

The Courtauld

ADMISSIONS AND DISPERSAL POLICY – VERNON SQUARE EVENING EVENTS

1. Purpose

- 1.1 In accordance with conditions appended to the granting of a Premises License for The Courtauld's Vernon Square premises, it is a requirement that The Courtauld Institute of Art (hereinafter referred to as "The Courtauld") implements an Admissions and Dispersal Policy. Thus, this policy sets out the steps The Courtauld will take to ensure staff, students and visitors attending any evening event, lecture or function after 18:00 hours Monday to Sunday at the Vernon Square premises arrive and leave in an orderly manner and with the minimal of disturbance to the local neighbourhood.

2. Scope

- 2.1 This policy confirms how The Courtauld will manage and support the orderly dispersal of workers¹, students and visitors leaving the Vernon Square premises following attendance at evening lectures, events and late night functions throughout the year. For the purposes of clarification, this policy directly relates to the condition attached to the Premises License granted for Vernon Square by Islington Council's Sub-Licensing Committee on 21 May 2019 and the Licensing Act 2003 (Hearing Regulations) 2005. This policy does not extend to other premises occupied by The Courtauld.

3. Responsibilities

- 3.1 Overall responsibility for this policy is assigned to the Head of Estates and Facilities. Day-to-day responsibility for implementation of the policy is delegated to the Operations Lead for Vernon Square, Premises Officers and those workers responsible for organising and running evening lectures, events and other late night functions at the premises.

4. Procedure

- 4.1 This policy will be reviewed and updated at least once annually normally in the summer period of each academic year by the Head of Estates and Facilities with input from the Operations Lead. The review and any updates made will

¹ Workers in the context of this policy means The Courtauld Institute of Art employees, indirect employers, and staff working for contractors

reflect any changes in how evening lectures, events and functions at Vernon Square are managed and organised including taking account of any comments received from Islington Council's Licensing Team and/or from representatives of local resident associations, Unite or the Kings Cross Baptist Church as immediate neighbours to the premises.

- 4.2 Amendments to this policy will initially be made by the Head of Estates and Facilities in consultation with the Operations Lead and the Designated Premises License Supervisor for the premises, and other relevant staff responsible for organising and managing evening lectures, events and functions. Following agreement on any amendments, a revised version of the policy will be shared with The Courtauld's Health, Safety and Wellbeing Committee for formal approval.

5. Equality Implication

- 5.1 There are no known impacts on equality in relation to protected characteristic groups i.e. age, ethnicity, sex, disability, sexual orientation, religion, belief or non-belief, pregnancy or maternity, civil partnerships or marriage, or gender identity for both staff and students in respect to this policy.
- 5.2 The Courtauld confirms its commitment to the elimination of all forms of discrimination and to provide an environment where individuals are treated fairly, with respect and dignity. This is set out in The Courtauld's Equal Opportunities Policy (October 2016) and complies with the relevant legislation.

6. Policy Document

- 6.1 The Courtauld recognises that its Vernon Square premises is located within a residential neighbourhood and thus, there is a requirement to ensure all staff, students and visitors leaving the premises following the conclusion of evening lectures, events and late night functions, do so in a manner that is orderly and with the minimum of disturbance to the local residential neighbourhood. Thus, premises management and those staff responsible for organising and managing evening lectures, events and late night functions, will undertake to ensure a number of measures as prescribed below.
- 6.2 Premises management and reception staff will ensure the reception desk maintains, and makes available, free-phone telephone numbers for licensed mini-cabs and details of nearby taxi ranks, bus timetables and routes to other nearby transportation networks i.e. Underground and rail.
- 6.3 Event organisers in conjunction with the Operations Lead will review and ensure that for every 100 attendees or part thereof that there is at least one SIA Licensed Door Supervisor on duty during the entire duration of the evening lecture, event or late night function. At least one SIA Licensed Door Supervisor will be positioned in the main reception to monitor the main entrance/exit to the premises to ensure that persons leave the premises and disperse quietly

towards the exit gate and do not congregate outside of the entrance/exit after 21:00 hours Monday to Sunday.

