

The Wallingford Sports Trust

Policies and procedures

20 - Event Management and Licencing

Sporting Events

On match days, member clubs can provide food and non-alcoholic refreshments for sale or otherwise to those participating in their event including home and away teams and their supporters. Clubs are requested to provide information of these activities to the Sports Park Manager.

Tournaments hosted by clubs for their own members and/or on behalf of their own governing bodies can attract large numbers of teams and visitors to the Sports Park requiring catering and club house facilities. Normally the Sports Park will provide catering for these events. Clubs must notify the Sports Park Manager of such events and if applicable, seek permission to supply food and non-alcoholic drink for sale. The Sports Trust will consider any reasonable request but must reserve the right to decline in favour of the providing its own catering.

Non-sporting Events and Activities

Member clubs may host occasional events not complying with the above but these:

1. Will generally be limited to one per club per calendar year, unless in exceptional circumstances.
2. Must be individually approved by the Board of Trustees following the submission of the appropriate form.
3. Comply with the licence requirement set out below.

Licence Requirements

Premises Licence - the Sports Trust is required to have a Premises Licence that allows licensing activities to be held at the Sports Park and which includes indoor and outdoor places. The Licence Holder is the 'Wallingford Sports and Social Club'.

Trustee Responsibilities - the responsibilities of the Board of Trustees are to:

1. Appoint a 'Designated Premises Supervisor' who has a current Personal Licence and is competent for the role.
2. Ensure the four licensing objectives contained with the Licencing Act 2003 are met in respect of the:
 - Protection of Children
 - Prevention of Crime and Disorder
 - Public Safety
 - Prevention of Public Nuisance
3. Ensure the conditions of the Licence are complied with.

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Designated Premises Supervisor (DPS) - Dave Greedy, the Sports Park Manager, is the DPS and holder of a Personal Licence. He is in overall charge of the licenced premises and must ensure that:

1. All sales or supply of alcohol are made by, or under his authority.
2. He takes responsibility for what happens on the premises at all times, whether he is there or not.
3. He appoints and trains staff specifically to meet the requirements of the Licensing Act 2003, and the conditions attached to the Premises Licence.

Temporary Event Notice - a Temporary Event Notice (TEN) is required for any event involving licensable activity which is not included in the Premises Licence. By its very nature, the type of event requiring a TEN is temporary, where the sale of alcohol and entertainment is provided and is restricted to less than 500 people attending at any one time. It is the responsibility of Dave Greedy as the Personal Licence holder, to identify when a TEN is required and to provide details to the Licensing Authority of the number of persons attending at any one time and the times intended for licensable activities no later than ten working days before the day of the event.

The Sports Park may not hold more than six events per calendar year which would require a TEN, owing to the close proximity to a residential estate. To date, the number of TEN's permitted has been sufficient to meet the needs of the Sports Trust and clubs with regular events such as Bunkfest and Rugfest.

Any member club wanting to host an event requiring a TEN must accept that applications will be granted on a 'first come, first serve' basis.

When any club is given approval for a TEN, the 'Appointed' Trustee for that Club, shall on behalf of the Board of Trustees, and together with the Sports Park Manager, ensure that the four Licensing Objectives (listed a-d above) are met and the conditions of the notice complied with.

If an event has the potential to attract more than 499 people there are additional procedures that we will need to follow including greater liaison with the Licencing Authority and Emergency Services.

Incident Reporting

The Board of Trustees must be informed of any incident that breaches the conditions of the Premises Licence or any of the four licencing objectives. The Sports Park Manager will complete a Licensing Incident Report outlining the nature of the incident, whether the police, Environmental Agency or licencing authority attended, the action taken at the time and any subsequent risk reduction strategy introduced to prevent a reoccurrence. Trustees will be invited to comment and if necessary, discuss at the next Trustee meeting following the incident.

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