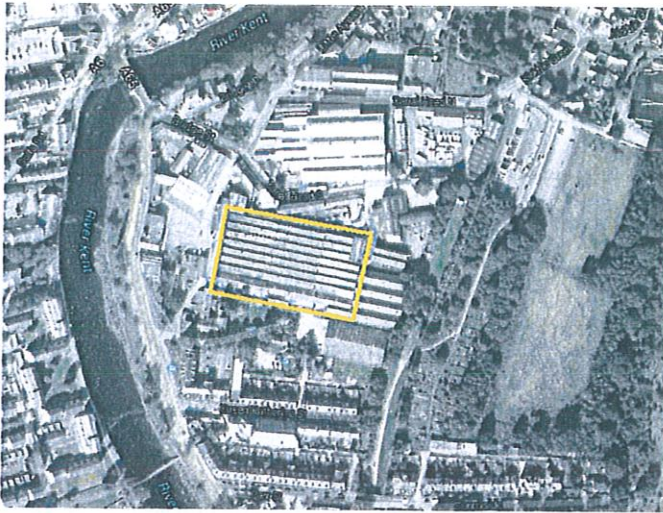
Kendal Warehouse Noise Assessment Survey

INTRODUCTION

Chris Selkirk (Tech I.O.A.) has been commissioned by Fluid Productions & the Brewery Arts Centre to conduct sound propagation tests to assess music noise levels from a venue proposed to stage live music events.

Chris Selkirk is an experienced Noise Consultant working for various events and festivals in that capacity and a member of the Institute of Acoustics. Chris creates effective Noise Management Plans for various UK festivals (in both urban and rural locations) during their licensing planning process and then ensures compliance with legal limits and licensing conditions during live events, usually working in conjunction with Local Authority Environmental Health departments.

Kendal Brewery Arts Centre are currently applying for a Premises License to enable the staging a limited number of special events throughout the year (6of) using a former warehouse venue close to the centre of Kendal (pictured below highlighted in yellow).



The venue is part of a large industrial complex, close to the town centre of Kendal. The complex is also close to several residential terraced properties, immediately to the south. It is therefore important to assess the Music Noise Levels (MNL) likely from any planned event in relation to relevant noise guidelines and standards from the façade of the closest property.

Sound Propagation

On the 21st August 2014 a full sound system was installed at the warehouse venue for the purpose of carrying out a series of sound propagation tests.

The tests were designed to assess the likely music noise levels (MNL), measured at the façade of the nearby residential properties, and to fully assess if noise levels can be achieved, both appropriate for an audience and adequately controlled within legal limits.

For the purpose of sound propagation tests we will be assessing against the 'Noise Council Code of Practice on Environmental Noise Control of Concerts' also known as the 'Pop Code'. The rationale for this is due to the 'infrequent nature' of the planned events and that the venue is 'not' intended to be used daily or weekly as a nightclub venue.

The 'Pop Code' is designed to assist those planning a music event, those responsible for licensing such events and those responsible for enforcing the nuisance provisions of the Environmental Protection Act 1990 (England and Wales). The Pop Code addresses the environmental problem of the noise from the performance and sound checks only.

The Music Noise Levels (MNL) when assessed at the prediction stage or measured during sound checks or concerts should not exceed the guidelines shown in table 1 (below), at 1 meter from the façade of any noise sensitive premises for events held between the hours of 0900 and 2300.

TABLE 1

Concert days per calendar year, per venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75dB(A) over a 15 minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65dB(A) over a 15 minute period
4 to 12	All Venues	The MNL should not exceed the background noise level ¹ by more than 15dB(A) over a 15 minute period

It is also important to make an assessment of 'low frequency noise'. Thus even if the dB(A) guideline is being met, unreasonable disturbance may be occurring because of low frequency noise. A level upto 70dB in either the 63Hz or 125Hz octave frequency band is satisfactory; a level of 80dB or more in either of those octave frequency bands causes significant disturbance.

It is important to note here that the venue was still subject to improvement works. The primary venue entrance and lobby area currently does not have separating or closing doors. This means when the roller shutter door is open, during an event, there is no barrier from the internal sound and outside areas of the venue. It is the intention that doors are to be installed before any events take place. These doors will be self closing doors appropriate as fire exits and will act as acoustic barriers. Therefore the sound propagation results shown here will actually be further reduced during actual live events.

It will be beneficial to use the services of an Acoustic Consultant during live events to ensure that noise levels can be assessed and adequately controlled at the venue, for both noise sensitive properties and for the audience's enjoyment. The inclusion of new doors and a large audience, will have a changing effect of noise levels from the venue.

The recommended noise control procedure as described in the 'Pop Code' was followed. A copy of the code can be found in the appendix.

The **Sound system** levels were set to operate at approximately 100dBA, which is deemed an appropriate and acceptable threshold level for an audience at a music concert. This was measured at the Front of House (FOH) position 25 meters away from the stage/sound equipment. Anything below 95dBA is unlikely to provide satisfactory entertainment for the audience.

Music Noise Levels (MNL) measured from the façade of the closest residential / noise sensitive property were measured in terms of 1minute LAeq.

