



**Licensing Event Plan  
(Licensing Act 2003)**

**Aberdeen – Beach Links  
July 2016**



## 1.0 Event Outline

### 1.1 Introduction

The event is the Ladyboys of Bangkok UK tour.

The event will take place daily from Friday 15<sup>th</sup> July through to and including Saturday 30<sup>th</sup> July 2016. Show Times for all dates are as follows.

Tuesdays/Wednesdays

1 x performance per night at 19.00

Venue opens at 18.00 and closes at 21.15

Thursdays to Saturdays

2x Performances per night at 19.00 and 21.00

Venue opens at 18:00 and closes at 23.30

(extra performance @ 16.30 on Sat 30<sup>th</sup> July, when venue will open @ 15.30)

Sundays

2 x performances per night at 16.30 and 19.00

Venue opens at 15.30 and closes at 21.30

NO PERFORMANCES ON MONDAYS

The site is Beach Links, Aberdeen, AB24 5EN. The venue comprises one 36 x 26 metre auditorium and one 30x10 metre foyer tent and 'chill out' area.

The venue is contained within Heras fencing to assist in providing a secure site and to prevent access by members of the public who do not have a valid ticket for the performance.

The audience capacity for each performance is 680 numbered table cabaret seating.

**All ticket agents/outlets are allocated a specific amount of numbered tables for each performance to prevent over capacity.** Tickets are checked at main entrance to prevent members of the public, who do not have a ticket, entering the venue.

Based on knowledge of previous tour venues audience composition is expected to be mainly 21-35 year olds male and female, although the audience ages range from 18-75+. **Under 16 yrs are not permitted into the venue.**

## 1.2 Event Organiser

The event organiser is Exchange Events Ltd. Exchange Events undertake to ensure that the performance and all associated activities are conducted in such a way that the licensing objectives will be met and in particular, the safety of public attending the event is assured.

## 1.3 Event Outline

The show consists of 16 performers and is a cabaret style of performance with performers miming and dancing to popular music. The performance is in two halves. Both halves are approx. 45 minutes. Total show is 1 hour and 45 minutes, which includes a 15-minute interval.

## 1.4 Key Personnel

Name	Role	Contact
Max Bauer	Ladyboys Manager/Tent Master	[REDACTED]
Robert Price	Manager	[REDACTED]
Neville Wilson	General Manager	[REDACTED]
Joes Baker	Technical Manager	[REDACTED]
Bob Dobos	FOH Manager	[REDACTED]
Pamela Brown	Alcohol License holder	[REDACTED]
Oana Balaci	Box Office/Sales Manager	[REDACTED]
Sandra Jolly	Sales Manager + Personal License Holder	[REDACTED]

## 1.5 Event Management and Ushers

The production tours with 2 Personal License holders who, along with the production management, will ensure and implement the 4 main licensing objectives within the venue:

- The Prevention of Crime
- Public Safety
- Prevention of Public Safety
- Protection of children from harm
- Protecting and improving public health

Exchange Events confirms that they will undertake, within reason, to comply with any guidance/advise from the Licensing Standards officer, police and fire department.

Foyer entrance tent will open 1 hour prior to performance start time. Main auditorium will open 30 minutes prior to performance start time.

6 x Ushers personally direct customers to their seats/tables and are in attendance throughout the performance to assist customers, if required and to implement the Evacuation procedure, along with their colleagues, in the event of an emergency, **providing public safety for our audience.**

Public address announcements are made simultaneously in both tents prior to start of performance as follows

15 minute call

5 minute call

2 minute call

Beginning of show safety announcement.

During interval a 5minute and 2 minute call will be played.

“House clear” for all performances is given by the FOH manager (Bob Dobos) to Venue Technician (Toby Cartmell) via radio to begin both halves of the show. Except for the event of an emergency the shows will always commence at the advertised start time.

During performance and interval dedicated ushers (4) will be positioned at all fire exits out of the main auditorium.

To control traffic flow between the two shows alternative fire exits will be opened and supervised to allow public to exit from the venue.

## **1.6 Medical Provision**

First Aid Boxes are kept in the following locations.

- 1. Box Office**
- 2. Foyer Bar**
- 3. Main Auditorium Bar**
- 4. Backstage (Stage Left)**

Qualified first aid personnel onsite for all performances are

1. **Maria Roberts**
2. **Max Bauer**
3. **Oana Balaci**
4. **Sandra Jolly**

Both first aiders are contactable via UHF radio.  
Minor ailments will be treated in the foyer of the venue.

