

BROADWICK

EVENT MANAGEMENT STRATEGY

DEPOT MAYFIELD

BROADWICK VENUES LTD

BROADWICK

VENUE OVERVIEW

Depot Mayfield

Depot is a 10,000-capacity venue for culture located on the ground floor of the historic former Manchester Mayfield Train Station. Depot Mayfield provides a platform for a diverse programme of arts, music, industry, culture, and community events in this unique found space showcasing Manchester's industrial past.

Since opening in 2019, the multi-use space has already been used by numerous local and international brands including The Warehouse Project, Manchester International Festival (MIF), Outbreak Festival, Manchester Craft Beer Festival and many more.

Comprising of 4 separate spaces; Depot, Concourse, Archive & Ticket Hall which benefit from an outdoor area on the north side of the building.

Freight Island

Freight Island is a Food, Beverage and Entertainment operation on the ground floor comprising of an indoor area within the structure of the historic depot warehouse and an outdoor area to the south side of the building and adjacent to Mayfield Park.

Mayfield Station Platform

Located on the top floor of the building is the open-air Mayfield Station Platform which extends to the full size of the building below. This temporary event space has hosted a number of productions including Underbelly's La Clique show taking place in a Spigeltent and also Backyard Cinema within a purpose-built marquee.

SITE MANAGEMENT

Depot Mayfield is current managed by 5 full time members of staff supported by a team of casual and freelance personnel.

The current permanent Depot Mayfield Management Team is:

- Natalie Lea – Head of Venue
- Kieran Faulkner – Head of Venue Operations
- Charli Sumner-Bedford – Head of Sales & Events
- Neil Pheasey – Assistant Venue Operations Manager

Each sub-operator or hirer on site (including Freight Island) will have their own management team (site operators) on site who will be responsible for ensuring the safe operations. Regular meetings will take place between the Depot Mayfield Management Team and site operators to ensure the collaborative working and communication between all site operators.

PREMISES LICENCES

Three premises licences issued by Manchester City Council currently cover the venue permitting licensable activities in accordance with the Licensing Act 2003.

Depot Mayfield

Premises Licence number: 255960

Designated Premises Supervisor: Natalie Lea

BROADWICK

Supply of alcohol for consumption on and off the premises.	Mon-Sun: 08:00-04:00
Provision of regulated entertainment (including plays, films, indoor sporting events, boxing or wrestling entertainment, live music, recorded music, performance of dance.)	Mon-Sun: 08:00-05:00
Provision of late-night refreshment	Mon-Sun: 23:00-05:00
Hours premises can be open to the public.	Mon-Sun: 00:00-00:00

Event Category	Event Management Plan	Safety Advisory Group
Category A Events with a capacity above 6,000 persons but below 9,999	Issued to the SAG a minimum of 35 days prior to the event.	Minimum of 28 days prior to the event
Category B Events with a capacity above 3,000 persons but below 6,001	Issued to the SAG a minimum of 21 days prior to the event.	Minimum of 14 days prior to the event
Category C Events with a capacity of 3,000 persons or less.	At the request of the Licensing Authority.	At the request of the Licensing Authority

Events with a capacity of 3,000 persons or less consisting of competitive boxing and or mixed martial arts will be classed as Category C.

Mayfield Station Platform

Premises Licence number: 282009

Designated Premises Supervisor: Natalie Lea

Supply of alcohol for consumption on and off the premises.	Mon-Sun: 10:00-02:30
Provision of regulated entertainment (including plays, films, indoor sporting events, boxing or wrestling entertainment, live music, recorded music, performance of dance.)	Mon-Sun: 07:00-02:30
Provision of late-night refreshment	Mon-Sun: 23:00-02:30
Hours premises can be open to the public.	Mon-Sun: 06:30-03:00

Freight Island

Premises Licence number: 255193

Designated Premises Supervisor: Jon Drape

Supply of alcohol for consumption on and off the premises.	Sun-Thu: 10:00-01:00 Fri-Sat: 10:00-02:00
Provision of regulated entertainment (including plays, films, indoor sporting events, live music, recorded music, performance of dance.)	Sun-Thu: 09:00-01:00 Fri-Sat: 10:00-02:00
Provision of late-night refreshment	Sun-Thu: 23:00-01:00 Fri-Sat: 23:00-02:00
Hours premises can be open to the public.	Sun-Thu: 07:00-01:30 Fri-Sat: 07:00-02:30

BROADWICK

Please note that the days and times detailed in the summary of premises licences above show the hours licensable activity is permitted to take place under the respective licences. The actual operating hours vary significantly due to the wide range of activities on this site.

