

EVENT MANAGEMENT GUIDE

General:

CCC is in the process of applying for a Public Entertainments License. The Public Entertainment License places a number of obligations on users of the centre.

It is recognised that not all of the notes in this guide will apply to each and every booking.

In 2005, the law changed regarding fire safety for all non-domestic premises, including places of worship. This change came into effect in October 2006. We take our compliance seriously as a church, and we now advise you as to your responsibilities under these changes.

Both groups of building users who report to our church meeting ('groups inside the church', or 'non-hire groups'), as well as groups from outside CCC ('hire groups'), are responsible for appointing their own trained **Fire Marshalls** to act as the Responsible Person(s) for Fire Safety, and for carrying out their own **Fire Risk Assessments** specifically for their own events. This is the case for both recurring and one-off events.

It is the CCC's responsibility to make building-specific **Fire, Health and Safety Inductions** available to **Fire Marshalls** and to carry out its own **Fire Risk Assessment(s)** for the building, but it is your responsibility to:

- have at least one trained **Fire Marshall** in place for your own activity (it's up to you to decide how many you need), and
- conduct your own **Fire Risk Assessment(s)** for your event(s).

We also request that you report any significant general findings back to us if they may affect other users of the building.

We would confirm that it is a Condition of Booking that you comply with the requirements of the Public Entertainments License, viz;

Stewarding

There should be competent stewards on duty during the whole time that the public are on the premises. These stewards should have been specifically instructed as to their essential responsibilities in the event of fire or other emergency. Account should be taken of the additional responsibility caused by the attendance of disabled persons and children.

The primary duty of stewards is to ensure that safe conditions are maintained in the centre and to achieve this, they should:-

- (i) ensure that no overcrowding occurs in any part of the premises;
- (ii) keep all gangways and exits clear at all times;
- (iii) prevent standing on seats or furniture; and
- (iv) be aware of any special requirements needed to ensure the safe evacuation of the audience/patrons.

Stewards should be readily identifiable to the public by means of some conspicuous clothing or marking system which is visible under all lighting conditions.

The number of stewards on duty on the premises to assist persons entering or leaving should be not less than 1 for every 250, or part of 250 persons present; and

- (i) If the number of persons on the floor or tier is less than 100, there should be at least 1 additional steward on duty on that floor or tier.
- (ii) If the number of persons present on any floor or tier exceeds 100 there should be at least 2 additional stewards on duty on that floor or tier.

Where most of the audience are under the age of 16, the number of stewards on duty should not be less than one for every 100 or part of 100 within the auditorium and one steward for every 50 or part of 50 above the lowest floor.

All stewards and staff must be familiar with the type and location of Fire-fighting Equipment.

First Aiders

The extent to which medical and first aid facilities will be required will vary widely depending on the nature of the event.

A minimum of two first aiders would normally be expected at small events.

Third Party Liability

All users must provide proof that they hold third party liability insurance giving a minimum level of indemnity of FIVE MILLION POUNDS (£5,000,000) in respect of the licensed use.

Management of Health & Safety

Persons providing public entertainment have a duty of care to those using the premises or venue for that purpose.

An effective system of management for the health and safety of employees and the public is an essential component in fulfilling that duty of care and must therefore address every aspect of health and safety.

CCC have undertaken a Risk Assessment of the Premises, and this is available for Inspection.

Notwithstanding this, all users must provide a written statement of how you will arrange control measures to ensure employees and the public's Health and Safety will require to be provided. Details required are

- Person or persons responsible for Health and Safety Planning and Implementation
- Qualifications/competencies of people undertaking work activities
- Training of staff or attendants
- Plant and equipment maintenance records
- Written risk assessments of all activities
- Arrangements for monitoring control measures.

Adjoining or Neighbouring Premises

All activities held in the centre must ensure that no noise arising from the use of the premises shall give rise to reasonable cause for annoyance.

To this end, the event equivalent continuous sound level (Event Leq) in any part of the audience area should not exceed 107 dB (A), and the peak sound pressure level should not exceed 140 dB.

The above sound-level exposure values are for the whole of the audience area. For practical purposes, it is usual for audience sound-level exposure to be monitored close to the front-of-house sound mixing position.

Ensure that during the sound check the difference in sound level between the front-of-house sound mixing position and the front-of-stage area, and where delay/distribution stacks are in use, at the barrier for each delay /distribution stack, is established. This will then allow a guideline sound pressure level for the front-of-house sound mixing position to be determined which will restrict the whole of the audience sound-level exposure to below an Event Leq of 107 dB (A), and peak sound pressure levels to below 140 dB.

Where practicable, the audience should not be allowed within 3 m of any loudspeaker.

This can be achieved by the use of dedicated stewards, wearing appropriate ear protection. Where this is not practical, the overall music sound levels will

have to be modified so that people closer than 3 m to the loudspeakers are not exposed to an Event Leq of more than 107 dB (A) or peak sound pressure levels of more than 140 dB. Under no circumstances should the audience and loudspeaker separation distance be less than 1 m.

Fly Posting

No fly posting of any events held in the centre is to be undertaken.

Event Organisers:

Please sign and date this document to indicate you have read, understood and agree with the above Event Management Guide.

I have read, understood and agree to comply with the CCC Event Management Guide as laid out above.

Signature:..... Date:.....

Print name: