

Operating Schedule

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

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

Licensing Authority: New Forest District Council

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

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

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

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

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



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

PLEASE COMPLETE AND RETURN



Amenities Committee	EVENT APPLICATION FORM
Venue - WAR MEMORIAL RECREATION GROUND, WHITEFIELD ROAD	

Applications must be submitted at least 6 weeks before an event. All sections must be completed with any irrelevant sections being marked 'N/A'.

Please note the Operating Schedule (OS) and accompanying plan which contains our licence conditions.

****IT IS STRONGLY RECOMMENDED THAT YOU READ THE OS PRIOR TO COMPLETING THIS FORM****

Section 1: EVENT ORGANISERS DETAILS

Name of Organisation

Name of Event Organiser

Contact address and postcode

Telephone	Email address
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Contact details on site during event
Principle contact name and mobile number

Other contact names and mobile numbers

Name of person on incident HOTLINE
(NMTc Mobile number 07741 311062)

Scale site plan showing layout attached?

This will be provided with the keys to site YES/NO

Section 2: EVENT DETAILS

Name of Event

Description of Event

Event days and times including set up and take down – times in 24-hour clock please

DATE	SET UP START	EVENT START	EVENT FINISH	TAKE DOWN COMPLETED BY

Expected number of attendees

Are you intending to charge for entry or activities within? If so, please state how you will operate this.

Section 3: EVENT ACTIVITIES

Sale of Alcohol**	YES/NO	Food and non-alcohol stalls	YES/NO
Performance of a play	YES/NO	Face painting	YES/NO
Showing a film	YES/NO	Sports event*	YES/NO
Indoor sporting event*	YES/NO	Sponsored activity*	YES/NO
Live music	YES/NO	Fairground rides*	YES/NO
Playing recorded music*	YES/NO	Bouncy castle or other inflatables*	YES/NO
Dance performance	YES/NO	Motor Vehicle display*	YES/NO
Facilities for making music*	YES/NO	Re-enactment group*	YES/NO
Facilities for dancing*	YES/NO	Fireworks, laser & pyrotechnic display*	YES/NO
Information display	YES/NO	Bonfire	YES/NO
Arena displays*	YES/NO	Barbecue or hog roast	YES/NO
Market/fete stalls	YES/NO		

Please provide further details for activities marked as *

AMPLIFIED music or sound request must include the times that this is scheduled so we can complete our obligations through the licence.

FILMING - Please ensure that you have checked the Hampshire Constabulary guidance regarding any filming you wish to do.

CHARITY COLLECTIONS – A street collection permit from NFDC is required for money collection or the sale of items as part of the event. Town Council approval can be presumed as standard. A copy of the permission will be required with other documents collected. See O.S.48

Any activities that are not shown in the list above

All licensable activities are shaded in **ORANGE**. Some of these items may be covered by Live Music Act 2012 or other legislation. The information is required to enable assessment of the full event.

For Sale of Alcohol ** please provide the following for **EVERY** supplier of alcohol (use separate sheet if necessary)

Full name of Personal Licence Holder	
Licence number	
Issuing Authority	
Full name of Personal Licence Holder	
Licence number	
Issuing Authority	

Section 4: CATERING

Will there be catering at your event?

YES/NO

If YES, please provide details below.

N.B. It is your responsibility to ensure business caterers are registered with the relevant Local Authority (if local, this would be New Forest District Council) No Food Safety Hygiene certificate is required if catering is by volunteers.

Section 5: FACILITIES REQUIRED

Pavilion and its infrastructure	YES/NO	<i>Minimum 2 weeks' notice needed please</i>
Acoustic curtain	YES/NO	
Fresh running water	YES/NO	
Access to Electricity bollards	YES/NO	
Vehicle access - north of site	YES/NO	
Toilet block doors close automatically with exception of Disability unit. A RADAR key will be provided for event		

N.B. The on site toilet block does not have capacity for events. Please ensure that you include hired units for your event.

Section 6: LITTER AND RECYCLING

Please explain how you intend to keep the site free of litter. (Refer to **OS** 13 – 15).

N.B. Event waste found adjacent litter bins will incur a £100 charge for clearance.

Section 6: CAR PARKING/VEHICLES

How will you protect the grassed area from damage from permitted traders' vehicles in poor weather?

How will you publicise the public car parks available for use during your event?

Section 7: TEMPORARY STRUCTURES AND EQUIPMENT (Please delete as appropriate)

Portable generator	YES/NO	Gas cylinders	YES/NO
P.A.System	YES/NO	Staging	YES/NO
Stage barriers	YES/NO	Lighting rig	YES/NO
Crowd control barriers	YES/NO	Temporary fencing	YES/NO
Gazebo	YES/NO	Event seating	YES/NO
Marquees/Tents	YES/NO	Approximate size of marquees/tents	

Any other not mentioned above?