Alcohol Management Plan

For alcohol to be supplied under our premises licence an Alcohol Management Plan will be produced by the event organiser for submission to the Local Authority. This will include full details on the plans for how alcohol is to be served and the measures that will be implemented to ensure compliance with the Licensing Act 2003 and promote the licensing objectives.

The event organiser will appoint a Personal Licence Holder who will be responsible for ensuring all licence conditions are adhered to in respect of the sale or supply of alcohol. Furthermore, all bars will operate under the supervision of a Personal Licence Holder.

Proof of Age

The sale or supply of alcohol to anyone under the age of 18 is an offence under the Licensing Act 2003 and can lead to an unlimited fine. Furthermore, the offence would lead to the review of the venues Premises Licence and could result in it being suspended or revoked.

An "Age Verification Policy" will be in operation requiring the production of an acceptable proof of age document if the staff are in doubt as to whether a person seeking to procure alcohol is less than 25 years of age. This is referred to as a Challenge 25 Policy.

Challenge 25 signage will be displayed at venue entry points and all bar service points.

Only the following documents are acceptable for proof of age purposes:

- Valid passport
- Foreign National ID Cards
- Driving Licence
- Photo ID bearing the national Proof of Age Standards Scheme (PASS) hologram.

If a valid proof of age document is not provided or if it is reasonably believed that the document has been falsified or tampered with, then the supply of alcohol will be refused.

Each bar will maintain a log of all instances where the sale or supply of alcohol has been refused and will be available for inspection by the Licensing Authority upon request.

Intoxication

The sale or supply of alcohol to anyone who is intoxicated is an offence under the Licensing Act 2003 and can lead to an unlimited fine. Furthermore, the offence would lead to the review of the venues Premises Licence and could result in it being suspended or revoked.

All staff will be briefed to identify signs of intoxication.

If anyone is believed to be intoxicated upon arrival at the venue, they should be refused entry until such time as they are no longer intoxicated.

Intoxication should be seen as a medical issue first and foremost and no person should be ejected from the premises due to intoxication unless they have been assessed by the on-site medical team.

If a person is identified as being intoxicated to the point of impairment of physical and mental faculties, they should be supervised and not permitted to leave the site unless:

- Are accompanied by friends or family (over the age of 18) who can care for them suitably; and
- Know where they live; and
- Have adequate funds to get home or a suitable form of transport.

BROADWICK

If any of these conditions are not met, they should be kept on site under the supervision of medical or security staff until such point as all are satisfied.

If a person is unaccompanied but has sufficient funds and knows their address, they should be accompanied to and placed inside a licensed taxi. A record of the taxi vehicle registration should be noted.

Staff Training

All staff involved in the sale or supply of alcohol will receive training prior to working at the venue. This training will cover the following area as a minimum:

- Product age restrictions and offences under the Licensing Act 2003
- Challenge 25 Policy & valid forms of ID
- Recognising signs of intoxication and how to refuse service
- Emergency procedures and incident reporting

This training will be completed on a no less than annual basis and a written record of training will be maintained.

Drinking Water & Soft Drinks

Drinking water will be made available free of charge to all attendees at an event from all bar service points and soft drink options should also be available.

The bar locations and/or drinking water points will vary by each event dependant on the site layout and overlay positioning.

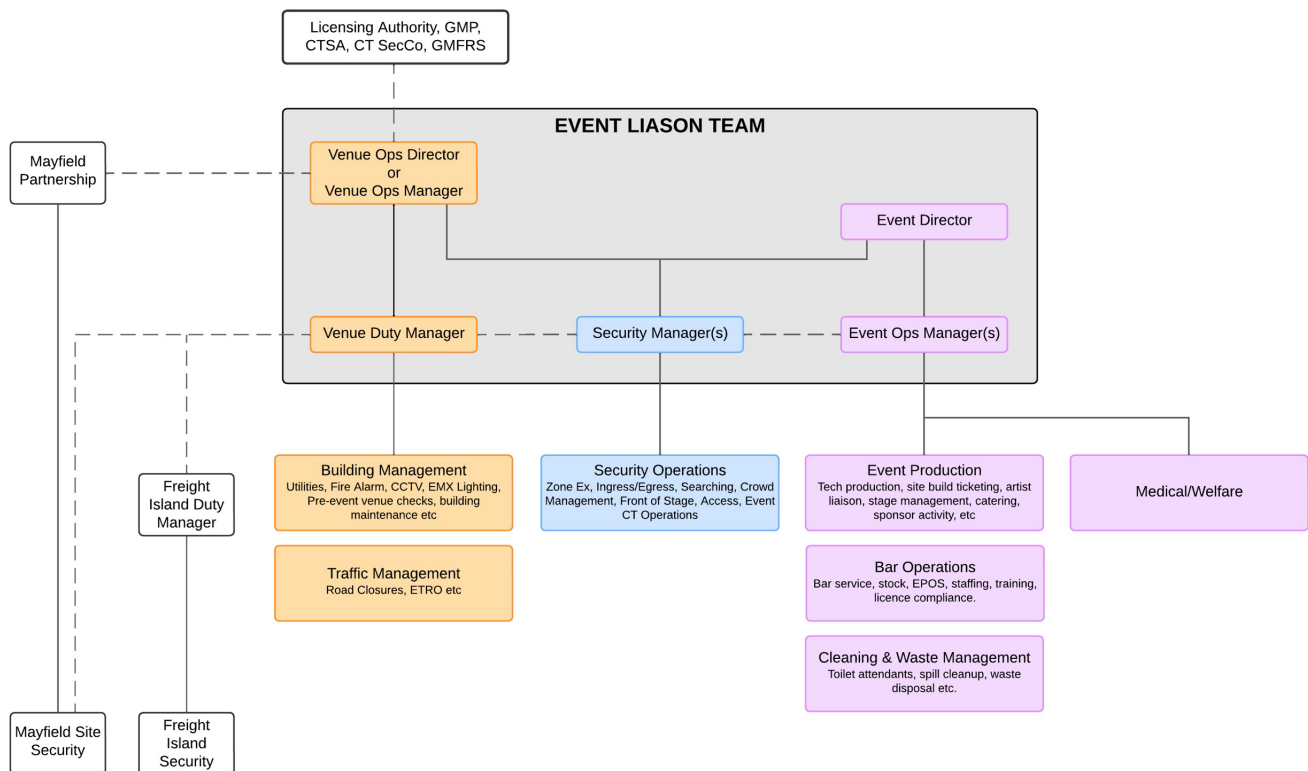
Where a person is refused service due to intoxication, they will be offered water or a soft drink as an alternative.

EVENT MANAGEMENT

Organisational Structure

The organisational structure shown below is an example for a standard event at the venue. At some events, responsibility for certain functional areas may be undertaken by the venue.

BROADWICK



Command and Control

An Event Liaison Team will be responsible for the development of plans for the safe operation at the event and for ensuring the plans are followed during delivery.

Any decision to deviate from the venue procedures or Event Management Plan can only be made by the Event Liaison Team and should only done so in exceptional circumstances.

The Venue Manager (being either the Venue Operations Director or Venue Duty Manager) has the competence and authority to make operational decisions where there is an immediate threat to the health, safety and welfare of attendees or others.

Authority to initiate an evacuation also rests with the Venue Manager and in the event of an evacuation will coordinate the operation in line with the Evacuation Plan.

For most events an Event Control Room will be in operation to coordinate the event delivery in line with the Venue Procedures, Venue Operating and Event Management Plans.

The Event Control Room is located adjacent to the Ticket Hall (Central to all site operations) and equipped with the venue fire alarm panel and CCTV system.

Communication

Clear and effective communication is essential to the safe and successful delivery of an event.

For most events handheld radios will be used for communication between members of the event, venue, and security personnel. It is important that personnel receive training on the appropriate use of radios and radio protocol.

BROADWICK

The Event Management Plan will include details of call signs, channels list and radio protocol.

Mobile telephone numbers of key personnel will also be made available as a backup in the event of radio communications failure.

It is made clear to all event attendees where they can go to obtain information such as bars, registration desks, box office etc.

Event Management Plan

A Venue Operating Plan will provide the general operating policies and procedures for the safe running of events. This will be supplemented by an Event Management Plan which will be created for each event and detail the specific information relating to it and any procedures which may differ from the general venue plans.