- 6.4 Event organisers will ensure evening lectures formally conclude at 21:00 hours Monday to Sunday with attendees reminded to exit the premises considerably by 21:30 and not to congregate in and around the entrance/exit and or the external grounds upon leaving the premises.
- 6.5 Event organisers will ensure in the case of late night events, that at least 15 minutes before the official end time of the event (which must be no later than 22:00 hours), no further beverages, alcohol or food is served, with an announcement made to attendees that the event will be shortly concluding and that they should start to make preparations for leaving the premises and in doing so be considerate and not to congregate in and around the entrance/exit or the external grounds.
- 6.6 Event organisers will ensure in the case of late night events, where the playing of live music may be involved, that such music ceases at least 15 minutes before the official end time of the event (which must be no later than 22:00 hours internally or if externally within the grounds 21:00 hours), in order to signify that the event is concluding and that attendees should start to make preparations for leaving the premises and in doing so be considerate and not to congregate in and around the entrance/exit and the external grounds.
- 6.7 Event organisers will ensure in the case of one-off evening events² taking place within the premises or in the grounds between the hours of 18:00 to 22:00 Monday to Friday that may also involve the serving of beverages, alcohol and food that:
- Such events are organised on the basis of pre-registration for all external attendees noting the maximum permitted attendance within the grounds and premises specific to the event is 500 persons³ at any given time during the duration of the event. To ensure this is monitored, at least one SIA Licensed Door Supervisor will be required to be present at the pedestrian/vehicle entrance gate (with SIA badge clearly displayed on their person, including wearing a high visibility tabard) and to use a clicker to monitor the number of external attendees arriving and departing over the period of the events duration.
 - At least one SIA Licensed Door Supervisor is to be present at the pedestrian/vehicle entrance gate throughout the event to ensure all persons entering the grounds are holding a valid staff or student Courtauld ID/Access card or can evidence a pre-registration ticket or are provided with a guest list by the event organiser against which attendees names can be checked off.

² Excludes normal business activities for example scheduled weekly Research Forum and Public Programmes events organised to take place in one of the two designated lecture theatres each with maximum seating capacity of 160.

³ Excludes Courtauld staff and students and contracted staff, speakers and performers.

- That the serving of beverages, alcohol and food within both the premises and the grounds will cease 15 minutes before the official end time of the event (which must be no later than 22:00 hours) and that persons leaving the grounds will be monitored to ensure they are not carrying drinking containers, opened or sealed cans or bottles of alcohol, and where such is observed, the SIA Licensed Door Supervisor is to confiscate and dispose of such items in a bin to be provided at the gate for the duration of the event and removed thereafter.
- That arrangements will be made for the grounds and the area immediately affronting the pedestrian and vehicle entrance to be cleared of any bottles, flyers, food wrappings etc. with all rubbish collected and deposited in the waste collection bins provided within the grounds.
- That a notice is prominently displayed within the main reception reminding attendees that the premises is within a residential area and to leave the premises quietly and considerately by 22:30 hours and not to congregate in and around the entrance/exit or the external grounds upon leaving the premises.
- Where events are held in the grounds, at least one SIA Licensed Door Supervisor must continually patrol the grounds throughout the events duration to ensure attendees are not causing a noise disturbance to local residents. In addition, they must monitor and enforce The Courtauld's Smoking Policy, which stipulates that smoking and vaping at Vernon Square is limited to the area immediately to the left of the main entrance gates (containing the low level seated flower bed) as you enter the Vernon Square campus. At any given time, the maximum number of persons permitted to be in this area is 20 persons and no smoking is permitted in this or any other part of the grounds after 22:00 hours Monday to Sunday.

6.8 In regards to late night functions, staff organising events, including performers and those companies brought in to provide activities and services must conduct themselves in such a manner as to avoid causing disturbance to nearby residents when clearing and loading out any equipment that has been brought in specifically to support the event, extending to catering vehicles.