Section 8: PROMOTION

How will you advertise your event? (Refer to OS point 14)

Section 9: ORGANISER'S CHECK LIST

Please check that you have included the following documents with your application. See the following page for guidance.

a. Site plan clearly marking layout of event (O.S. 1 applies)	Y/N
b. Environmental Impact Assessment (including noise)	Y/N
c. Copy of Public Liability Insurance certificate (£5m indemnity)	Y/N
d. Copy of your Event Specific Risk Assessment	Y/N
e. PAT/food hygiene/D&B/First aid/street collection cert copies	Y/N
f. Safeguarding Policy (O.S 23 applies)	Y/N
g. Age Verification Policy	Y/N

I/We have read and understood the **Operating Schedule** (4 pages) and supplementary policies and agree to abide by the terms stated.

Sign..... Print.....

On behalf of..... Date.....

OFFICE USE

Amenities permission granted	DD/MM/YY	Food hygiene copies	DD/MM/YY
Hire form received	DD/MM/YY	Disclosure & Barring copy	DD/MM/YY
Public Liability cert copy	DD/MM/YY	First Aid copy	DD/MM/YY
Required indemnity £5m	Y/N	Informed Police of capacity level & consumption area	DD/MM/YY
Event risk assessment	DD/MM/YY	DPS booked	DD/MM/YY
Boundary stewards need/assigned?	Y/N	Neighbours advised	DD/MM/YY
PAT copies	DD/MM/YY	Plan showing alcohol sales positions	DD/MM/YY
Street collection permit copy	Y/N	Amplified event number (only applies if between 1900-2200hrs)of 12

DRAFT

Section 10: GUIDANCE

a. Site plan clearly marking layout of event.

Our scale site plan (part of your application pack) shows how the Rec infrastructure is laid out. It has been hand drawn therefore can be used and/or copied by your organisation.

b. Environmental Impact Assessment.

This is a means of identifying all the areas that the event will impact upon. It should show issues that could occur before, during and after the event and address any complaints after the event setting out steps for a future event so that similar complaints are not made in the future.

Here are some of the things to include in your assessment. An example EIA is contained within the application pack.

The Site: Legal constraints (licence conditions within OS are shown in red text); access including slopes; noise; dangers; rights of way; services; other site users; layout plan showing amount of area event requires.

Surrounding the site: Neighbours; access; dangers; signage; traffic control; advertising.

Admin: Any additional licensing requirements; planning consent (some signage) food hygiene; risk assessment; fire arrangements; advertising; impact study including potential noise (how will the event impact on those around the site?) protection of children and vulnerable adults; training; licences for raffles; timetable of events; opening/closing time; complaint procedure; recording of monitoring results.

Facilities: Water; litter; recycling; electricity; first aid; telephones; seating; lighting; tents and marquees; crèche.

The Event: Setting up; all parking; patrolling; monitoring (of noise, smells, dangerous substances); weather contingencies (hot/cold/wet); security; lost children & vulnerable adults; cash; crowd management; communication; drugs; emergency access; management of contractors/third parties; dismantling; litter clearance; reinstatement of damage; securing the site once cleared.

c. Public Liability Insurance Certificate

The above insurance cover is required for third party risks, for no less than £5million for any one claim. The copy must include valid dates (covering the event date); policy holder name; policy number; cover amount; company name and contact number.

d. Event-Specific Risk Assessment

The Town Council's risk assessment is in your information pack. Your assessment must be specific for your event, and take account of the issues raised in the Operating Schedule. There are many ways to do a risk assessment, but it must include the following – Identification of any hazards; Who might be harmed and how; evaluate risks and set precaution; record your findings and implement required change; review your assessment and update (for your next event). Aspects to assess can be taken from guidance above in Section B (The Event).

More guidance and a risk assessment template is provided at <http://www.hse.gov.uk/risk/fivesteps.htm>

e. Safeguarding Policy

Safeguarding children and vulnerable adults is the responsibility of all but for your event it is yours as the organiser should there be an incident. Safeguarding measures must be set out in your risk assessment. Here are some general questions to get you started –

Does your organisation have a Safeguarding Policy Statement?

Do any members of your team require 'Disclosure & Barring' checks if the child is likely to be left unaccompanied by parent/guardian?

Do you have a contact name for any related issues during the event, such as lost children or if there are genuine concerns for welfare?

Are all team members aware of your safeguarding procedures and their own personal responsibilities?

More guidance is available from

<https://www.gov.uk/disclosure-barring-service-check/overview>

<https://learning.nspcc.org.uk/research-resources/templates/example-safeguarding-policy-statement>

f. Street Collection Permits

It was confirmed during the 2019 event season that charity collections or sale of items from a stall to benefit a charity need to have a Street Collection permit from New Forest District Council. The application form has been reviewed to take account of this likelihood during events on the Recreation Ground. The application form is accessed via the link

[Charity street collection permit - New Forest District Council](#)

Extract from the NFDC web page – 'However if a number of charities wish to collect at the same event on the same day, these will be permitted, but applicants must obtain the permission of the event organiser first'.

Town Council permission for the collection can be assumed for the purposes of the application, and a copy of the granted permit/s should be supplied with other event documentation. The Street Collection application process takes approximately 10 days.