The Event Management Plan will contain the following information:

- Site plans
- Hierarchy/control
- Definitions of roles and responsibilities
- Command and control plan
- Alcohol management plan
- Ingress and Egress plan
- Security and stewarding plan
- Incident management plan
- Evacuation plan
- Medical and vulnerability plan
- Noise management plan
- Site capacity plans
- Major incident plan
- Search policy
- Dispersal plan (including taxi/private hire arrangements)
- Fire detection and prevention plan
- Counter terrorism plan (restricted)

Safety Advisory Group

Depending on the size and/or nature of the event it may be necessary for a Safety Advisory Group to be convened by the venue to review the Event Management Plan.

This will be attended by representatives from responsible authorities such as Greater Manchester Police and the Licensing Authority and any other interested parties.

Once signed off by the Safety Advisory Group the Event Management Plan will become the operating condition for that event and a condition of the premises licence. No changes can then be made without the prior written consent of the Licensing Authority.

The requirement for any subsequent meetings and document revisions will be determined by the Safety Advisory Group.

Submission Deadlines

Event Category	Event Management Plan	Safety Advisory Group
<u>Category A</u> Events with a capacity above 6,000 persons but below 9,999	Issued to the SAG a minimum of 35 days prior to the event.	Minimum of 28 days prior to the event
<u>Category B</u> Events with a capacity above 3,000 persons but below 6,001	Issued to the SAG a minimum of 21 days prior to the event.	Minimum of 14 days prior to the event

BROADWICK

<u>Category C</u> Events with a capacity of 3,000 persons or less.	At the request of the Licensing Authority.	At the request of the Licensing Authority
---	--	---

Events with a capacity of 3,000 persons or less consisting of competitive boxing and or mixed martial arts will be classed as Category C.

Event Notification

Advance information on all large events will be shared with a range of stakeholders on a regular basis. These include:

- Greater Manchester Police
- Manchester City Council (Licensing, Environmental Health, Highways etc)
- Northwest Ambulance Service
- Greater Manchester Fire & Rescue Service
- Transport for Greater Manchester
- Manchester Piccadilly Train Station
- Local Businesses (Piccadilly Hotel, Unite Student Accommodation, ProjeKS Skatepark and businesses on Temperance Street)

FIRE SAFETY

Fire Risk Assessment

The fire risk assessment for the venue has been carried out and will be reviewed on a no less than annual basis.

Any event where the fire risk increases will require a supplementary Fire Risk Assessment to be completed considering the additional hazards being introduced to the site by the event.

Evacuation

A site wide evacuation plan (Appendix A) has been produced detailing the evacuation routes and the process for raising the alarm in the event of a fire.

Capacity

The maximum capacity for each area of the site has been calculated in line with current regulation and best practice.

This takes into account the evacuation routes of all spaces to ensure adequate escape capacity is maintained in the event of a simultaneous evacuation of the site.

Venue Fire Safety Systems

The venue has the following fire safety systems in place, plans and further information is available upon request.

Fire Alarm

The venue has a permanent Category M fire alarm system in place complying with BS 5839 comprising of manually operated call points and alarm sounders throughout the venue.

It has been programmed with a delay to allow investigation prior to the alarm being sounded.

BROADWICK

Some of the catering spaces and offices within Freight Island also benefit from fire detection and suppressant by means of an Ansul system.

Emergency Lighting

The venue is installed with non-maintained emergency lighting throughout the internal and external areas. These are illuminated in the event of power interruption.

In addition, there is illuminated final exit signage installed at all exits.

Fire Extinguishers

A combination of CO2 and Foam fire extinguishers are distributed at various points around the venue. These will only be used in the event of an emergency and may not be moved without the express written permission from the venue.

CROWD MANAGEMENT & SECURITY

Security & Stewarding

A Security and Stewarding Plan will be prepared and submitted as part of the Event Management Plan each event (or series of events) and will be approved by the venue and/or Safety Advisory Group.

This plan will include details of the number, role and position of security or stewarding staff and the arrangements in place to ensure the safety and security of the venue and attendees and the prevention of crime and disorder.

During the event planning process the event organiser will provide the venue with the details of the expected attendance and attendee profile, artist profile details of VIP guests and information on cash management and any high value items brought into the venue to allow them to assess the suitability of the plan.

Consideration will be made for security requirements during the build and break periods as well as overnight. Where event production is in place overnight, we would expect there to be a provision for security whilst the venue is unoccupied.

