

Wedding and Celebration Package Opportunity

Sophia Gardens, Cardiff

REVISED 27.05.2021



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Introduction and Background

Sophia Gardens is a CADW Grade II listed park located a short walk from the Principality stadium, Cardiff Castle and the city's main high streets and night time economy destinations. It is adjacent to the river Taff, a P&D car park and the Taff Trail. The park contains a designated event space which has hosted a range of outdoor events over the years. There are good public transport links to the site (including the Sophia Gardens coach station) and it is close to a number of hotels, B&Bs and guest houses. The site is served by a one-way spine road that runs along its west elevation.

Cardiff Council would like to invite interested operators to submit a bid proposal for the opportunity to partner with the Council and undertake the following use at the site:

- Delivery of wedding/private/corporate celebration/hospitality packages on Sophia Gardens event area.

This opportunity will allow the operator to sell a variety of high-end celebration-type packages to private clients. From wedding packages, birthday celebrations, office party packages and everything in between. The park has an attractive tree lined backdrop on its east and south elevations and use of Bute Park.

Any other type of event use proposed for Sophia Gardens should be applied for in the normal way via the parks event pages on the www.bute-park.com website.



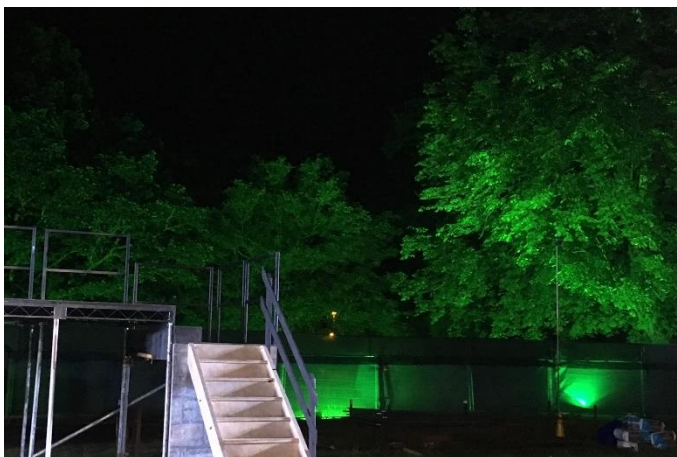
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Location

The location for this opportunity is identified below. Some example photos are also given for reference. See **Appendix 1** for a red line plan of site available.

Sophia Gardens, Cardiff CF11 9SZ (Approximate size 4,000sqm / Dimensions Approx. 79m x 52m)



Opportunity Objectives

This opportunity will allow the successful operator to provide high-end outdoor celebration packages on Sophia Gardens event area to a market with pent up demand due to the Covid-19 pandemic. Cardiff Council has received an increasing number of enquiries for such opportunities in recent years but these are not easily accommodated on an ad hoc basis.

Cardiff Council also wish to support the hospitality industry in its recovery from the pandemic and increase capacity for safe celebrations for its citizens. The operating periods offered as part of this opportunity are fixed and begin from September 2021. This allows other events to be accommodated on the site and the ground to rest and recover in between.

The successful operator has the chance to create a perfect venue for those looking for a place to celebrate in a way that is memorable & alternative. Being outdoor-based, the events may be perceived as a safer more viable alternative to indoor venues whilst the timescales for full recovery from the Coronavirus pandemic remain unclear.

For an agreed licence fee, the successful operator will access the following benefits:

- Use of a unique picturesque park setting with open grass and tree back drop
- Use of the site's existing premises licence
- "Fair use" of onsite utilities (power and water)
- Temporary exclusive or non-exclusive use of public P&D car parking spaces (chargeable)
- Bute Park Office staff time, advice from Event Liaison Panel (ELP) and ELP application support
- Marketing support via the Bute Park website and social media
- Introductions to Police Licencing team and relevant internal council contacts who can support the event (e.g. car park team, waste collection team, traffic management team and event safety officer)
- Onsite support from a Site Supervisor during build and de-rig (value to be agreed)



Operating Dates

The successful operator will be allowed to trade for one or two periods from the options listed below. Options in both 2021 and 2022 are given whilst it remains unclear when hospitality of this type will be permissible under Welsh Government coronavirus regulations. It is envisaged that the successful operator will take advantage of 2 of the fixed operating periods.

Option A	Thursday 2 nd September 2021 to Sunday 26 th September 2021
Option B	Thursday 5 th May 2022 to Monday 30 th May 2022

The periods in are approximately 3 weeks long and include 4 weekends.

Use of the site over the alternative May Bank Holiday weekend and/or during the August Bank Holiday weekend will be discussed and negotiated with the successful operator.

The opportunity will be reviewed upon completion of the first period.

Utilities

Sophia Gardens has an onsite electricity and water supply. Full details are available in [Appendix 2](#).