The **Cirrus Optimus Sound Level Meter** used is a fully approved Class 1 & Class 2 Sound Level Meter of IEC 61672 BS4142 with all regulations relating to environmental noise measurements.

Sound Propagation Results

Description	dBA	63hz	125hz	Notes
FOH position	101.3	114.7	105.5	Acceptable
FOH position	102.2	115.1	110.1	Acceptable
Entrance Lobby	82.8	93.9	78.5	Acceptable
Façade of closest property	52.1	66.9	46.9	Acceptable
Façade of closest property	54.5	67.5	47.3	Acceptable

The **background noise survey** was taken from the façade wall of the closest property to the venue and measured using a calibrated sound level meter. These were taken at a time where no concerts or sound checks were taking place, but during the evening period (the time of planned events). The background noise levels were taken at two evening times:

17:32	Early Evening	45.2dBA
22:30	Late Evening	40.5dBA

Conclusion

Music noise levels from the planned events can be adequately controlled whilst offering the entertainment noise expected by an audience at a concert. Sound system levels can be further adjusted in low frequency octave bands, as can the overall volume levels if required.

Good proactive communication with the local community will benefit the planned events. The infrequent nature and timings of the events will help local residents understand the intentions of the event organisers.

To ensure an appropriate balance between the needs of an audience and that of the local community, it is important that sound system equipment should at all times provide full controllability via full band Graphic EQ, sound limiters and be operated by an experienced sound engineer. This enables effective control of the music concert via the sound engineer, working with an Acoustic Consultant, to further 'fine tune' and adjust the music volume levels in the live situation. Further monitoring needs to take place at the sound check - pre events - and monitored and controlled throughout the event.

Planned events held at the venue should follow the 'Noise Council Code of Practice on Environmental Noise Control at Concerts'. This will ensure that Premise License conditions can be upheld at all times.

It is important that new doors are used from the external building entrance, lobby and event rooms. This will reduce music noise levels outside the building.

KINGSPAN ROOFING PANELS

The warehouse building has been newly fitted with Kingspan roofing panels which offer an excellent level of acoustic performance and sound proofing ability.

The Kingspan KS1000 Product Data Sheet

Acoustic

Sound Reduction Index (SRI)

Hz*	63	125	250	500	1K	2K	4K	8K
SRI (dB)	20	18	20	24	20	29	39	47

* Frequency

The KS1000 RW insulated roof panel has a single figure weighted sound reduction $R_w = 25\text{dB}$.

The warehouse benefits from a newly fitted insulated kingspan roof with a sound reducing index rating of 25db.



THE FACTORY BRITISH SEA POWER VENUE MANAGEMENT, POLICY & PROCEDURES HANDBOOK

8TH NOVEMBER 2014

1. OCCUPANCY RATES

1.1. The spectator space (i.e. Unit 22 excluding stage, back stage and stage access) has an area of 805m sq. Using a floor space factor of 0.5m sq. per person for this area gives an estimated occupancy of 1610 people. Given the newness of the venue for the performance in question we intend to limit occupancy to 1000 people including paying customers, guests, staff and performers.

1.2. It is the responsibility of the House Manager on duty to ensure that maximum occupancy rates are strictly adhered to.

2. FIRE PREVENTION, DETECTION AND EVACUATION

2.1. Technical Note and Risk Assessment

This performance will be controlled and directed by the Fire Technical Note attached with this application and the Fire Risk Assessment completed by Jmec Fire Consultancy by 14th October 2014. This document will direct and coordinate the fire prevention and evacuation measures in operation during the performance on 8th November.

2.2. Fire Detection & Alarm System

Mealbank Estate, owners of the Castle Mill/Factory site have commissioned experienced event management consultants to prepare a detailed report on the fire prevention, detection and evacuation measures required for the BSP event on 8th November. The recommendations of this report, in tandem with the Fire Risk Assessment created by Jmec Fire Consultancy, will be adopted in full for the 8th November performance

2.3. Fire Extinguishers

A 6ltr foam and 2 kg CO2 extinguisher will be located on either side of the stage in Unit 22 and in the technical area behind stage and adjacent to the sound desk within the auditorium area of Unit 22.

Additional 6ltr foam and 2 kg CO2 extinguishers will be located adjacent to all exits within Unit 21 and 22 and in the foyer and green room. The distance between extinguishers will be less than 30 metres in all areas.

All extinguishers will be wall mounted and fitted with photo luminescent extinguisher ID signs. Photo luminescent panoramic extinguisher location signs and photo luminescent public fire action signs will be used throughout Units 21 and 22, the foyer and green room as appropriate.

2.4. Fire Exit Signage

Photo luminescent fire exit signs will be deployed throughout Units 21 and 22 and in the foyer and green room.

Additionally photo luminescent fire exit signs will indicate the exterior route from the rear of Units 21 and 22 to ensure a swift evacuation in the case of emergency.

3. NOISE

3.1. A study to mitigate environmental impact of potential noise has been commissioned from Fluid Productions Ltd (attached).

3.2. The report notes that the current Factory venue (Units 21 and 22) will, as they currently stand, conform to the statutory requirements for noise. However

we will seek to implement the additional recommendations of the Fluid report, to ensure even lower levels of noise.

