

30-34 River Street  
Birmingham B5 5SA



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# Quantum Exhibition Centre

## Summary

Quantum is a community based exhibition centre that holds events and exhibitions in order to support the youth within Birmingham. With the aim to explore the creative arts and support young people who want to enter the creative based industries. Working within the city, Quantum also has the advantage of being a venue able to host events with these young people playing some of the main roles. Quantum Exhibition centre is also a venue that can be used for other functions, Such as plays, intimate concerts, exhibitions and seminars. Building on these links we will also be able to network with the city creating work and support other charitable organisations, as well as the public and educational sectors.

Creating strong links within youth culture allows us to support youth within the platforms of  
• music • art • drama • dance • radio • history and culture • photography • mixed and social media • marketing • branding • events • fashion • DJ training •  
and a range of other arts and media.

We are looking to inspire and support the city's future talent and entrepreneurs and give them a means in which they can explore these industries with real experience to allow them a foothold into the industry.

We also would like to further our community and business links with opportunities to offer jobs and services to the youth we support. We hope to build on this and reach further afield using our key location to make links with other cities around the country.

Our vision for Quantum is for it to be viewed as a big space with excellent facilities and infrastructure with something much different to any other space or hub, meaning our space will have many different functions, and with a flexible license we will be able to offer lots of varied services to a very diverse clientele. Having a space with many uses allows our building to compete with competition in and outside of Birmingham allowing us to attract business from trade shows, digital artists, musicians, and smaller more bespoke festivals, as well as use for our young artists and entrepreneurs.

## The Community

Based in the creative sector of Birmingham, The East End of Digbeth, Quantum has easy access and transport links. This links allow us reach and by other cities both near and far. The support of young people is a major part of our company aim, with this this we plan to give young people the opportunity to explore some of their creative career paths in a monitored space in which they can be supported mentored and educated. The areas of media in which we cover will bring youth from diverse backgrounds with all levels of education from NEETs to those that may want something to do after school, college or work.

Quantum is free to all young people that want to learn and explore their art, this we hope will allow us to work with other organisations, companies and public bodies such as the local council, West Midlands Police, as well as bodies already approached such as the jobcentre, BOA, South and City college and Alexander theatre and the Hippodrome. With these links we hope to provide a state of the art service and equipment to our clients, partners and the youth we serve.

Quantum will be open to individuals, small & large groups and young start up entrepreneurs.

This building will not only run functions, exhibitions and events but also be a place of training, support and guidance.

## **FUNDING**

Quantum is a community interest company, so the money raised via events will be reinvested into the projects that the centre runs and supports. These events will be a mixture of exhibitions, shows, varied entertainment and plays. We will also raise funding from hiring out the venue, training and clubs such as band, DJ lessons, Drama clubs, studio-music/photography/video.

We plan to build on this by training some of the young people to work front and back of house from event organising to sound engineering offering them meaningful employment. So a young person not only has the chance to learn but also the chance for employment in their chosen field.

Additional funding will be sourced from grants, donors and sponsors. We are already in the process of applying for funding from the big lottery, the arts council and funding to purchase equipment for the purpose of sound proofing different areas within the building.

## **USAGE OF ROOMS**

### **UNIT 2**

Is accessed through the main reception area this unit is equipped with a small bar severely, and comfortable seating comprising of table and chair seating area. This unit is used as a collection area for parents meeting and collecting their children from the venue. With access to the internet and the DJ area this is a multi function room.

Used for DJ training • Seminars • radio presenting and training • workshops • function space • along with the live recording for our youtube channel

### **UNIT 3**

This unit is the largest unit of 2/3/4 and Is used as a breakdancing rehearsal, photography and exhibition space, this space is kept clear of equipment for the purpose of building exhibitions.

### **UNIT 4**

This unit also has a space also has a bar space, the main use to be for dance rehearsals and practice. As well as fitness and boxing classes.

Our building has many purposes, but the aim of our building and the reputation that we striving to build over the next 5 years will make us one of the main city attraction for events and exhibitions as well an outreach program that can be a model for other organisation in the future.

### **UNIT 1**

The main Exhibition Hall which is not primarily open unless we have a large exhibition or festival. The area is a walk through access to the smoking area and after 1 am will exit from the venue through too smoking area and onto the Gallen pay and display car park and eventually out on to Barn Street.



## **Past Events**

We have been open for 10 months and in that time we have held the following

- Recorded live events, on Temporary Event Notice
- Held a private function, Birthday party with 178 guests which finished by 02:00
- Channel 4 recording documentary
- Maverick TV channel 4 special short stories
- Frozen fun week for kids following on from the film a
- Big Read Wildnart Bookbenches covered by BBC news and Evening Mail (unit 1 large hall held 179 bookbenches to be placed across the city at libraries and open spaces and museums.
- Quantum has a Bookbench it is placed on the second floor of the Birmingham Museum and Art Gallery
- Breakdancing classes
- Music videos
- Easter egg hunt weekend for children a

## **ForthComing Events**

We already have started booking events for Christmas and 2017

- Teddy bears (wildnart) Birmingham City Council trail hunt for summer 2017
- Hippodrome – Live performances
- Birmingham Ormiston Academy
- South and City College Music
- Vivid ink tattoo and Vape and body piercing exhibition
- Pop up shops (local brands showcasing their goods)
- Gaming workshops
- Big read bookbenches charitable event
- Spring fair
- Music/ DJ/live music workshop
- South and city fashion workshops
- Digital arts and media exhibition (BOA)
- Magazine and Publishing Exhibition
- Digital Arts and Media Exhibition.
- Weselyan Charity event
- Asian wedding and fashion exhibition

## Goals & Objectives of Quantum

**Goal # 1:** To increase dialogue, reduce prejudices, and encourage understanding of one another among diverse members of our community.