6.9 Premises management and event organisers will ensure, deliveries of equipment and catering required for evening events will be delivered and loaded in before 18:00 hours. Refuse will be arranged to be collected between the hours of 08:00 and 18:00 Monday to Friday.

6.10 No publicity material will be displayed outside the perimeter of the grounds advertising events accept in the designated noticeboard board adjacent to the pedestrian entrance gate.

6.11 Premises Officers will ensure that external lighting within the grounds is switched off by 23:00 hours Monday to Sunday, to ensure no light pollution disturbance to nearby residents.

- 6.12 The Operations Lead will ensure CCTV signage is maintained and prominently displayed at the entrance gates to the grounds, within the grounds and at the main entrance to the premises including within the main reception to ensure those entering the grounds and premises are aware CCTV is in operation which may help deter attendees from behaving undesirably.
- 6.13 The Courtauld operates a zero-tolerance policy with regards to disruptive behaviour. The Courtauld expects all staff, students and visitors to behave courteously and with consideration to each other. Disruptive behaviour is identified at The Courtauld's Management's discretion. Anyone identified as conducting or being involved in disruptive behaviour will be asked to leave the premises. The Courtauld reserves the right to refuse entry or ban individuals from The Courtauld's premises if their conduct or behaviour is deemed as inappropriate/disruptive to other visitors, guests or day-to-day operations of The Courtauld.
- 6.14 Entry/exit searches and the right to search upon entering the grounds of Vernon Square or whilst entering the premises may be a condition of entry if required in the interests of public safety and security. If searches are being conducted, this will entail a non-invasive check of bags, coats and pockets by two SIA Licensed Security Officers⁴. Items that are identified as unwanted/unauthorised will be confiscated at the discretion of The Courtauld's Management.
- 6.15 Any persons arriving for a ticketed event appearing to be intoxicated by alcohol or other substances may be refused entry or asked to leave premises and or grounds.
- 6.16 The Courtauld reserves the right to refuse entry to any known person(s) that have caused or may cause disruptions to any events, discussions, presentations or to The Courtauld's general day to day operations.
- 6.17 The Courtauld's Management at its sole discretion reserves the right to refuse admission or remove persons from the premises.
- 6.18 The Courtauld has a commitment towards equality of opportunity and valuing diversity, which includes treating individuals with respect and courtesy and we request that visitors and those attending our events reciprocate the same to our staff and students.


7. Document Owner and Approval

- 7.1 The Courtauld's Head of Estates and Facilities is the owner of this document and is responsible for ensuring that this policy is annually reviewed and updated to comply requirements outlined by the Islington Council Licensing Team. A current version of this document is available on The Courtauld web-

⁴ Of which one will be male and the other female.

site.

- 7.2 This policy was updated on 29 July 2024 and is issued on a version controlled basis under the signature of the Head of Estates and Facilities.

 Signature:	Date: 29 July 2024
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Change History Record

Clause	Description of Change	Approval	Date of Issue
6.4	"by 21:30" added	A.Tyrrell	24 June 2019
6.5	"(which must be no later than 22:00 hours)" added	A.Tyrrell	24 June 2019
6.6	"(which must be no later than 22:00 hours internally or if externally within the grounds 21:00 hours)", added	A.Tyrrell	24 June 2019
6.7	Amended "23:00" to "22:00"	A.Tyrrell	24 June 2019
6.7 Bullet Point 3	"(which must be no later than 22:00 hours)" added	A.Tyrrell	24 June 2019
6.7 Bullet Point 4	"by 22:30 hours" added	A.Tyrrell	24 June 2019
Several	Minor amendments to reflect changes in staffing arrangements at Vernon Square	A.Tyrrell	11 July 2024
Title	Disposal Policy Vernon Square - changed to Admissions and Disposal Policy Vernon Square – Evening Events	A.Tyrrell	29 July 2024
1.1	Paragraph re-worded	A.Tyrrell	29 July 2024