3.3. We will communicate with all residents in the immediate vicinity of The Factory to inform them of the performance.

3.4. Brewery technical staff will be in attendance before and during the performance and will use monitoring equipment within and outside the venue to ensure sound levels remain within statutory levels.

4. STAGE CONSTRUCTION AND TECHNICAL

4.1. The construction of the stage will be undertaken under the direction of the Brewery Arts Centre Property and Performance Manager to ensure the safety of technical staff during construction and performers and technical staff during the performance. Access to the site will be strictly regulated and appropriate safety equipment and clothing will be worn.

4.2. Equally loading and construction of sound and lighting equipment will take close notice of the report of RG Parkin and Partners Ltd (attached).

5. RISK ASSESSMENT

5.1. It is our policy to risk assess the British Sea Power performance in order to take preventative action in reducing the likelihood of disturbance, crime, and to protect the health and safety of all persons within the premises.

The event will be risk assessed by:

- The Chief Executive Officer, Executive Director, Bars & Catering Operations Manager (DPS), Production & Properties Manager and Senior House Manager.

This will assess the amount of disruptive behaviour, potential for use of controlled substances and attempts at underage drinking. The Event Entry and Security Assessment (EESA) document is attached as **Appendix 1**.

a. The Senior House Manager will record all relevant information on the EESA document, and it is the responsibility of the Senior House Manager to copy and distribute this to all relevant staff in good time (at least 48 hours before the event). The master copy is to be kept in The Factory Event Management Folder.

5.2. Car Parking

a. It is our policy to ensure adequate designated parking for those attending performances and events, to reduce the impact on local businesses and residents.

b. We will advise customers by email, social media and the press where best to park their cars.

c. On-site car parking spaces will be reserved for customer/staff/volunteers with mobility issues, plus event volunteers and others delivering the event.

d. Customers will be directed to park in the Abbot Hall, Dowker Lane and Brewery Highgate Car Parks. We will also negotiate with SLDC to

open the Lowther Street Car Park if merited by the number of people attending the performance.

e. Appropriate numbers of stewards will be located on Aynam Road and onto The Factory site to ensure the safety of customers on and off the site and to reduce potential nuisance to residents. Stewards will be clearly identified with high visibility jackets. It will be the responsibility of stewards to ensure the safe flow of customers onto and off the site and to reduce drift into residential areas away from The Factory site, to reduce nuisance to residents.

f. We will ensure different routes onto site for customers and the emergency services to ensure emergency routes are clear of customers. Two routes have been designated to ensure efficient access to different areas of the site.

g. We will ensure different routes onto site for delivery vehicles and customers to ensure the safety of customers on foot. Deliveries onto site will be restricted after 18.30 on the evening of the performance

h. The customer route onto and through site is indicated in orange on the attached plan.

i. The route for delivery vehicles up to 18.30 and emergency vehicles is indicated in red.

6. STAFFING LEVELS

This performance will be controlled and directed by the Fire Technical Note attached with this application and the Fire Risk Assessment completed by Jmec Fire Consultancy by the end of October 2014 and will coordinate the fire prevention and evacuation measures in operation during the performance on 8th November.

The following Front of House, SIA Supervisors and Volunteers will be employed during the performance:

Role	Number	Location	Duty
Brewery Senior House Manager	1	Internal & External Any as required	Oversee the roles and duties of the staff outlined below
Brewery House Manager	1	Main Factory Entrance to external. Door entry point	Initial queue control towards Box Office and Bar – restricting numbers in main foyer
Volunteer	1	Main Venue Entrance	Supporting above role
SIA (supervisor)	1	Lobby to bar entrance	Taking tickets ID checks, wristbanding

SMT	1	Lobby to Bar entrance	Supporting above duties
BAC SIA (AJ)	1	Bar area	Ensure safety & security of bar staff and customers
SMT (MM) Bar Manager	1	Bar area	Overseeing bar operation designated person to open fire exit rear unit 21 in event of fire
HM	1	Link door from Bar area (unit 21) to main venue (unit 22)	Keeping entrance clear, checking plastic glasses only are going into unit 22
Volunteer	2	As above	Supporting above duties
SIA	1	Fire Exit (partition wall between unit 21 & 22)	Door control / restrict access
Volunteer	2	As above	Supporting above duties
SIA	1	Rear Fire Exit unit 22	Door control / restrict access
Volunteer	2	As above	Supporting above duties
SIA	1	Venue exit (unit 22) through to main lobby	Door control
Volunteer	1	As above	Supporting above duties
SIA	4	Main Stage barrier	Band and crowd safety
SIA	1	Entrance of corridor to green room area	Restrict access to backstage pass holders only

Volunteer	1	As above	Supporting above duties
SIA	1	Main Exit from Lobby to outside area / toilets	Door control (one way – exit only)
Volunteer	1	As above	Supporting above duties
Volunteer	1	External Exit Ramp from Main Exit Door	Ensure ramp remains clear and flow of customers is unimpeded
Volunteer	2	Aynam Rd foot bridge pedestrian crossing	Customer flow and safety
Volunteer	2	Junction of Bridge St & Aynam Rd	Customer flow & safety
Volunteer	1	North West pedestrian entrance to site	Customer Flow & safety
Volunteer	1	South West pedestrian entrance	Customer flow & safety
Volunteer	1	Entrance to Manor House Rd	Restricting vehicular & pedestrian access
Volunteer	2	Queue split point SW most point of building / approach to main venue entrance	Splitting Queue ticket holders / non-ticket holders
SIA	1	Rear access gate to site from Canal Head South	Security patrol / Restrict access to pass holders only
SIA	1	Main Queue to Entrance	Monitoring customer behaviour and safety
SMT	1	As above	Supporting above duties