**Objective 1.1:** To provide an opportunity for members of the community to bring there art whatever it maybe to the stage or screen.

**Goal #2:** To strengthen 'Quantum's relationships with other organisations and businesses in the community and wider national community.

**Objective 2.1:** To collaborate with organisations that want to support the arts spoken word and media.

**Objective 2.2:** To grow business within the community

**Goal #3:** To build a recognised brand that has an online presence as well as recognised within the community.

**Objective 3:1** build trust in the brand and we create more business. **Objective 3:2** To grow from city to city and then create a national presence. **Objective 3:4** To create new programs and develop new ideas.

**Objective 3:5** To bring up and help establish new acts.

**Goal #4:** To support 'Trashcan media' and the staff that make it happen.

**Objective 4:1** to train and develop a technical team that can run and manage events and create show

## **Unit 1 = Large Exhibition Space**



## **Unit 2 = Front Meeting Room**



## **Unit 3 Middle Exhibition Space**



## **Unit 4 Dance Studio**



**The Bar area: all alcoholic substances are removed from this area and securely stored**  
**No permanent sound system on site**

**2017 Planned facility improvements include Expand Kitchens, Build Recording Studio & Editing Suit**  
**Acoustic roofing and much more**

## **Security**

We work alongside LEON SECURITY who we have a very long standing relationship with and for any security needs there trained SIA security officers can assist us in any way possible. Very detailed security company with extensive knowledge.



## Management & Training Team

Director: **Mr Ken Marks**

20 Years experience Sales & Marketing, Event promotion and management.

Company Secretary of 5 companies

Publishing and printing and exhibition specialist

### Exhibition Director

- Exhibition logistics
- Sales and marketing
- Event management
- SIA trained
- Health and safety
- First Aid
- General management duties
- Man management

Security Consultant: **Mr John Duffy**

Over 25 years experience in Health and safety and event coordination, worked with local government and large corporations.

- Crowd management,
- Health and Safety
- Project Planning & Management
- Risk Assessment

Bar Manager: **Miss Annika Madourie**

### **Personal License holder**

Completed SIA training waiting for full license

20 years experience Public houses and late night licensed venues.

- Primary DPS
- Bar Manager
- First Aid
- Staff Training
- Event management

Events coordinator: **Mr Cleon Smith**

18 years experience and has worked alongside the police central licensing department including:

All events will be vetted to a high level as part of our risk assessment policy and mentoring schemes.

- Vetting
- Risk Assessment
- Event Management

- Digital Media platforms
- Social Media networking specialist

#### **IT & TECHNICAL MANAGER Mr Tony Lawrence**

25 years experience in the IT & Advanced CCTV alarm systems, Published freelance writer and poet.

- Exhibition concept
- CCTV logistics configuration & maintenance
- Fire and Building alarm equipment safety configuration & Maintenance
- Staff Training

#### **Social enterprise funding and social media consultant, CIC, Mr Mark Johnson**

Focusing on creative arts, Creating and developing projects to engage young people.

Breach Consulting (worked closely with west midlands police)

JH Foundation CIC

- Creative Concepts
- Design and Marketing
- Research and development
- Implementing programmes
- First aid

#### **Manager: Miss Olivia Rhoden**

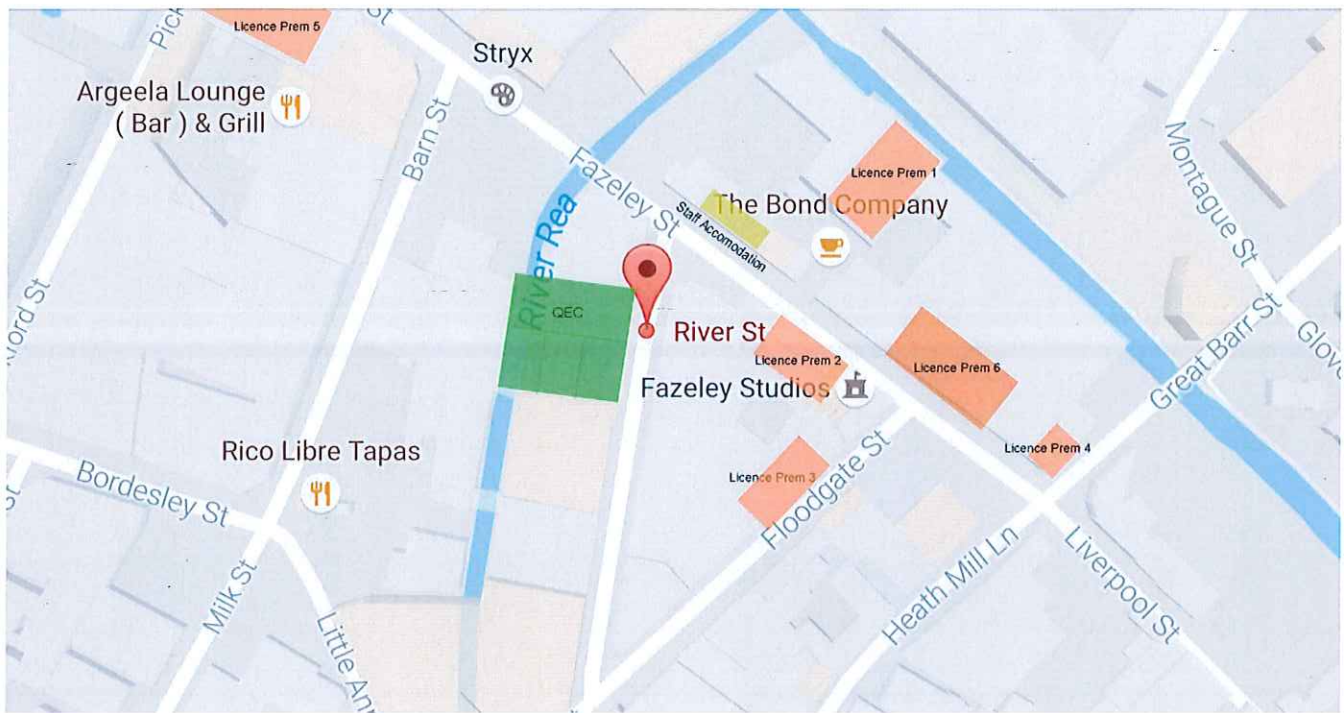
20 years experience in security health and safety and building management.

