

## Proposed Licence Conditions (Police)

### Party in the Park

1. A fully working and maintained CCTV system capable of recording and storing images must be installed on the premises. The system must record at all times whilst the premises are open to the public and images must be stored for a minimum of 28 days with date & time stamping. As a minimum this must cover all entry and exit points, both sides of all areas where the sale/supply of alcohol takes place.
2. A person conversant with the retrieval and down loading of CCTV and Body Worn Video footage must be present on the premises at all times whilst they are open. This staff member will be available to assist officers to view incidents as soon as practicable after they occur in order to conduct an initial investigation and in line with current Data Protection Legislation.
3. Each operator selling alcohol shall have a personal licence holder on the premises.
4. When alcohol is sold at the event the following conditions shall apply to all bars, both for the public and in hospitality areas:
  - a) Bars will be closed at least 30 minutes before the event finish time.
  - b) Bars will not be permitted to run price promotions, happy hours or other promotions designed to encourage excessive drinking.
5. Northamptonshire Police will be given a minimum of 28 day's notice prior to any event.
6. Drinks shall not be sold or served in glass vessels or containers or served in any measure greater than a pint.
7. Substantial food and non-intoxicating beverages, including free drinking water, shall be available throughout the permitted hours in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
8. A Challenge 25 proof of age scheme shall be operated at the premises.
9. All training records shall be made available to Police, officers of the licensing authority and Trading Standards upon request.
10. Members of the public shall not bring any alcohol into or out of the event.
11. The number of locations where alcohol is sold at the event shall not exceed those indicated on the event plan.

12. At all locations where alcohol is sold, the name and contact telephone number of the Designated Premises Supervisor shall be displayed in a prominent position on the premises, so that it is clearly visible. The named Personal Licence Holder for that location will also be displayed with their contact telephone number.
13. An advertised 'hotline' telephone number to the Licensee shall be available to local residents.
14. All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility **yellow** jackets or vests
15. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway and that the queue area is covered by the venue's CCTV system
16. Patrons shall be encouraged not to congregate outside the premises after the event has finished.
17. Promotional literature and tickets will contain information regarding public transport options and public conveniences and shall request persons to leave the area quietly.
18. The premises will have a documented searching policy. This document will be retained upon the premises and made available to an officer from a responsible authority for inspection upon reasonable request. Searches will be carried out where deemed appropriate by SIA licenced door staff. All searches will be monitored by the venue's CCTV system.
19. The premises will have a documented drugs policy. This document will be retained upon the premises and made available to an officer from a responsible authority for inspection upon reasonable request
20. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following:
  - (a) All crimes reported to the venue
  - (b) All ejections of patrons
  - (c) Any complaints received concerning crime and disorder
  - (d) Any incidents of disorder (e) all seizures of drugs or offensive weapons (f) any faults in the CCTV system, searching equipment or scanning equipment
  - (g) Any refusal of the sale of alcohol
  - (h) Any visit by a relevant authority or emergency service

21. In the event that a serious and/or sexual assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:

- (a) The police (and, where appropriate, the East Midlands Ambulance Service) are called without delay;
- (b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
- (c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

22. Northamptonshire Police Control Room must be provided with the particulars of the nominated safety co-ordinator and the Licensee.

23. Unless otherwise agreed, no later than 28 days prior to the event an Event Management Plan must be presented to a member of Northamptonshire Police Licensing Team for their comment and advice. The Event Management Plan shall include, as a minimum:

- a) Emergency and Evacuation procedures;
- b) Crowd management and stewarding arrangements;
- c) A detailed plan showing site layout and emergency egress points;
- d) A detailed plan of parking arrangements for each event.

24. The premises will have a recordable means of monitoring and controlling its capacity

25. There shall be adequate means of control to ensure that only permitted numbers of persons gain access to the event site.

26. Adequate staff (stewarding and Security Industry Authority licenced) both within and outside the licensed area must be provided at all times during the licensed event.

27. Upon reasonable request, authorised enforcement officers of the Responsible Authorities: Environmental Health Consultation Team, Northamptonshire Police and Northamptonshire Fire & Rescue Service, must be provided with security passes for full and free access at all times to each and every part of the licensed area.

28. A communication system must be provided to ensure the effective operation of the site under both normal and emergency evacuation conditions. The Licensee must provide an adequate incident control centre and a rendezvous point for the Police and other emergency services.

29. Adequate rigid barriers or fences designed to adequately resist right-angle and parallel loads commensurate with probable crowd pressure must be provided around any stage and other location where it is necessary to limit crowd pressure in the interests of safety.

30. In case of evacuation, details of all marquees, tented structures and temporary structures should be provided including emergency exits and signage.
31. Emergency exits and entrances to the event area must be kept clear at all times and must be provided with clearly visible signage.
32. Adequate drinking water points in suitable locations must be provided and maintained.
33. Adequate parking shall be provided within the confines of Abington Park for persons attending events.
34. There shall be a welfare point (or equivalent area) for the reporting and management of lost children. The welfare point will be staffed by trained (and appropriately certified by the Disclosure and Barring Service) members of staff who will be in radio contact with the safety co-ordinator.
35. Sufficient numbers of stewards/marshals shall be employed as required by the size of the event to ensure that patrons leave the premises safely.