### **1.7 Fire Fighting Equipment**

There are designated fire extinguisher points throughout the venue. All fire extinguishers have been tested and certified by independent contractor.

### **1.8 Security Provisions**

External Security Contractor local to Aberdeen will be used – Moray Security – Tel: Glen Cadwallader – 01343 547913.

Qualified SIA Door Supervisors will be in attendance for the period that the venue is open to the public.

For Show Period Friday 15<sup>th</sup> July – Saturday 30<sup>th</sup> July 2016 security arrangements will be as follows:

Showtime's: 19.00 – (Tues/Weds) / 18.00 to 21.30 – 4 x in house SIA DS security  
19:00 + 21.00 plus 1 SIA DS from Moray – (Thurs - Sat) / 18:00 – 23.30 1-2 x SIA DS security staff and 4 x in house SIA DS security staff, depending on the number of tickets sold for the performance.

Showtime's: 16.30, 19.00 + 21.00 (Sat 30<sup>th</sup> July) / 15.30 – 23.30 – 2 x SIA DS security staff and 4 x in house SIA DS security staff

Showtimes: 16.30 + 19.00 (Suns) / 15.30 – 21.30 – 1 x SIA DS security staff and 3 x in house SIA DS security staff

A record book will be kept and maintained of all Door Supervisors working within the venue each day.

Customers are checked before entering the venue for any personal alcohol, which will not be permitted to be taken into the venue.

## **1.9 Bars**

Exchange Events operates and promotes the 'Challenge 25' policy. All members of bar staff are trained in the procedures and follow this policy and will ask customers who are deemed to be under 25 for photo ID.

Copies of the training schedule are kept in the onsite box office.

Each bar has a 'Challenge 25' book which is completed, should a customer be challenged and found to be under age to purchase a drink.

Exchange Events confirm that 'Challenge 25' signage is displayed in both bars.

The Venue reserves the right to refuse to serve any member of the public.

Venue reserves the right to confiscate any alcohol, beverage or food not sold or served on the premises.

Signage to be displayed at the exit drawing attention to the alcohol exclusion zone and specifying –'It is an offence to carry drinks or bottles beyond this point'.

SIA Door Supervisors will be in place to ensure bottles and drinks are not taken off the premises.

**Plastic drinking vessels are used at the venue no glasses.**

Exchange Events do NOT promote any 'cheap deals' e.g. Happy Hours, 2 for the price of 1 drinks etc, to help prevent excessive drinking and possible public disorder.

Under 16's are not permitted in the venue. 16 to 18 year olds are not permitted at the bar. Door Supervisors will make said patrons aware of this policy on admittance into the venue and in addition will make Bar Staff aware of these people. From previous experience at this venue, 16 to 18 year olds attending the show are limited.

## **1.10 Noise Levels**

Noise Levels shall conform to the following legislation

### **Noise at Work Regulations (2005)**

In particular the Leq reading should not exceed 90db at the tent walling directly behind the mixing desk, and the sound pressure level (spl) should not exceed 100db. For this venue our existing sound system will be supplemented with a 'line array' system, which will give better sound dispersion throughout the tent, enabling a lower spl level, but still maintaining the same sound coverage to the audience.

The performance noise levels are monitored via an environment meter from the FOH position by the sound engineer to ensure that set levels are not exceeded.

Public Notices will be erected at the venue asking customers to leave the premises as quietly as possible in consideration for local residents.

No noise nuisance at the nearest residential point.

Information at the entrance will be displayed, detailing contact telephone number for SRL's 24 hour help desk for any residents to use if problems occur in relation to noise. Complaints will be formally logged in a database and response times will be recorded. The helpdesk will liaise directly with the onsite team on any issues.

## **2.0 Emergency Management Procedures**

### **2.1 Definitions**

#### **Minor Incident**

A minor incident is defined as “a routine occurrence that impacts upon the safe running of the event but does not require the involvement of the emergency services to assume the co-ordination of its resolution.”

#### **Emergency Situations**

An emergency situation is defined as “an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the emergency services to assume the co-ordination of its resolution.”

### **2.2 Minor Incidents**

Despite effective planning there may still be occurrences determined as minor incidents. It is recognised by all venue staff that such circumstances need to be resolved effectively to prevent a more serious emergency situation developing.

Site manager may retain responsibility for co-ordination of the response to such incidents, even if emergency service assistance has been requested. However should emergency services decide that circumstances warrant further intervention event staff, under direction of site manager will provide assistance as required.



### 2.3 Emergency Situation

Whilst the Site manager is responsible for dealing with untoward incidents, Those members of staff involved must be aware of their own ability to cope and recognise the occurrence of emergency situations. In such circumstances, site manager should contact emergency services immediately. Upon the arrival of emergency services control should pass to them to control the incident.