Security and stewarding provision will be provided by the venues crowd management supplier who will be required to be a members of the SIA Approved Contractor Scheme. The security provision will support the event organiser in the performance of their role but will always remain under the instruction and control of the venue.

Ingress & Egress Plan

The Event Management Plan will include a plan for how attendees will access the venue once they arrive and how they leave once they choose to go home.

The Ingress Plan will include the following information as applicable:

- Event conditions of entry
- Box office, ticket scanning/checks, ticket resolution
- Guest list, VIP and artist access.
- Infrastructure and layout required for queuing, searches etc
- Expected arrival times and plans for crowd management
- Accessibility provision

The Egress Plan should include the following:

- Plans for how people leave the venue safely
- Expected egress profile – will attendees leave gradually or all at once following hard finish.
- Crowd management plans – consider increased demand for toilets, drinking water etc
- Measures for safeguarding – identifying people who may require assistance

BROADWICK

- Safety immediately outside the venue,

Zone Ex & Transport Plan

The Event Management Plan should include a Zone Ex & Transport Plan which should include the following information:

- An assessment of the transport options likely to be used by attendees
- Plans for taxi/vehicle drop off points, pick up locations and taxi waiting areas
- A suitable pedestrian route to the venue from local transport hubs, vehicle drop off points and parking facilities.
- The measures to be implemented along the route to guide people safely e.g., signage, stewards, volunteers, lighting, hostile vehicle mitigation etc
- Details of any traffic management required

The Last Mile route and preferred transport options will be communicated to attendees in advance of the event and be available on the Official Event website. This information should be available and communicated to attendees far enough in advance to influence their decision on transport plans.

A detailed Transport Plan accompanies this document.

Dispersal Plan

Dispersal is the phase that directly follows the venue egress where attendees are no longer within the confines of the venue demise and are making their way to various transport options. Dispersal may be in the form of a mass exodus following an event curfew or may be more gradual for events with continuous access and egress of phased closure.

A Dispersal Plan will be included in the Event Management Plan detailing the arrangements in place for the successful dispersal of patrons. When developing a dispersal plan the following should be considered:

- Prevention of noise nuisance to local residences and businesses. Including the nearby Piccadilly Hotel & Unite Student Accommodation.
- Prevention of disorder external to the venue including the nearby vicinity.
- Prevention of nuisance through poor cleanliness / litter.
- Prevention of persons loitering around the venue after leaving.

Drinks and glasses/cups etc will not be taken from the venue save for events where the sale of products for consumption off the premises has been expressly authorised by the venue. Where this is the case drinks will not be taken from the venue in an open container. Bins will be situated at egress points to collect waste from patrons leaving the venue.

Signage will be displayed directing attendees to the nearest transport options and attendees should be provided with pre-event information to allow them the plan their route home and reduce lingering outside the venue.

Toilet facilities will also be clearly signposted on egress routes to deter attendees from trying to re-access the venue to use the facilities or relieve themselves outside.

There will be a security presence at egress points and in the immediate vicinity of the premises to ensure drinks are not brought from the venue and discourage disorderly behaviour. The security provision will remain in position until attendees have left the immediate area.

Search Policy

An event specific search policy should be produced detailing the level of searches which will be agreed with the Safety Advisory Group and/or the venue.

The event organiser will ensure that all attendees to an event (including staff & contractors) will be notified that as a general condition of entry they may be subject to a search. This should be included as term in the conditions of sale and signage displayed at the entrance to the venue.

BROADWICK

Searches will only take place with the consent of the person concerned; if the person declines to be searched, entry to the venue should be refused or they should be ejected from the premises.

Searches will only be carried out by a member of the security team holding an SIA Door Supervisor Licence and will be carried out in view of CCTV or body worn camera. Searches should be restricted to outer clothing or pockets and include bags.

A search of the person should be carried out by a person of the same gender; however, a female member of security may search a male attendee with their consent. Refusal for a search by someone of the opposite gender will not be grounds for refusal of entry or ejection on its own. Searching of bags or similar items can be carried out by any gender.

A discrete area should be provided for searches to be conducted away from the view of the public should the person being searched request it or if the search will involve the removal of shoes or religious garments.

All bags will be searched before being brought into the venue.

Prior to the search persons should be given the opportunity to hand over any prohibited items they have on their person. Provided the subsequent search does not produce further prohibited items the person may be granted entry at the discretion of the venue manager.

