EVENT MANAGEMENT PLAN

NEW CENTURY x C-SCREENS
SADLERS YARD, NOMA, MANCHESTER, M4 4AH
SUMMER 2026

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PURPOSE
This management plan has been prepared to demonstrate how Sadler's Yard will operate in compliance with agreed conditions relating to closing times and the use of the external area during scheduled match day screenings.

HOURS OF OPERATION

- The external area (Sadler's Yard) will operate until **23:00** as standard.
- An extended terminal hour of **00:00** will apply on a maximum of **five occasions only**, where scheduled fixtures exceed 23:00 due to extra time and/or penalties.
- Where fixtures conclude in normal time (approximately 22:45–23:00), Sadler's Yard will close at **23:00**, and the extension to 00:00 will **not** be used under any circumstances.

CUSTOMER MANAGEMENT & DISPERSION
To ensure compliance, the following procedures will be implemented:

Advance notice of closure will be given via staged announcements:

- First announcement at **22:30**
- Final announcement at **22:50**

From 22:50 onwards, staff & management will actively manage customer movement, directing patrons to:

- Move into the internal New Century premises; or
- Leave the site in a controlled and orderly manner

Staff will be positioned at key points to ensure continuous and effective flow of customers away from the external area.

CLOSURE PROCEDURE
At **23:00** (or **00:00** on the five permitted occasions only), the following actions will be implemented immediately:

- All licensable activities and service in Sadler's Yard will cease
- The external area will be fully cleared of customers
- The LED screen will be switched off
- All furniture (tables, chairs, deckchairs, beanbags) will be removed, stacked, or secured
- Physical barriers (e.g. rope barriers or temporary fencing) will be installed at access points
- Staff and management will be positioned to prevent re-entry

The external area will be rendered **unusable** immediately following closure.

STAFFING & SUPERVISION

- A designated Duty Manager will be on site at all times and will have overall responsibility for compliance with this plan
- A minimum of two SIA-licensed door supervisors will be present during peak periods and all high-attendance events
- Additional staff will be deployed as required to ensure safe and effective customer management
- All staff and security personnel will be in radio communication

MONITORING & COMPLIANCE
The Duty Manager will carry out a full inspection of Sadler's Yard at the required closure time (23:00 or 00:00) to confirm:

- The area is clear of customers
- All closure measures have been implemented
- Door supervisors will remain in position to ensure the external area remains closed
- An incident log will be maintained where necessary
- The operation will be reviewed after each event to ensure ongoing compliance

CONCLUSION
This plan ensures that Sadler's Yard operates in strict accordance with the agreed condition, with clear procedures in place to guarantee the timely closure of the external area and the safe dispersal of customers.