Company Owner Security Company 15 years

Company Owner Maintenance Company 8 Years

Personal License holder

- Security
- Health and Safety
- Building Control & Management
- Risk Assessment
- Vetting
- Staff Training



#### LICENCED PREMISES 1 - The Bond (4223)

Hours Monday-Sunday 08.00-01.00 All Licensing codes

#### LICENSED PREMISES 2 & 3 Fazeley Studios (3713)

Hours Monday-Sunday 07.00 – 03.00 A, B, C, D, E, F, G, H, I, J, K, M3

#### LICENCED PREMISES 4 - The Forge Tavern (2807)

Hours Monday- Sunday 08.00 – 04.00 A, B, C, E, F, G, H, I, J, K, M3

#### LICENCED PREMISES 5 – Argeela Lounge

Hours 11am – 3am Monday – Sunday Live and recorded music

#### LICENCED PREMISES 6 - Teamworks Karting Limited (334)

Hours Monday – Saturday 10am -23.00 Sunday 12.00 – 22.30

Sale of alcohol by retail (both on & off the premises)



## Temporary Events 2016

Total 200+ Hours 2<sup>nd</sup> June 2016 - 26<sup>th</sup> July 2016

Dates of events:	02/06 – 05/06/16	Ref 5
	04/06 – 05/06/16	Ref: 422
	09/06 – 12/06/16	Ref: 519
	23/06 – 24/06/16	Ref: 598
	25/06/16	Ref: 599
	29/06/16 – 03/07/16	Ref: 622
	15/07/16 – 17/07/16	Ref: 623
	23/07/16 – 26/07/16	Ref: 720
	05/08/16 – 07/08/16	Ref: 721

No Public Nuisance Complaints

No Crime & Disorder

# Quantum Exhibition Centre

## ACCESS & EGRESS POLICY

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The venue is committed to providing sufficient resources (CCTV, Lighting, Security Personnel, Signs, Barriers, and Training etc.) to ensure safe and secure access to, and egress from, the premises while also minimising inconvenience for neighbouring businesses and any residents.

A Fire Risk Assessment has been carried out: the findings are recorded in a formal report and reviewed annually (or sooner if there is a change in layout etc.)

Externally and internally prominent signs will advise people that CCTV is being used.



Please Respect us and  
our neighbours by  
leaving quietly  
Thank You

Prominent signs at exit points will remind customers (plus staff artists and performers etc)

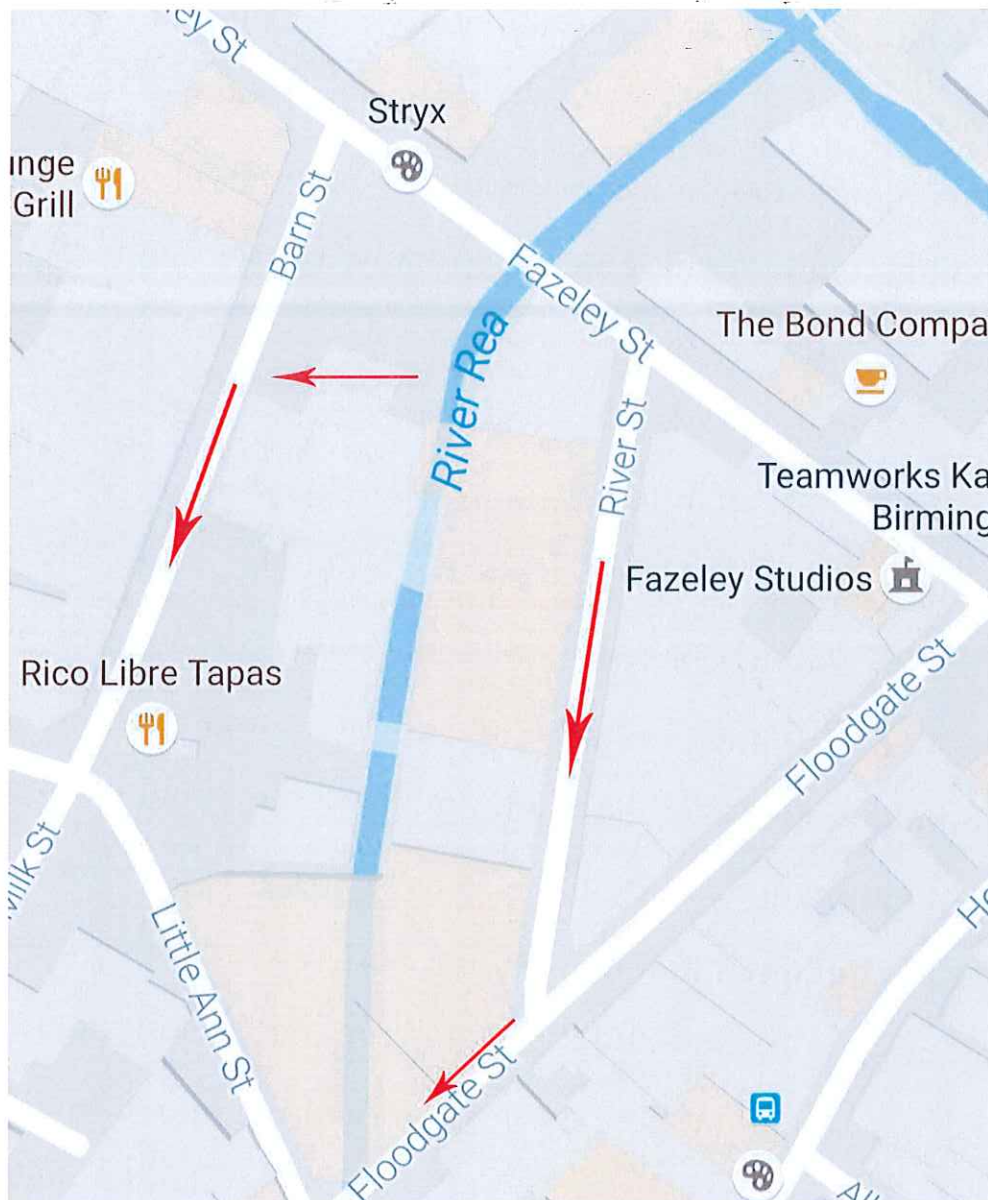
Specific access and egress arrangements will depend on the nature of the event taking place (expected attendance, customer profile a timings etc) and any risk assessment for that event