SIA	1	Service Yard & Front of venue	Security patrol
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6.1. SIA Door Supervisors

- a. Report to the House Manager on duty at 18.30 on the evening of the performance.
- b. Sign the registration form which includes their SIA badge number. We will additionally ensure we have a copy of their licence which includes their full number.
- c. Are thoroughly briefed verbally and in writing as to their duties during the evening, in staff assembly area in Unit 21, by the Senior House Manager.

6.2. Front of House Staff/Volunteers

The House Manager will brief all front of house staff/ volunteers in the staff assembly area in Unit 21 on:

- a. Their roles and duties for the evening.
- b. The Fire Evacuation procedure as outlined in the attached Fire Risk Assessment.
- c. The Drugs Policy and location of notices. (**Appendix 2**)
- d. Challenging 25 policy for the consumption of alcohol
- e. How to communicate in the event of an incident or if assistance is required.
- f. Front of House volunteers will additionally sign the FOH Volunteer Register. The previously distributed volunteer duties guidelines will be made available for reference during their shift.
- g. An Incident Log (**Appendix 3**) and ID log (**Appendix 4**) will be provided, along with a copy of the EESA.
- h. No member of staff, paid or voluntary, will be on their own with a child under the age of 16 unless an enhanced Criminal Records Bureau disclosure has been received by the Brewery relating to that member of staff. Volunteer guidelines can be seen in **Appendix 5**.

6.3. Tickets/Payment

- a. Events everyone attending the event will either have a ticket or be on the guest list.
- b. Tickets or guest list should be checked on entry and tickets collected or guest list ticked. No member of the public should be allowed access to the event without a valid ticket or being on the formal guest list.
- c. Everyone should receive an identification wrist-band.
- d. People who are without valid tickets or who are not on the guest list are to be directed to Box Office and they must purchase a valid ticket before being allowed entry to the event.
- e. Under 16 year olds must be wrist-banded and accompanied by a responsible adult to enter an event when the bar is open in Unit 21.
- f. The guest list should be kept face down and not left unattended. Guests are subject to the same identification system as all other patrons.

7. UNIFORM

7.1. House Management and paid FOH Staff must wear the correct uniform (Brewery shirt and/or fleece or appropriate event T-shirt/fleece, black trousers or skirt and black shoes.) They must be smartly presented and excessive jewellery and studded belts are not permitted. High visibility vests will also be worn.

7.2. Front of House volunteers will wear a Front of House Badge and high visibility vests to ensure their safety and for ease of identification by members of the public.

7.3. SIA door supervisors must be smartly dressed and display their SIA badge in a prominent position at all times. Additionally they will wear a high visibility vest.

8. COMMUNICATION

8.1. All Brewery House Managers and SIA Supervisors will carry a 2-way radio with earpiece.

8.2. Further radios will be located in the control station and box office.

8.3. Any incident or crime will be rung through to the police on 999 in an emergency or on 101 for non-emergencies.

9. CONSUMPTION OF ALCOHOL

9.1. Consumption of alcohol will be permitted in Units 21 and 22 for the performance.

9.2. All alcohol will be served in plastic "glasses" and both Units 21 and 22 will be supplied with adequate numbers of clearly marked bins for the disposal of used "glasses".

10. HOW WE ENSURE UNDER AGE PERSONS ARE NOT SERVED WITH ALCOHOL

10.1. We operate and strictly enforce the Age Verification Policy recommended by the licensing authorities named Challenge 25.

10.2. The Personal Licence Holder (PLH) will be on site when the venue is open to the public for the performance.

10.3. We will employ and staff the bars with a balance of staff in terms of age and maturity.

10.4. Before the performance the PLH will remind all bar staff of the latest day, month and year which qualifies a member of the public to purchase alcohol.

10.5. Duty managers and senior managers will offer support to the PLH by regularly visiting the licensed areas during the performance.

10.6. We will ensure that the 'Challenge 25' posters are on all bars and around the Factory site.

11. BAR WATCH

11.1. The Brewery is an active member of the Bar Watch scheme

12. PREVENTING THE USE OF CONTROLLED SUBSTANCES

12.1. The Searching and Detaining Persons procedures (**Appendix 6**) must be read prior to any searches taking place. Our Drugs Policy should be read by all House Management staff, and communicated to all volunteers and SIA Supervisors.

12.2. Our Admissions Policy will be advertised on posters in appropriate positions that patrons seeking to enter could not reasonably fail to see.

12.3. Our drugs policy notice will also be prominently displayed at the entrance to Unit 21 and 22.

12.4. Should a member of staff have reason to suspect a patron to be carrying illegal drugs, they will communicate this immediately to an SIA door supervisor and/or the House Manager on duty.

