

a) General

We have been producing these Christmas Parties since 1999, and this December, we will be producing these Parties at seventeen different venues around the UK. We are therefore an experienced and highly professional company that fully understand the need to plan our events very carefully, manage our events very strictly, and take our licensing responsibilities very seriously. We produce a comprehensive Event Management Plan to ensure all of our responsibilities have been considered and planned.

b) The Prevention of Crime and disorder

We work closely in our Event Planning with each of the emergency services including the Police, whose advice we seek and follow. We contract a highly reputable security company, and only use SIA trained Door Supervisors.

All bar staff are trained and supervised to ensure no further alcohol is served to any guest who appears to be under the influence of alcohol.

All staff and security personnel are trained and educated in drugs awareness. Any guest appearing to be under the influence or intending to take drugs within the venue will be immediately ejected.

c) Public Safety

We produce a full and comprehensive Event Management Plan, which has detailed sections on Fire Safety, Emergency Planning, Crowd Management, First Aid, Health and Hygiene, Food Safety, Risk Assessments and Special Needs Management.

Each of these sections come together in Our Event Management Plan to provide a consistent and well planned approach to Public Safety.

d) The Prevention of Public Nuisance

We take a great deal of care to ensure no nuisance is created, particularly to residents local to our venues. We use high tech Sound Pressure equipment during several sound checks to ensure our disco equipment is set at levels that will not cause nuisance. We strictly enforce these levels during all of our parties and provide every local resident with the mobile phone number of our management team.

This security company is carefully briefed to ensure that their employees realise they have a responsibility both within our venue and outside our venue as our guests are departing, to ensure no crime or disorder occurs.

e) The Protection of Children from Harm

Our parties are strictly for over 18's however in addition to this Security staff on the door will be briefed that any one who appears under the age of 21 on arrival should be asked for proof of age, this could be a Passport, Drivers License or other photo proof of age such as a Citizencard.

All bar and waiting staff within the venue will also be trained to ask for proof of age whenever they have any doubts that the person may be under the age of 21, if there is still any doubt after ID has been shown the member of staff will be trained to politely refuse service and if necessary call a member of the management team to deal further.

All staff trained in the above will be asked to then sign the training form stating that they have been made aware of their legal obligations with regard to selling alcohol to those under the age of 18 and they understand how to deal with the situation if it were to arise.

Temple Newsam Plan

car park for guests.



First car Park where
Marquee will be erected

Overflow car
park for
additional cars