If during the search of a person, it is discovered they are carrying a weapon and/or a quantity of drugs where it is believed to be for more than just personal use, the person should be handed over to a police officer.

Prohibited items

The Conditions of Entry will include a list of prohibited items which will include as a minimum:

- Alcoholic beverages
- Glass
- Knives, firearms, or any item that could be used as weapon
- Smoke bombs, flares, fireworks, or other pyrotechnic devices
- Illegal drugs
- Laser pens
- Illegal substances

The event organiser should consider further prohibited items to be included as well including professional cameras or recording devices, umbrellas, food & drink, airhorns etc.

Amnesty bins should be provided to allow attendees to dispose of prohibited items prior to entry to the venue without fear of further action.

Any prohibited items confiscated or found in the venue or amnesty bin should be handed over to the venue manager and stored in a secure location until disposal. Illegal drugs or weapons will be sealed in evidence bags and the police contacted to arrange for their collection.

Drugs Policy

Depot Mayfield has a zero-tolerance approach to those attempting to supply illegal substances and believes everyone has a part to play in tackling drugs misuse.

The risk and type of drug related incidents at an event will vary depending on various factors including: the type of event, artist profile, audience demographic, event times etc. And the requirements needed to ensure they are dealt with consistently and safely will vary.

An assessment of the risk of drug related incidents will be carried out for each event to determine suitable measures to be implemented for their event to be agreed with the venue.

If a person is found with a large amount of drugs on their person, the amount which a reasonable person believes is sufficient for possession with intent to supply, the local police will be contacted to attend the venue.

BROADWICK

If a small possession amount is found upon somebody, then the person will be refused entry to the venue for the event. A record of the decision will be kept.

CCTV

A comprehensive CCTV system is installed in the venue covering key areas with a mixture of fixed and PTZ cameras.

The CCTV system is owned and operated by Broadwick Venues Ltd for the following purposes:

- For the prevention, reduction, detection and investigation of crime and other incidents
- To ensure the safety of staff, client, contractors, and visitors
- To prevent and respond effectively to all forms of harassment and public disorder
- To create a safer community
- To provide emergency services assistance

Footage is retained for 28 days and all recorded material and copyright is owned by the venue.

The suitability of the CCTV system for any event will be assessed by the Safety Advisory Group. If it is determined that the CCTV system is not adequate for a particular event it may be necessary for additional cameras to be added to the system. Any costs associated with this would be the responsibility of the event organiser.

Any changes to the CCTV system will only be done by the venues approved contractor with the advance prior authorisation from the venue. No additional CCTV systems are permitted to be installed within the venue.

The CCTV system will be operated by an appropriately licensed person during events. This person will usually be provided by the venue's security provider; however, it may be necessary to substitute them for another suitably qualified person.

The CCTV system will be monitored and controlled from Event Control. Access to Event Control Room is limited to key operational personnel only.

Accreditation

A suitable accreditation system will be implemented by the event organiser to easily identify people who are permitted access to back of house areas of the venue.