12.5. A full record of all searches will be made in the main incident log. Searches will be carried out in the Control Point at the entrance to Unit 21.

13. BANNING OF DISRUPTIVE CUSTOMERS

13.1. The Brewery is an active member of Bar Watch, and bans persons from its premises who are on the Bar Watch exclusion list, as well as those banned by Brewery Management for their previous behaviour on site. This ban will extend to the whole of The Factory site.

13.2. Images of persons who are banned from Bar Watch member establishments must be on private display behind temporary venue bar, ticket office and within our Event Management Folder. Bar staff and House Management staff should familiarise themselves with those images and ensure that SIA Supervisors and Volunteers have viewed these prior to commencement of the performance.

13.3. We will retain the right to ban individuals from the whole of The Castle Mills/ Factory site for excessive disruptive, offensive or illegal behaviour. House Managers will exclude individuals for such behaviour with immediate effect, but a ban for more than 24 hours will be confirmed with a senior manager and then confirmed in writing to the individual.

13.4. Accurate contact details will be taken from any banned individual, or else their ban will be indefinite. If the individual is unwilling or unable to give accurate details at the time of the incident, they should be invited to return with those details at a future date to the Brewery's Highgate site.

13.5. Any incident resulting in an immediate ban will be recorded in detail in the appropriate incident log.

13.6. The list of all persons banned from the whole of the Arts Centre and The Factory premises will be displayed behind bars and in the Event Management folder (**See Appendix 7**).

13.7. Any banned person will be asked to leave because they are on the Bar Watch Exclusion list or have been banned from the Centre due to their previous behaviour on site. House or Site Management will be called immediately should they refuse to leave the premises. If they continue to refuse the police will be called.

14. PROCEDURES FOR DEALING WITH DIFFICULT OR UNRULY CUSTOMERS

Within the building or grounds:

- a. In the event of inappropriate behaviour or any disturbances within Units 21, 22 or the rest of the Castle Mill site the following stages of action will be taken. We will only move on to the next stage if we receive an unsatisfactory response. House Managers and SIA Supervisors will be instructed to:
 - Communicate immediately for assistance.
 - Ask for monitored CCTV coverage if applicable, and radio Control Point to press the CCTV incident button for increased frame rate recording.
 - If possible take the customer to a quieter area, preferably in view of a CCTV camera.
 - Ask the person to stop what they are doing.
 - Tell the person that they will be asked to leave if they do not stop.
 - Ask the person to leave.
 - Call the police using 999 or 101, and communicate all details of the party/person and their description to other Bar Watch users.
 - Complete incident log with all relevant details.
- b. Only SIA registered door supervisors/staff will make physical contact with the perpetrator in order to escort them from the premises. This will only be no more than 'reasonable and necessary force'.
- c. No other employee will make physical contact, unless it is to use reasonable force to defend themselves, property, or the property of another to prevent crime.
- d. Brewery House Managers will seek the assistance of police officers where they deem a customer ejected from The Factory site is deemed to be at risk of harm or injury to themselves or others, once they have left the site.

15. URGENT ASSISTANCE

15.1. In the event that a member of staff needs urgent assistance because they feel uncomfortable or threatened, or if there is a situation that is getting out of hand, then the following code words will be used.

- There is a message for Mr Dentith in Unit 21 (substitute location as required). This means, "Get to the venue quickly, visual presence is needed, no need to call the police".
- There is a message for Miss Pierson in Unit 21 (substitute location as required). This means, "Get to the venue quickly, this situation needs additional presence and a call to the police".

15.2. The code words can be conveyed by walkie-talkie or phone, or word of mouth if appropriate.

16. LICENSING AND POLICE CHECKS

17.1 The Police and SLDC are our partners and we will co-operate with them fully when they are acting in the lawful execution of their duties, which includes the right to make unannounced checks and an examination of our reporting mechanisms.

17.2 We will ask them to show some form of identification. **(See Appendix 8)**

17.3 We will maintain an Event Management folder for The Factory at the Brewery Arts Centre main site. This will be located in the Control Point during

the performance and subsequently at the back of Box Office at the Brewery Arts Centre. This will include all completed incident logs and ID logs.

17.4 The Original Copy of our Premises Licence will be contained within the Box Office safe at the Brewery Arts Centre. A copy will be available at the Factory Control Point.

17.5 The original summary will be displayed on the entrance wall to Units 21 and 22 at The Factory.

17.6 The signed authorisation by our Designated Premises Supervisor will be displayed alongside, which will specify other persons who can act on their behalf in producing those documents.

17. CONTROL POINT.

17.1. All aspects of public safety and crowd management will be coordinated on The Factory site from the Control Point located in the foyer outside Unit 21. This will be clearly marked and accessible by the general public, emergency services etc. House Management will base all their activities from this office and it will be to this point that safety issues and control measures will be reported.

18. FIRST AID

18.1. We will ensure that a fully trained first aid team of at least two people will be in attendance. They will be based in the Control Point and will be available to attend to first aid issues at all times members of the public are in the performance at The Factory.

