



Alcohol Management Plan

Name of Event	Capri Beach Club
Date of Event	5 th June – 26 ^h August 2024
Date Document Completed	15 th May
Document Author	Billy Williams
Document Version Number	2

Contents

	Applicants Details
	Details of Event

	Management Structure
	SIA Security
	Details of Alcohol Outlet(s)
	Details of Staff Training
	Policies
	Licensing Objectives
	General Information for the Day of the event
	Annex 1
	Annex 2

Applicants Details

Complete with details of individual who has applied for an occasional licence, in connection with the event:

Name	Billy Williams
-------------	-----------------------

Address	20 Plantation. West Park Rd. Newchaple. Surrey. RH7 6HT
Telephone/Mobile Number	07768857857
Email Address	billywilliamsandsons@gmail.com

Details of Event

Provide information regarding the areas to be licensed

Name and address of location	Exchange Square. Manchester. M3 1BD
Location Description	Event area outside Selfridges.
Date(s) of Event	5 th June – 26 th August
Time of the event	
Start Time?	11:00
End Time?	23:00
Last Orders	22:30
Estimated number of people anticipated at the event.	100
Conditions of Entry (invitation/tickets/pay on entry etc)	Free Entry, Smart Dress
How many alcohol outlets will be in operation?	1

Management Structure

Provide details of all parties involved

Name of Organisers	Premier Winter Wonderland Events Ltd.
--------------------	---------------------------------------

Name of Company/Individual providing Security	Show & Set Solutions Ltd. Scott Chisholm
Registered address	5 Clements Close. Earley Berkshire. RG6 4BT
Contact telephone number	07739900747
Brief Description of Roles and Responsibilities	Operating time security will man the entrance to greet guests and keep visual on all guests. Night security when closed will patrol the perimeter to make sure no one eveters the closed site.
How many Stewards will be provided for the event?	1 - 5
How many are SIA Registered	1-3 security will be SIA

Provide details on the Stewards communication and if they will be stationed at the alcohol outlets:

One will be position near the entrance.
On Busy days there will be one at the entrance, one walking around and one by the Bar area.
Radio communication to be used.

Details of Alcohol Outlet(s)

Provide details regarding the alcohol outlet(s), complete annex 2. Ensure that you provide a layout plan of the site which indicates where the bars are will be situated.

General Authorisation of Sale of Alcohol

Provide details of the individual who will be authorising the sale of alcohol:

Name of Individual	William Williams
Address	20 Plantation. West Park Rd. Newchapple. Surrey. RH7 6HT
Contact Numbers (including any mobile number)	07768857857
Email Address (use block capitals)	BILLYWILLIAMSANDSONS@GMAIL.COM
Personal Licence Holder Details.	Williams T Williams William H Williams
Name of Issuing Authority	Denbighshire Tandridge District Council
Personal Licence Number	DCC0570 TAND/PERS/22/026
Date of Expiry of Licence	N/A N/A
Copy of Personal Licence attached	No

Provide a brief description of how the bars will operate i.e. all staff will have been undertaken the mandatory training, records will be kept at each bar in the event of being inspected by Police or LSO, will the alcohol be sold via tokens or cash bar, wristband being used, what size of measures will be sold, queuing system, display of mandatory signage Section 110 Notice and Age Verification Policy etc, Alcohol sold will comply with Minimum Unit Pricing of Alcohol,

We will be operating Challenge 25 Policy.
Staff will be given full training and entered into the training book.
All drinks will be served by standard measures.
Drinks will be sold by at the bar and card payments will be taken.
No drink promotions will be used.

Staff Training Details

Provide details of training any staff recruited for the event will receive either prior to the event or on the day itself:

All staff are responsible for keeping their areas clean, tidy and all rubbish to be put in correct bins.
Staff must be polite to all customers.
Staff will be taught how to check age validation documents.
Staff will also be taught what to do in situations of unruly customers.

Staff will be taught how to use radios to communicate with security staff.

Policies

Age Verification Policy

Provide details on the age verification policy that is in place:

Challenge 25 in operation.

Refusal Policy

Provide details on the refusal policy that is in place:

If a customer looks to be under the influence of Drink, Drugs or Rowdy they will be refused entry.

If a customer has to be ejected from the event their details will be entered in the incident book.

Drugs Policy

Provide details on the Drugs Policy that is in place:

Drugs will not be tolerated in anyway.

Any person seen to be under the influence or being involved in drugs paraphernalia will be ejected and entered into the incident book.

If the person that is ejected for being under the influence the security will check to make sure they are safe to walk away.

Dispersal Policy

Provide details on the Dispersal Policy that is in place:

- a staff member should visit each group or individual in the premises advising them in a friendly manner that the premises are now closed, thank them for their custom and advise them that they should leave as quickly as possible.
- music levels should be reduced to a minimum and low volume calming relaxing music put on
- Lighting levels will be increased
- Staffing levels at service points may be reduced and staff redirected to other duties such as customer dispersal, glass collection and cloakroom duties.
- DJ announcements may be used to both encourage a gradual dispersal and to remind customers to be considerate to our neighbours.
- Empty glasses should be collected from each table
- Windows and entrance doors should be closed to ensure neighbours are not disturbed.

Licensing Objectives

Provide a brief statement on how each of the Licensing Objectives will be upheld during the event:

Preventing Crime and Disorder

CCTV will be in operation and available to all services.

Zero Drug policy.

Staff to watch for excessive drinking.

No large groups of male or female allowed into the event.

Staff and customers must be looked after.

Security Public Safety

Security have a duty of care to customers, public and staff.

Security to look out for vulnerable people that might be victim of harassment etc.

Security must be approachable and be able to communicate with customers in a relaxed manner but also fair in their actions.

Customers should feel safe at all times.

Preventing Public Nuisance

We are not a heavy drinker backed event so alcohol and music is more of a relaxed back ground vibe to lessen the tense atmosphere that can arouse in other venues.

All customers leaving later in the evening will be asked to respect local nearby residents.

Protecting and Improving Public Health

Free tap water will always be available.

No one that is intoxicated will be severed at the bar but will be offered a glass of water and a seat to recover

Protecting Children and Young Persons from Harm

No children to be allowed without an adult. This objective relates to the protection of children from moral, psychological and physical harm. This includes protecting them from early exposure to:

- strong language
- sexual expletives
- adult entertainment
- drinking alcohol
- drug-taking

- gambling
- violence.

General Information on the day of the event

Provide information regarding the running of the event itself. It would be useful to explain if staff will be subject to a briefing/debriefing prior and after the event. What the procedure would be if staff recruited are unable to attend for any reason. If refusal logs/stewards logs will be in operation on the day etc.

The day to day running of the event comes under the control of Billy Williams in the event of his absence his son William Henry Williams will take control.

The event opens at 11am – 11pm.

Food will stop being served at 10:30pm and the Bar closes at 10:45pm

The event doors will not be opened until a security personal is on site.

The event area will be fully cleaned before opening can commence.

There will be a dedicated phone number which will stay at the event 24/7.