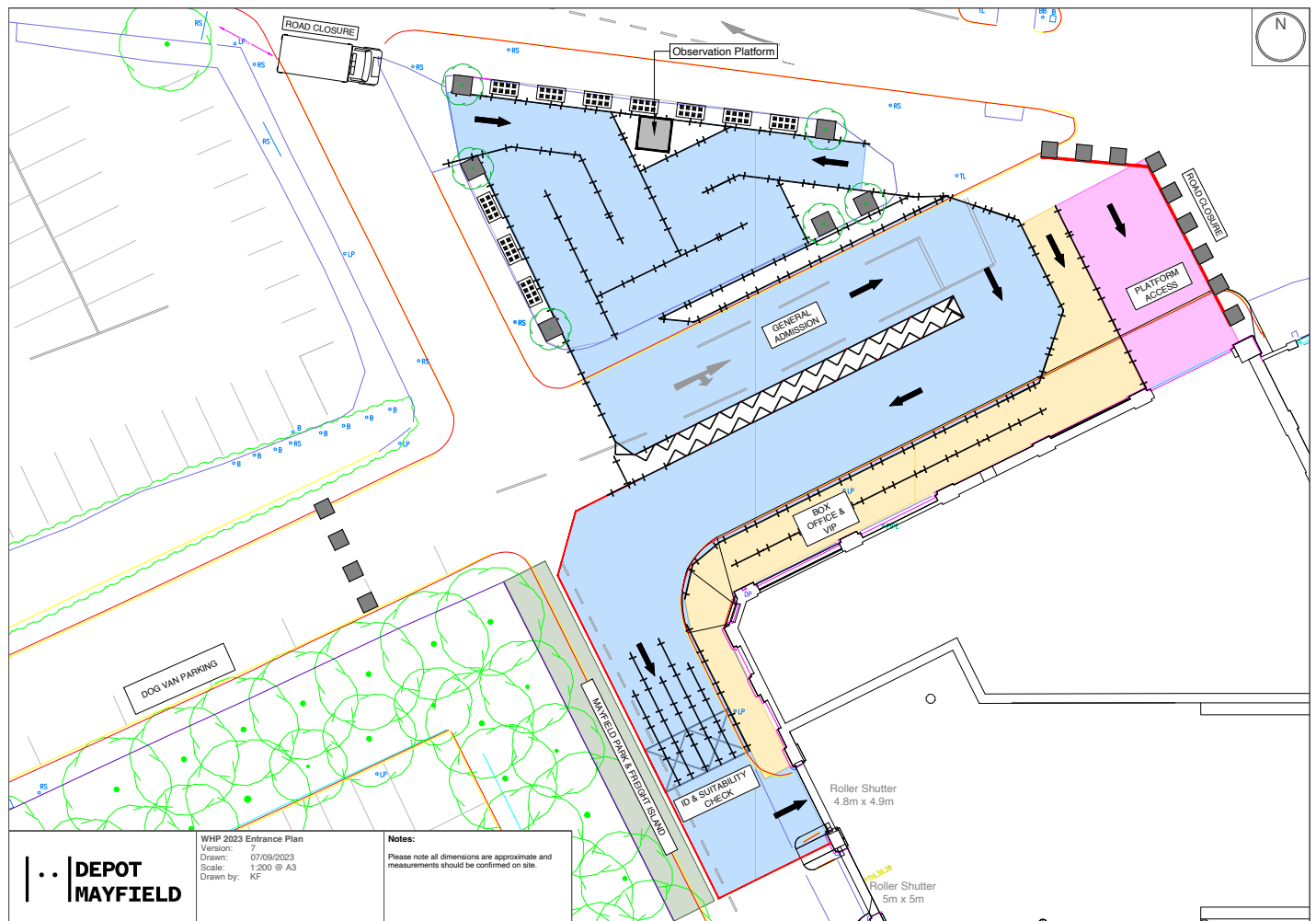
CO-ORDINATION WITH OTHER EVENTS

During the large-scale events in Depot Mayfield (generally 5,000+ cap), road closures with hostile vehicle mitigation are implemented on Travis Street and Baring Street to provide a safe ingress and egress route for attendees.

The below plan has been developed to provide a safe and controlled access for people attending each of the operational spaces on the site and will be supported by security and stewarding staff.

This plan may be updated dependant on the nature of the event however, access to all areas will be considered and maintained.

BROADWICK



UTILITIES

Power

There following mains power connections supply. It's very unlikely that temporary electrical generators will need to be used, save for exceptional circumstances.

- North side Substation – 4 x 400A 3P, 2 x 100A 3P, 1 x 50A 3P
- Fairfield Street Substation – 1 x 400A 3P
- Baring Street Incomer – 1 x 200A 3P
- Arche 5 & 6 Temperance Street – 100A 3P
- Arch 7 Temperance Street – 100A 3P
- Arch 8 Temperance Street – 100A 3P
- Arch 9 Temperance Street – 100A 3P
- Mayfield Station Building – 100A 3P

All temporary cabling and distribution will be installed in accordance with BS7909:2011 Code of practice for temporary electrical systems for entertainment and related purposes.

BROADWICK

A suitable completion certificate will be provided by the production electrician to warrant that safe and appropriate equipment has been used in compliance with the Electricity at Work Regulations 1989 and /or BS7909, and that all relevant safety devices, circuit breakers and earth bonds have been installed.

Water/Foul

Two mains water supplies located on Baring Street and Temperance Street provide potable water to the site. Water is then stored in bulk header tanks to provide sufficient supply on demand.

All water services are maintained in accordance with all relevant Water Safety regulations and best industry practice to minimise the risk of contamination.

Foul water will be disposed of into existing combined waste drains on site.

Data

A high-speed fibre optic cable has been installed at the venue providing data connectivity.