Appendix 1**EVENT ENTRY AND SECURITY ASSESSMENT****Example Form**

Kendal Brewery Arts Centre
122a Highgate
Kendal
Cumbria
LA9 4HE



www.breweryarts.co.uk

The following event has been assessed by the event organiser. Senior House Manager and either the Chief Executive Officer, Director of Finance and Operations, or Administration Manager. Plus the Music Officer and/or Director of Catering Bars and Hospitality and/or Technical Manager and/or Site Manager if applicable. This assessment has been performed prior to the commencement of the programme.

Security Form

Event Name: The Abyssinians	Event Type: Artist
Date(s): 11/05/2013	Venue: Malt Room
Start Time(s): N/A	Exp. Attendance: (Entered Above)
End Time(s): 23:00	Max. Occupancy: (Entered Above)
Layout: standing	Interval Details: (Entered Above)
Average Age or Audience? (Entered Above)	Likelihood of Disruptive Behaviour? 1
Likelihood of Underage Drinking? 1	Likelihood of Drug Taking? 1
Number of house managers: (Entered Above)	No. of Front of House Volunteers: (Entered Above)
SIA Required: (Entered Above)	Late Bar: No

Wrist Band Entry: No	Under 18 Colour: (Entered Above)
Over 18 Colour: (Entered Above)	
Plastic Glasses: No	Drug Policy Notice: No
Paying Cloakroom: No	Random Searches: No
Notes:	(Entered Above)
Other Risks / Action Taken:	(Entered Above)
Signed: (Entered Above)	
Reviewed at Staff Meeting (sign): (Entered Above)	
Staff briefed on the day and copy on the door (sign): (Entered Above)	
<p>Note: When 'Likelihood of' 1= Highly Likely, 2= Possibly, 3= Unlikely When identified as 'Highly Unlikely' under one area, or 'Possibly' under two areas, additional HM staff or SIA door supervisors must be assigned.</p>	
<div>Save Changes</div>	

Appendix 2



DRUG POLICY

WE OPERATE A ZERO TOLERANCE POLICY TOWARDS
ILLEGAL DRUGS.

ANY PERSON FOUND TAKING, SELLING OR DISTRIBUTING
ILLEGAL DRUGS WILL BE REPORTED TO THE POLICE
IMMEDIATELY AND WILL ALSO BE PERMANENTLY BARRED
FROM ENTERING THESE PREMISES.

THE MANAGEMENT DOES NOT CONDONE ILLEGAL DRUGS IN
ANY FORM.

Appendix 3



INCIDENT LOG

Date: _____ Event: _____ Venue: _____

Note: Any incident which requires the attention of the police or bar watch committee **must** be recorded.

If any items are seized you should log 1) how the items was seized. 2) Why it was seized. 3) When it was seized (exact time) 4) how it was disposed of (e.g. stored in safe, passed to police).

Incident 1			
Time of incident		Person dealing with incident	
Name(s) of Person(s) involved		Description of Person(s) – including Mannerisms, accent, Clothing etc.	
I.D. given (please note id number& date of birth)			
Action taken		Police informed? Note badge number, Name & rank of lead Attending officer	

Brief description of incident:

Result of incident and actions required

Incident 2

Time of
incident

Person dealing
with incident

Name(s) of
Person(s) involved

Description of
Person(s) – including
Mannerisms, accent,
Clothing etc.

I.D. given (please note id number& date of birth)

Action taken

Police informed?
Note badge number,
Name & rank of lead
Attending officer

Brief description of incident:

Result of incident and actions required			
<u>Incident 3</u>			
Time of incident		Person dealing with incident	
Name(s) of Person(s) involved		Description of Person(s) – including Mannerisms, accent, Clothing etc.	
I.D. given (please note id number& date of birth)			
Action taken		Police informed? Note badge number, Name & rank of lead Attending officer	
Brief description of incident:			

Result of incident and actions required

At the end of each day the manager or supervisor must sign to confirm that no incidents have taken place, that any incidents that have taken place have been fully recorded, that any police notifiable offences have been called in (either directly to police control on (0845) 33 00 247. Alternatively use 101 or 999), that any further follow up action has been taken and all relevant parties have been informed of necessary information.

Signature: _____

Name: _____

Appendix 4



ALL BARS I.D. Log

Date: _____

Event: _____

TO BE FOLLOWED IN CONJUNCTION WITH THE EVENT ENTRY AND SECURITY ASSESSMENT DOCUMENT FOR THIS EVENT.

SEE AGE CHECK GUIDELINES DOCUMENT FOR FURTHER INFORMATION AND ON ID REQUIRED.

Name	I.D. Given	Number	D.O.B.	Action

Name	I.D. Given	Number	D.O.B.	Action

At the end of each day the manager or supervisor must complete this form

Signature: _____

Name: _____

Appendix 5

THE FACTORY

FRONT OF HOUSE VOLUNTEERS

Firstly, thank you for being a volunteer. You are an essential part of the team and the management and staff do appreciate the time and effort you put in.

Guidelines for Events

You will be required to sign a register upon your arrival to confirm that you are on duty, and that you fully understand your duties. You are also required to sign a copy of this sheet confirming you have read and understood these guidelines and that you are familiar with the fire procedure.

You will be issued with a FOH badge/ and or high visibility vest.