Sufficiently in advance of doors opening, pedestrian barriers will be utilised at the front of the venue to form queues which will be monitored and managed by security personnel both outside and via CCTV from inside the venue.

Specialist access control barriers will be utilised at the main entrance front door area to control the flow of queues and maintain a sterile area.

Fixed floodlighting at the front of the building will be utilised to ensure that queues are sufficiently illuminated.

At the end of the event, security personnel from inside the venue will be reassigned to external positions to assist with the managed dispersal of crowds and to discourage loitering and / or anti social behaviour



Prior to the end of the event, the pedestrian barriers at the front of the venue and the smoking area will be reconfigured to funnel customers away from the venue towards High Street via Floodgate Street or Barn Street.



## **QUANTUM EXHIBITION CENTRE DISPERSAL POLICY**

This policy will set out the steps the venue will take at the end of the trading session to minimise the potential for disorder and disturbance as customers leave the premises.

### **CAR PARKING**

The venue will advise customers of the best car park to use (either through their website or on printed material) to encourage attending & leaving in a direction with minimum disturbance to local residents.

### **WIND DOWN PERIOD**

1. Events using more than one room will be wound down over a staggered period in the of order unit 2 – unit 4
2. During the last 45 minutes of trading in each room, the volume of the music played will be reduced and lighting increased.
3. Bars closed with all alcohol removed and securely locked away.

### **MULTI ROOM FUNCTIONS**

The capacity for multi room functions using unit 2 unit 3 and unit 4 will be limited to 1000 excluding staff.

### **TRANSPORT**

Steps to reduce transport related problems:

1. Agreed operating policy with local private and public hire vehicles,
2. Advertise reliable services by providing phone numbers for licensed taxi services bus timetables or other local transport networks;
3. Display sign with private hire contact details, and booking procedure.
4. Facilities for booking made available at pay desk for customer's especially vulnerable people.
5. Use of mobile Apps for booking is encouraged

### **STAFFING**

During the last hour of trading, the service points in each bar will be reduced and staff reallocated to collect refuse or work in the cloakroom.

### **CLOAKROOM**

The cloakroom set up in order to assist the swift return of coats with staffing and control systems increased in the period prior to closure.

### **LIGHTING**

Bright lights will be used at the exit of the venue to encourage customers to leave the area.

*The venue will ensure the lights do not cause a nuisance or affect CCTV*

### **MINIMISING NOISE ON EXIT**

If possible, a manager should be in the area close to the main exit to oversee the end of night departure period. DJ announcements will be used to remind customers to be considerate on leaving the premises. Highly visible notices placed in the foyer requesting exiting customers to leave quietly and to respect neighbours and their properties.

### **ALCOHOL**

Signage will make clear that customers will not be allowed to leave the premises with drinks. SIA door supervisors will search customers on exit and remove alcoholic drinks. Bins will be provided at exits for use by customers.

## **DOOR STAFF**

The SIA Door supervisors and marshals will implement dispersal policy:

1. Encouraging customers to drink-up and progress to the exit within the latter part of drinking-up time;
2. Drawing the attention of exiting customers to the notices in the foyer and ask them to be considerate;
3. Ensuring the removal of all alcoholic drinks from departing customers;
4. Customers are directed to wait inside the premises for their taxi
5. Directing customers to the nearest taxi ranks or other transportation away from the local residents.
6. Actively encouraging customers not to congregate outside the venue

## **ROAD SAFETY**

Operators will ensure separation of customers and traffic—if necessary by the installation of removable barriers.

