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| DEPARTMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Food and Beverage/Security                                    |
| POLICY TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Managing Capacities and Noise in the Hideout Bar Roof Terrace |
| POLICY OVERVIEW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                               |
| <p>The Hotel will ensure that the maximum capacity of 60 for the Hideout and 18 for the Hideout Terrace will not be exceeded at any time in line with the Fire Risk Assessment. The hotel will guarantee that the Terrace is closed by 11.00pm each night and that noise is kept to a minimum so as not to impact the residents situated opposite.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                               |
| PROCEDURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                               |
| <ul style="list-style-type: none"> <li>Any private bookings for this space must not exceed 55 guests in total. This allows us to then have up to 5 team members in place within the bar, management, and security teams.</li> <li>All reservations for the Hideout to include detail on the capacity and opening times for the terrace and to advise on noise limitations.</li> <li>When the bar is in general use, all bookings for the space must go through Seven Rooms to ensure that the venue is not overbooked at any time and numbers are managed accordingly.</li> <li>Discreet signs to be displayed on the doors to the terrace to advice of the capacity limit.</li> <li>No amplified music or any music/performances to be allowed on the terrace at any time.</li> <li>Half hourly checks to be in place on the terrace to ensure numbers do not exceed 18 and to check noise levels. This can be input on Alert 65 to ensure it is well monitored and checks are not missed.</li> <li>F&amp;B management team to be responsible for this area unless in the event of a private event where security would be in place on the rooftop and would support.</li> <li>In the event that the terrace has more than 18 guests, guests will be asked to vacate and move inside to manage this.</li> <li>The exterior doors to the terrace and internal doors to the bar are to remain closed to limit the noise, and form a separating lobby.</li> <li>Notice to be given verbally at 10.45pm each evening to all guests on the terrace that they only have 15 minutes remaining there.</li> <li>A member of the F&amp;B management team to clear the terrace of guests at 11.00pm and lock the door to prevent anyone else from using the terrace at this time.</li> </ul> |                                                               |