Your duties inside the venue will include:

- Taking tickets
- Wrist banding
- Attending the main door of the venue
- Manning a fire exit (for fire evacuation and to prevent illegal entry)
- Directing anyone with a query or complaint to the HM
- Bringing to the attention of the HM any inappropriate behaviour.
- Helping to drop chairs after a seated concert
- Helping with a fire evacuation

Your duties outside the venue will include:

- Directing cars to appropriate parking spaces
- Directing members of the public to cross roads safely or into appropriate venue access points
- Ensuring members of the public consider other residents

You are not expected to deal with any complaints, bad behaviour, or any situation that you perceive to be putting yourself in any risk. Please bring it to the attention of the HM or as soon as possible.

We require you not to drink alcohol whilst carrying out your duties or during breaks during duties.

No member of staff, paid or voluntary, should be on their own with a child under the age of 16 unless an enhanced Criminal Records Bureau disclosure has been received by the Brewery relating to that member of staff.

No member of staff, paid or voluntary, should be on their own with a child under the age of 16 unless an enhanced Criminal Records Bureau disclosure has been received by the Brewery relating to that member of staff.

Fire Evacuation

When a fire alarm is raised the building must be evacuated.

Stand by the fire exits and state firmly "This way out please". Direct people to follow the green "running man" signs to the assembly point, where the HM will do a roll call of staff and volunteers. (No roll call will be carried out for audiences).

Once the room is empty, stand outside the fire exit, close it behind you, and make your way to the assembly point.

Anyone in a wheelchair should follow the same evacuation routes as general members of the public.

If you are unsure about any of the procedures after reading this, please bring it to my attention straight away.

Car Parking

The management will provide a car parking permit so that you can park in The Factory car park for free – valid from 30 mins before the start of the event and 30 mins after the end of the event - (pick up from House Manager on arrival), but we regret that we cannot guarantee any free spaces for volunteer parking. You should be aware that the car park is often full on performance nights and you should allow time to "park and walk" if you cannot find a space. Health and Safety regulations stipulate that people should park only in a designated car parking space.

Ian Trickett (Senior House Manager)

I confirm that I have read and understood the guidelines as listed above.

Signed:

Print Name:

Date:

Appendix 6

PROCEDURES FOR SEARCHING AND DETAINING PERSONS

A condition is attached to the patron's right of entry, namely "It is a condition of entry that customers agree to random searches by authorised staff". This entry condition is advertised on posters (**Appendix 11**) in appropriate places depending upon the event in a position that patrons seeking to enter could not reasonably fail to see.

- A patron is politely approached at random or with cause. It is important that you are polite, tactful, positive, professional and respectful.
- They are told that they have been selected in accordance with the policy and informed that it is intended to subject them to a speculative search should they wish to gain entry to the event (or the premises). They are informed that they have the right to refuse but they will not be granted access to the performance or premises if they do so.
- It is vital that you get permission from the customer. Should the person refuse to submit to a search then they are informed that this is a condition of entry as displayed on our admission policy notice and they will be politely asked to leave.
- If they agree to be searched they are asked to accompany the staff to an area identified before an event for this purpose. In a manner that cannot be deemed threatening and in the presence of two or more staff, **at least one** of the same gender as the person, the policy is again explained to them. Make sure you have a witness present before you start to search. Men must be searched by men; women must be searched by women. When searching transsexuals it is advisable to ask the customer whether he or she would prefer to be searched by a male or female.
- The individual is again asked if they are prepared to consent to a search of their outer garments and personal effects. Again, should the person refuse to submit to a search then they are informed that this is a condition of entry as displayed on our admission policy notice and they will be politely asked to leave.
- Once consent to the search is obtained proof of identity should be obtained, ideally a photographic identity. All searches must be recorded in the Main Incident Book.
- Immediately prior to the search taking place the person will be asked whether they are in possession of any controlled substances or other illegal articles and in any event will be subjected to a speculative search of their outer garments and personal effects only
- Searching method
 - Gloves should be used.
 - Search the customer from the sides, not directly from the front.
 - Make sure you can see the customer's hands and that they are open and away from pockets.
 - Keep a balanced stance and watch the customer's movements.
 - Use questions to establish what they are carrying.
 - Ask questions rather than force your hands into pockets where there might be syringes or needles.

- When searching you must never ask a customer to strip or to remove clothing close to the skin.
- When searching bags ask the customer to remove the items into a tray or sharps bucket (if appropriate) for you to see. You should not touch the contents of the bag.