## **MARSHALLS**

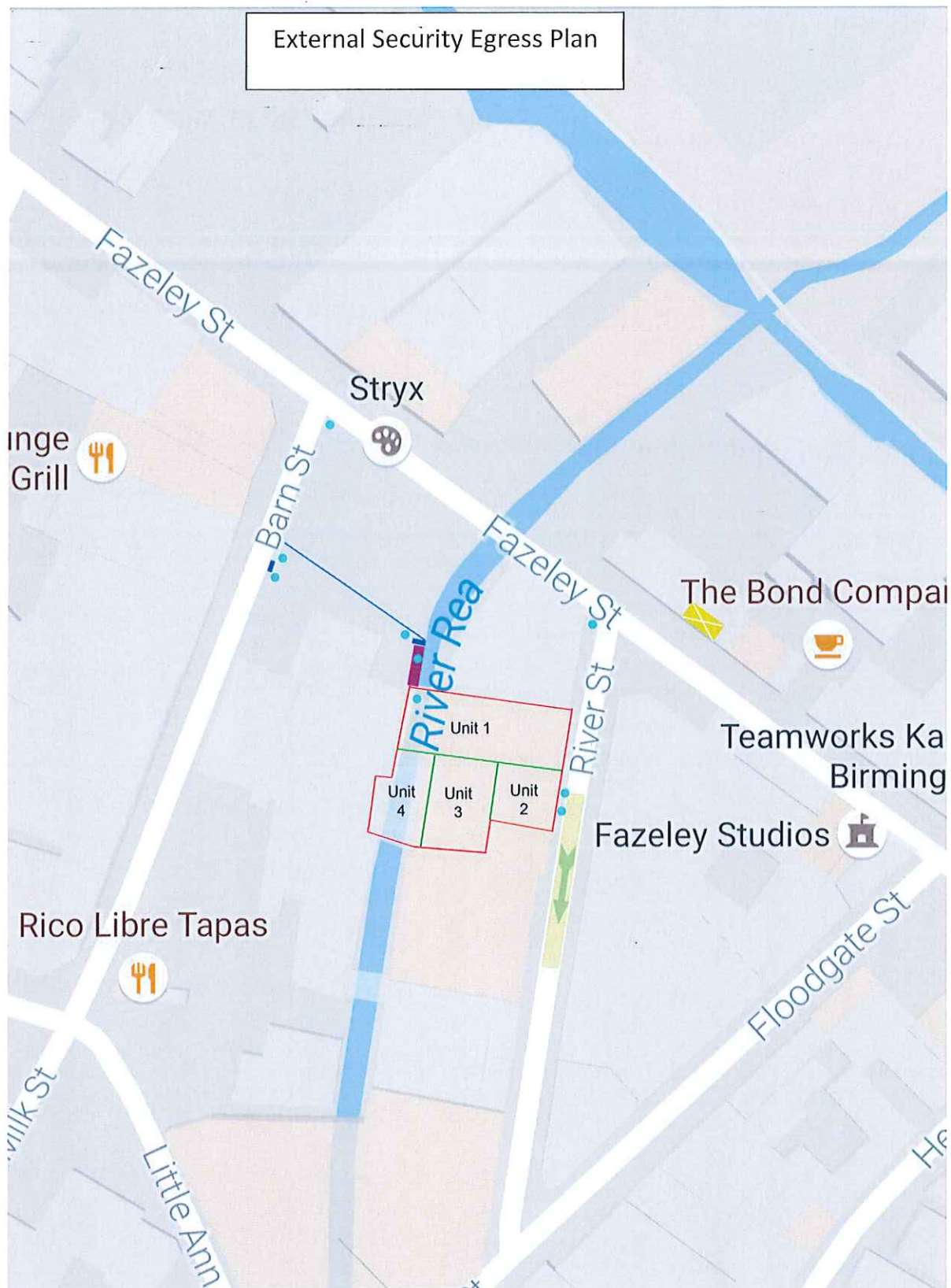
A marshal is a patrolling security officer wearing high visibility clothing, working close to the venue in a designated area and is in direct communication with the venue management, to create a highly visible presence.

## **LITTER**

The venue will send out a "Rubbish Patrol" following closure. This patrol will pick up bottles, flyers, food wrappings etc in the immediate vicinity of the premises

## **Queing**

A system will be queuing facing Flazely Street and from Floodgate street.



- EGRESS DOOR SUPERVISORS
- Site Boundry Lines
- Break Up of building
- Access walkway Via rear fire exit
- Staff Accommodation
- Crowd control Queue Direction
- Gates and fencing for late night egress



## **Quantum Exhibition Centre**

### **Noise Management Policy**

#### **Assessment of Noise**

An acoustic assessment of noise from the licensed premises has been completed, which has been produced by a competent acoustic consultant. Particular attention has been paid to the assessment and control of low frequency noise (bass beat) from entertainment.

Sound monitoring equipment and limiters will be used and acoustic levels periodically checked in correspondence with Environmental Health Department.

Readings will be taken as spot checks and documented from fixed points will be allocated to enable the Duty Manager to take readings at an event both internally and externally.

These points as follows:

- **Unit 1,2,3,4**
- **Outside Main Entrance**
- **Corner of River Street/Fazeley Street**

#### **Specification, selection and operation of amplified music equipment**

Actions to be taken to ensure noise and vibration from regulated entertainment shall be inaudible at the nearest noise sensitive property.

Measures recommended in **BLUE ACOUSTIC REPORT** submitted to Licensing Authority, Environment protection agency, Local Planning & Police department.