All personnel onsite will have a thorough understanding of appropriate contingency arrangements. There is an PA system inside the tent. In the event of a loss of power a back up system will be in place.

### 2.4 Emergency Situation Response Plan

On occurrence of all incidents staff should immediately inform site manager. Responses to a minor incident will be co-ordinated by the Site manager. A response should be localised there should be no requirement for general broadcast.

On occurrence of a Major incident site manager will request assistance from the emergency services. Venue staff under direction of the Site Manager will then take action to minimise risk to public. Control of the situation (Once Onsite) will pass to the emergency services.

Emergency Response Plan is as follows;-

1. Any member of staff becoming aware of minor or major incident should immediately inform Site Manager. Accurate location and situation report must be given.
2. Once notified Site Manager will assess if the incident is Minor and it is not necessary to halt the performance or evacuate members of public, or Major in which case either one or both of the above actions would apply.
3. In the case of stopping the performance the following announcement will be played over the PA system.  
“Ladies and Gentlemen please could you remain seated and be patient as there will be a short delay.”
4. Should the site manager decide that there is a danger to the public and it is necessary to evacuate the venue, the following procedures will be carried out.

2a. Following announcement will be played on PA system. "Ladies and Gentlemen may I have your attention please. Due to unforeseen circumstances we are not able to continue with the performance. Please make your way calmly to the nearest emergency exit and follow the direction of the stewards."

2b. On the playing of this announcement all staff will move to their designated positions to direct public out of the venue. Staff will instruct public to gather at a pre-determined location outside the site perimeter fencing. Prior to event site opening to the public all staff will be instructed the correct routes to use for the public in the event of an evacuation. Staff that are not manning exits will assist disabled patrons as required.

2c. Once all the public have exited, designated members of staff will confirm to site manager that each area is clear, i.e. main auditorium, foyer, outdoor area, dressing rooms etc.

4d. If there is fire risk and it is safe to do so venue technician should switch off electrical supply. In the case of generators these should be powered down and the external fuel tanks should be switched off.

2e. Public will be held at the muster point until such time if and when the emergency services deem it to be safe to re- enter the site. If confirmed that site is not safe to re-enter, public will be informed by FOH Manager, using loud hailer of the situation and asked to make arrangements to leave the premises in a quiet and orderly fashion. Customers will be informed to retain their tickets and contact the ticket agent they booked with for alternative performances or refund (which ever is applicable).

On the first performance day, prior to event opening to the public, all Front of House staff participate in a 'run through' of the Emergency Evacuation procedure and site manager will inform staff of any site specific arrangements e.g. muster points.

A copy of the Evacuation Procedure and venue plan, showing all fire exits, names and signatures of staff responsible for opening exits, is held in the box office.

### 3 Specific Threats

#### 3.1 Fire

Should a fire develop, staff should report this using CODEWORD Mr. Redburn and Location, i.e. "Mr Redburn is in the Main Tent." Staff should only tackle any fire providing that it will not endanger life and only after the area has been evacuated. As standard procedure even if fire has been extinguished a report will be logged onsite and the local fire brigade will be notified.

#### 3.2 Public Disorder

In the case of Public disorder staff should report this using CODEWORD Mr. Smithson and Location, i.e. "Mr Smithson is in the Foyer." The site manager can then decide on the level of response required.

#### 3.3 Bomb Threats

All staff must be aware of the potential, however negligible of bomb threats and how to respond correctly.

Bomb threats may be received by any agency and are most likely to come by way of telephone to onsite box office. In the event of a bomb threat being received the site manager will notify the Police immediately. As a safety precaution to members of the public and staff the venue will be evacuated according to response plan above.

#### 3.4 Suspicious Packages and Vehicles

All staff are to remain vigilant with regards to the potential discovery of suspicious packages and vehicles.

If a suspicious package/ vehicle is discovered it should not be touched or moved. The site manager must be notified immediately.

N.B. As safety precaution radios and mobile phones should not be used within 25 metres of such items.

Site manager will notify the police and will then evacuate the immediate area.

### **3.5 Lost Children Procedure**

Because of the contained nature of the venue and the fact that children under 16 years are not permitted into the venue, it is considered that there will not be any lost children. However any children presenting themselves as lost will be escorted by a member of staff to the main entrance and member of staff (Sandra Jolly) will wait with the child.

Venue PA will be used to assist in finding parent/ guardian.

Venue staff will be informed via radio of situation and will assist.

# Appendix 1 Seating Plan