It is vital that you and your team take extreme care when searching people or clothing as needles or sharps could be concealed. If any employee is pricked seek immediate hospital advice. The best method is for the person being searched to turn out all their pockets

- When searching you should look for:
 - Drugs
 - Offensive weapons (an offensive weapon includes any item that could be used to threaten or hurt someone; for example knives and blades.
 - Unauthorised items such as bottles of alcohol brought in from outside, spray cans etc.
- If substances are discovered the person will be informed that it would be desirable that they remain until the police attend to assist in clarifying matters. You should ask them what the substance is, and should be very careful that the person couldn't retrieve the articles from them.
- Report immediately to the House Manager on duty, the Bars & Catering Operations Manager (DPS) or his/her deputy, the Executive Director, or the CEO who will contact the police to inform them of the situation.
- If the person states that they would like to leave and asks if they can leave then they should be told that it would be desirable if they remain until the police attend. HOWEVER, if the person insists on leaving they should be allowed to do so but their proof of identity should be retained. Our advice from premises operating this type of policy is that most people will wait until the police attend. During this period the individual should be observed to ensure that they do not dispose of other items. (SIA permitted to detain only)
- Stand in front of CCTV for a full shot (or photo), and record a full, detailed description. If the person leaves the premises alert all bar watch radio users to be on the look out for the individual, tell them why, and ask them to radio police control if the individual enters their premises.
- Upon taking possession of a suspected controlled drug it is to be handed to the House Manager on duty, the Bars & Catering Operations Manager (DPS) or his/her deputy, the Executive Director, or the CEO at the earliest opportunity. It should be sealed in a zip closed plastic bag (located in the Control Point), and placed in the appropriate lockable box within the Control Point ready for collection by the police, for disposal or for the police's retention as evidence in an ongoing police enquiry.
- Upon arrival of the police the finder of the substance and the witness should relate to the police in the presence and hearing of the accused what has taken place. The substances are handed to the police (who do have the powers to arrest on suspicion of a suspected offence). The police will then caution and arrest the individual and escort them away from the premises.
- A full log of the search and any items seized must be recorded in the main incident book. You should record:

- Who was searched?
- When the search took place.
- Who made the search?
- Who witnessed the search?
- How an item was seized.
- Why it was seized.
- When it was seized (record exact time).
- How it was disposed of (e.g. stored in safe, passed to police officer).
- If no substances are discovered, the person will be thanked and allowed to enter the venue or premises without further hindrance and thanked for their assistance and understanding.
- If somebody has managed to enter the venue or premises and is suspected of being in possession of drugs they may be approached and asked courteously to accompany the employee to an appropriate place. They are then asked if they agree to the search being conducted in accordance with the entry requirements (follow above procedures). **If it is decided to make an approach to a person or persons within a group try to isolate the individuals before doing so. This will avoid undue confrontation and bravado on their part.**
- Again, should the person refuse to submit to a search then they are informed that this is a condition of entry as displayed on our admissions policy notice and they will be politely asked to leave.

Appendix 7

PERSONS BANNED FROM THE FACTORY AND BREWERY ARTS CENTRE

The following list compiles all persons whom management have chosen to ban from the premises due to their behaviour on site, which contravenes the four licensing objectives of the Licensing Act 2003 as follows:

- The Prevention of Public Nuisance
- The Preventions of Crime and Disorder
- Public Safety
- The Protection of Children from Harm

Full name and contact details must be provided in order to write to the individual informing them of the reason for the ban, the period of ban, when the ban ceases, and conditions attached. If they are unwilling to provide this information they will be banned indefinitely, and must be informed of this.

Date	Name	Address	I.D. Provided	Photo Attached (Y/N)	Period of Ban	Expiry date of ban	Written to informing of reasons for ban (date and sign)	Notification at Staff Meeting (date and sign)

Appendix 8

Excerpt from Licensing Act 2003
2003 Chapter 17

Rights of entry

13

Authorised persons, interested parties and responsible authorities

(2) "Authorised person" means any of the following-

(a) An officer of a licensing authority in whose area the premises are situated who is authorised by that authority for the purposes of this Act,

(b) An inspector appointed under section 18 of the Fire Precautions Act 1971 (c.40),

(c) An inspector appointed under section 19 of the Health and Safety at Work etc. Act 1974 (c.37),

(d) an officer of a local authority, in whose area the premises are situated, who is authorised by that authority for the purposes of exercising one or more of its statutory functions in relation to minimising or preventing the risk of pollution of the environment or of harm to human health,

(e) In relation to a vessel, an inspector, or a surveyor of ships, appointed under section 256 of the Merchant Shipping Act 1995 (c.21),

(f) A person prescribed for the purposes of this subsection.

179

Rights of entry to investigate licensable activities

(1) Where a constable or an authorised person has reason to believe that any premises are being, or are about to be, used for a licensable activity, he may enter the premises with a view to seeing whether the activity is being, or is to be, carried on under and in accordance with an authorisation.

(2) An authorised person exercising the power conferred by this section must, if so requested, produce evidence of his authority to exercise the power.

(3) A person exercising the power conferred by this section may, if necessary, use reasonable force.

(4) A person commits an offence if he intentionally obstructs an authorised person exercising a power conferred by this section.

(5) A person guilty of an offence under subsection (4) is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

(6) In this section-

"authorisation" means-

(a) A premises licence,

(b) A club premises certificate, or

(c) A temporary event notice in respect of which the conditions of section 98(2) to (4) are satisfied; and

"authorised person" means an authorised person within the meaning of Part 3 or 4 or an authorised officer within the meaning of section 108(5).

(7) Nothing in this section applies in relation to premises in respect of which there is a club premises certificate but no other authorisation.

180

Right of entry to investigate offences

(1) A constable may enter and search any premises in respect of which he has reason to believe that an offence under this Act has been, is being or is about to be committed.

(2) A constable exercising a power conferred by this section may, if necessary, use reasonable force.