#### **Building Structure, Design and Layout**

- Specialist sound insulation and other changes to the building structure, design and layout appropriate to sufficiently control noise in accordance with **BLUE ACCOUSTIC REPORT**
- Installed Acoustic lobby to front entrance.
- Use of auto closers on lobby doors
- All windows will be kept closed with external shutter cover.
- Acoustic curtains used internally on windows in Unit 2
- Use of internal roller shutter containing fire exit doors in Unit 1

#### **Other measures include:**

- Reducing the bass content of the music
- The location, direction and number of speakers
- Mounting speakers on rubber or similar material to reduce transmission into the main building structure.
- Performers made aware of any noise problems and associated controls and monitor their compliance
- Security Staff will be employed after the event ends to make sure dispersal takes place in an orderly and proper manner.
- Verbal announcements prior to dispersal will be made at the end of each night
- Notices will be displayed on external doors asking customers to leave the premises in a quiet and orderly fashion to show respect to local neighbours
- A colour CCTV system approved is fitted, maintained and in use at all times. Police and the local authorities will be given access to and copies of images for purposes in connection with the prevention and detection of crime and disorder.
- Trained staff used to patrol the surrounding area to help control noise from patrons.
- An agreement is made with local cab firms drivers use **TEXT BACK** service to collect their passengers.

- All rooms will be fitted with sound limiters that can be checked by the EHO(set and agreed by EHO).
- Acoustic sound curtains to be placed in rooms in specific weak parts to dampen sound leakage( i.e roof of room 3, room 2 at front of building where the windows are etc).
- Limit any late night event to 1000 people.
- Staggered closing of rooms to help with footfall outside venue (after 1 am).
- Closing of rooms early to help with footfall (after 1am).
- Closing the bar early to help with Footfall (after 1 am).
- Exit after 1am will be through the smoking area and on to the car park on Barn Street.
- 2/3 SIA trained Marshalls will be placed on car park to help the loitering of customers to either get in a taxi or move up the road away from resident's and the exhibition centre(to minimise any noise to residents or business).
- Overnight renting of the Gallon Car park which is exit through the smoking area.
- Insulation of Acoustic roof to be staggered in stages and done room by room.
- Apply for planning permission to comply with the council's policy on noise and vibration.
- All Marshalls who are dealing with exit of customers shall receive training by Quantum to teach our customers the procedure for exiting the venue and also to respect our nearby residents and neighbours.
- No licensable activity in room 1 (main exhibition hall)
- Smoking area to be built at rear of building and leading through a gate way and fence on to car park owned by Gallon.
- Work closely with the EHO and the police to enforce a zero tolerance on any noise or public nuisance.
- CCTV to be installed in the smoking area and exit to safeguard the venue its staff and its customers.

#### **External**

- Refuse and empty bottle/barrel storage areas will be positioned away from front entrance
- Deliveries and collections scheduled during the day.

#### **Standard Opening times**

Monday	12.00-03.00
Tuesday	12.00-03.00
Wednesday	12.00-03.00
Thursday	12.00-03.00
Friday	12.00-05.00
Saturday	12.00-06.00
Sunday	12.00-03.00

Although it is anticipated that typical day to day operating hours will be considerably shorter than this.

The designated premises' supervisor will be responsible for all licensable activity taking place at the venue and will inform West Midlands Police and/or any issues that arises from any given event, Environment Health Agency.

#### **All managers will be fully aware and conversant with the Noise Management Plan.**

Staff will take a pro active approach to noise management including checking noise levels as set out above.

#### **Liaison with Local Residents**

We endeavour to build and maintain a good working relationship with local people and are proactive about controlling noise from the premises. Also we will be liaising with the Digbeth resident's association.

#### **Complaints Procedure**

All complaints relating to the venue will be documented.



If the complaint relates to the venue, the DPS will investigate the issue and take appropriate action to locate and remove the source and will then monitor the outcome. The DPS will then advise Environmental health officers of actions taken. All actions will be recorded

### Staff Training

Staff are provided with training on noise control measures and made aware of internal procedures for assessing and controlling noise and dealing with complaints. All staff training will be recorded and made available to the responsible authorities

## SMOKING AREA POLICY

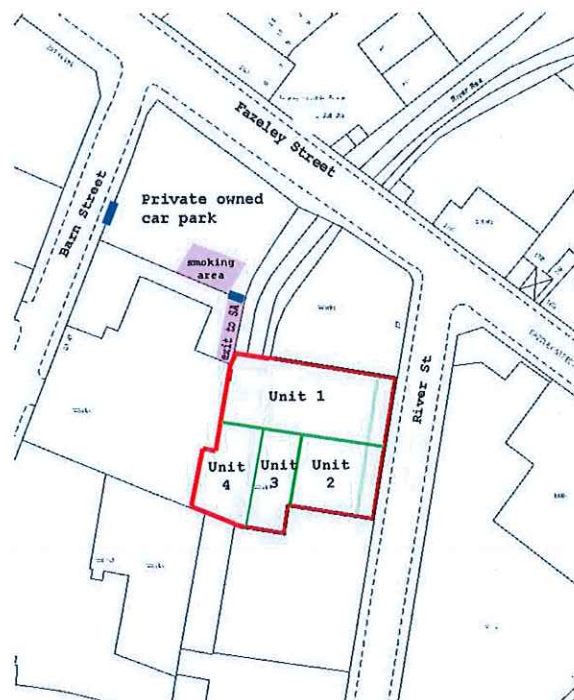
Smoking area will be located at the rear of unit 1

Fencing will be used to segregate walkway at from Unit 1 to rear smoking area

Smoking area will be manned by SIA licensed security officers at all times.

Lighting and CCTV coverage of the smoking area will be maintained at all times.

Occupancy of smoking capacity will be limited to no more than 100 people. Area capacity will be monitored by SIA staff using counters and clickers.





# QUANTUM EXHIBITION CENTRE

## SEARCH POLICY

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### Quantum Exhibition Centre operates a **ZERO** tolerance drug and weapon policy

The search policy in operation at the venue will be agreed in advance and will depend on the nature of the event taking place and any risk assessment for that event.

There will be three levels of search –

#### **Discretionary: No Planned Searches,**

*Low risk Event – Search level can be upgraded to random or compulsory during the event if necessary.*

#### **Random: Searches at pre-agreed set intervals** (for example every 5<sup>th</sup> person)

*Medium Risk Event – Search level can be upgraded to compulsory during the event if necessary.*

#### **Compulsory: No Search = No Entry and No Exceptions** (including arts, performers & staff)

*High Risk Event – search level **CAN NOT** be altered.*

Hand held metal detectors will be available at all times.

At events deemed a risk, suitably calibrated walk through metal detectors will also be utilised.

Management will ensure that all venue staff and security are aware of which search level is in place (including if a dress code is to be enforced) before the start of any event and are updated accordingly if the search level is changed during the event.

A sign fixed in a prominent position at the venue entrance will highlight that –

### **THE MANAGEMENT OF THIS VENUE AND THEIR REPRESENTATIVES RESERVE THE RIGHT TO REFUSE ADMISSION**

Searches will only be undertaken by security personnel who are displaying current valid front line SIA Door Supervisor licenses. They will observe the following rules at all times –

1. Searching will be restricted to adults only and if in doubt security personnel must ask for proof of age identification.
2. Male security personnel must only search males and female security must only search females
3. Security personal must take reasonable care of their own, and others, health and safety when searching and must not take unnecessary risks.
4. Security personnel must ask for permission from the person they intend to search and be aware that the person is entitled to refuse to be searched: however this can then be used as a valid reason to refuse entry.
5. Security personnel will restrict searching to outer clothing, pockets and bags etc.
6. Any prohibited items (see guidance) discovered during searching must be, if safe to do so, seized and handed over to venue management for storage, disposal, recording and reporting.
7. Persons who have left the venue and then seek re-entry must be subject to a fresh search.

## Quantum Exhibition Centre

### **Prohibited Items**

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Weapons & Ammunition  
(Including items deemed to have dangerous use)

Drugs / illegal Substances

Sharp objects (Scissors, knives)

Bottles

Aerosol Cans

Fireworks

Air Horns

Flares

Smoke Canisters

**For full list of banned substances and items deemed as a weapon please see Weapons & Drugs Policy and Procedures.**

## Incident Report Form

Venue:	Contact Number:
Day:	Date:
Duty Manager:	Time of Incident

Type of incident: (Please Circle)  
**Admission Refusal / Domestic /Drugs / Scuffle / Fight / Intoxication / Anti-Social Behavior / Theft / Complaint**  
**/Accident / Illness or Injury / Other (please specify)**

Give full details of incident. Be sure to include the following criteria: Circumstances leading up to the incident. What force was used and why. Nature of injuries; detailed description of suspect/s; Any other relevant information.

[illegible]

Was Incident captured on CCTV? YES/NO	Time shown on CCTV system
Contact name & Number of CCTV Operative:	

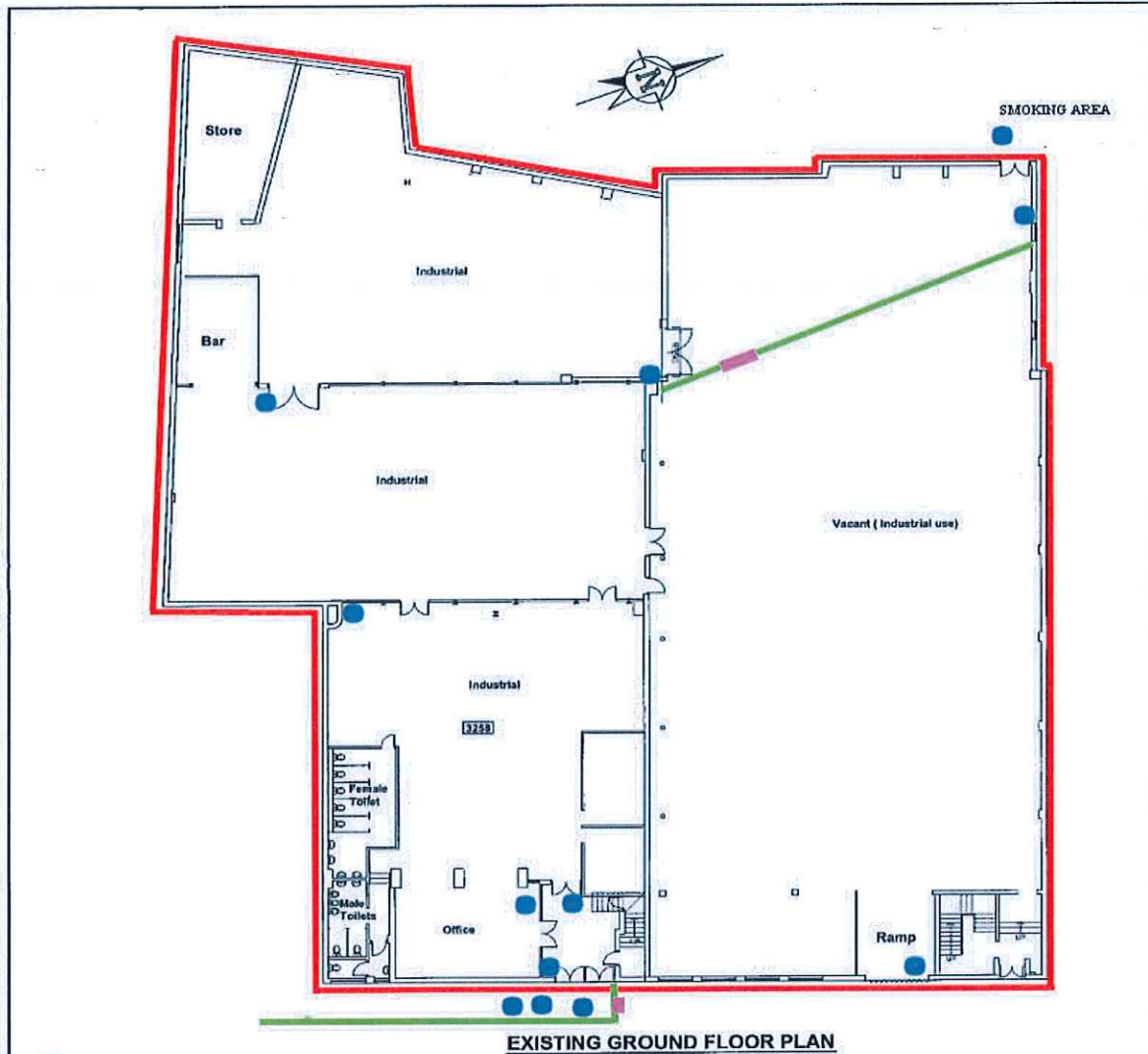
Were any Emergency Services called? YES/NO	Police <input style="border: 1px solid blue; width: 30px;" type="checkbox"/>	Fire <input style="border: 1px solid red; width: 30px;" type="checkbox"/>	Ambulance <input style="border: 1px solid green; width: 30px;" type="checkbox"/>
Emergency Service Reference Number: _____			
Emergency Service Details:			
Name: _____	Name: _____		
Number: _____	Number: _____		

<b>Witnesses 1: Including Door Staff)</b>  Name : _____  Date of Birth: _____  Address: _____ _____  Telephone: _____	<b>Witnesses 2:</b>  Name : _____  Date of Birth: _____  Address: _____ _____  Telephone: _____
<b>Witnesses 3:</b>  Name : _____  Date of Birth: _____  Address: _____ _____  Telephone: _____	<b>Witnesses 4:</b>  Name : _____  Date of Birth: _____  Address: _____ _____  Telephone: _____

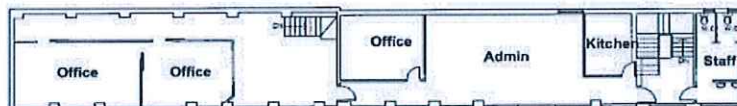
Were any scenes put in place?	YES/NO	Where: _____
Were any items (Glasses/Weapons/Drugs etc) kept for police? YES/NO		
If YES Provide description:		
_____		
_____		
_____		
_____		
_____		
Has search/ Seizure/Retention form been completed	Yes/No	
CCTV Recording for police inspection	Yes/No	
Date: _____		



# Example security floor plan



EXISTING GROUND FLOOR PLAN



EXISTING FIRST FLOOR PLAN

Copyright Z.S. Partnership Ltd. (2016)  
PLANNING ISSUE

**ZSP**  
ZS Partnership Ltd.  
Architectural Design & Planning  
469 Coventry Road, Small Heath  
Birmingham B10 0TJ  
0121 772 4096

Client Name  
Existing Ground and  
First Floor Plans

Proposed:

Project Location  
32-34 River Street, Digbeth  
Birmingham B5 5SA

Client Name  
Gateway Exhibition Centre

Scale: 1/200 @ A3  
Drawing No: ZL-3206V1  
Date: 02/12/15

Amendments

Note: This drawing to be read in  
conjunction with drawing ZL-3206V1

Event Risk Assessment

EVENT TITLE:	DATE:
NAME OF PREMISES:	
EVENT MANAGER DETAILS: Name	Mobile Number
EVENT DETAILS:	ROOMS IN USE
Expected Number:	Front Room Yes/No
	Middle exhibition space Yes/No
	Dance Studio Yes/No
Organised by	Large Exhibition Space Yes/No
	Is Catering involved Yes/No
	Where
	Numbers:
	Type/Style
Entry	Type of Entertainment
ID Card	Background music
Wrist Band	Karaoke
U Card	Live DJ
Ticket	Live Vocalist/Acoustic Bands
Other (please specify)	Un-Amplified Music
	Other (please specify)
SECURITY CONTRACTOR EMPLOYED	Yes/No
Name of Manager briefing Security	Numbers employed inc Supervisor
Have security staff been issued with instructions (inc Fire) for the event	Time From: Time To:
	Locations
	1/
	2/
	3/
	4/
	5/
	6/
	7/
	8/
	9/
	10/
What outdoors facilities are to be used at this Event	
For what purpose	
Noise Control Measures employed	Internal Sound Limiters/Settings
Internally	Hand held Monitoring devises
	None

Externally	Log attached of db readings, locations & times _____ _____ _____ _____ _____
<b>SAFETY CHECKS</b>	<b>ACTION TAKEN</b>
1/Staging properly erected, protected	
2/Have all decorations been treated so as to be flame retardant.	
3/ Are any other installations (games inflatable sect) safely sited and installed. Have PAT test records, methods statement, risk assessment and public liability records been seen	Insurance certificate attached Yes/No
4/Area free from tripping hazards	
5/Are all escape routes clear and free from obstructions	
6/ Are all final emergency exit doors clear	
7/ have additional Fire Fighting equipment been deployed and properly sited.	
8/ Have contents of First Aid boxes been checked	
9/ Have all security and Fire warning devices been checked.	
10/ Other	
COMPLAINTS ON THE NIGHT	How Many _____ From _____ Times _____ Action Taken _____ _____ _____ _____
Signed Event Manager  Bar Manager  Security Supervisor	Date