Meter readings will be taken before and after the operating period by the Site Supervisor.

The first 30 cubic meters (30,000 litres) of water is inclusive within the site licence fee. Water use above that volume will be chargeable at £1.38 per cubic meter (m3).

The first 500 kWh is inclusive in your licence fee, usage above this will be charged at £00.15 per kWh.

Utility charges will be invoiced plus a standard admin fee of £25 after the operating period at the appropriate rate if necessary.

Trading

The licence holder is free to choose how many and what days to trade during the operating period.

The licence holder is free to run more than one event per day e.g. brunch or afternoon event and evening event on the same day.



Licencing

Sophia Gardens is a licenced premises.

The operator will be required to work within the constraints of the agreed arrangements with Cardiff Council and South Wales Police Licencing. The premises licence is provided for guidance only in **Appendix 5** and the successful operator is required to gain permission for their specific proposed licensable activities. Permission for operation on site is granted only subject to receiving sign off from licencing.

An operating schedule for the proposed use should be submitted to South Wales Police no later than 56 days prior to the first day. The operating schedule template is provided for information in **Appendix 4**. An informal meeting to discuss proposals early in advance is recommended.

Site Constraints

Further details about the site including makeup of the ground are available in [Appendix 3](#).

Any activity within a tree root protection area requires prior approval from the Landlord.

The event should not adversely impact other operations in the vicinity of the event site, e.g. P&D car park, coach station, contractor works, residential and business properties. The successful operator will need to agree a detailed operational plan in advance with the Landlord.

Planning Assumptions

Cardiff Council is aware that the Covid-19 pandemic and uncertainty around the recovery has implications for event organisers and planning.

The successful operator will of course be required to comply with all coronavirus regulations current at their time of trading but for the purposes of this bid proposal, prospective operators are asked to make predictions in line with the following planning scenario: **No Covid restrictions apply. The site can be used in accordance with pre-Covid licencing and regulatory requirements.**



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Assessment Criteria

Cardiff Council has set the following criteria in order to evaluate bids.
Each part of your application will be weighted according to the scoring defined below.

*Please structure your submission clearly under the section headings provided

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<u>Evaluation Criteria Heading</u>	<u>Weighting</u>
Licence fee offer	50%
<p>Fixed minimum fee offer(s) based on the planning scenarios outlined above.</p> <p>Bids will be ranked and given relative scores according to how financially advantageous they are to Cardiff Council overall. The best financial offer will receive the full 50 points.</p> <p>An operator committing to two of the available time periods will likely score higher than an operator only committing to one.</p> <p>The minimum proposed hire fee will be considered when scoring bids <i>plus</i> any proposed performance based uplift and the prospective operator's trading/financial forecasts. The prospective operator may propose to structure their fee based on performance and thus the Landlord will share some risk and opportunity. For example:</p> <ul style="list-style-type: none"> - Fixed fee + additional payment per event. i.e. a proposed uplift based on number of events - Fixed fee + additional per head payment over X% total capacity sold per event. i.e. a proposed uplift based on occupancy levels of a stated number of event days. <p>[Respond in the table provided below]</p> <p><i>[Most overall financially advantageous bid based on operator's financial forecasts = 50 points. Other bids scored pro rata relative to highest financial offer]</i></p>	



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<u>Evaluation Criteria Heading</u>	<u>Weighting</u>
Vision Statement Bids will be scored out of 10 according to the quality of the statement. The following will be considered: <ul style="list-style-type: none"> - The unique selling points of the offer - The unique selling points of the team behind the offer - I.e. evidence of ability to deliver success – track record, right skills mix, existing client base, marketing strategy, profitability, proven track record of compliance with Cardiff police licencing and regulatory services. - Any added value proposals - Strength of brand vision/values and “look and feel” of the proposals 	10%
Business Plan Bids will be scored out of 20 according to the quality of the plan. The following will be considered: <ul style="list-style-type: none"> - Detail of financial forecasts provided [5] - Credibility of financial forecasts, marketing strategy and security of financing for required investment [15] 	20%



<u>Evaluation Criteria Heading</u>	<u>Weighting</u>
Site-specific operating proposals	20%
<p>The Landlord takes seriously its responsibility to operating an event site in a grade-II listed public park in the vicinity of private business and residents. Bidders should submit outline operating proposals to reassure the Landlord that the site and neighbouring operations and premises will not be adversely impacted. The bidder should address the following points:</p> <ul style="list-style-type: none"> - Ground protection and maintaining a viable event space for others: Outline the strategy for ground protection and how the bidder will deliver their obligation to reinstate the ground after use. [5] - Ensuring effective traffic management: Outline controls during build and break of the site as well as when servicing the event. [5] - Environmental statement. Outline proposals for mitigating possible adverse environmental impacts of the operation [5] - Statement on stakeholder engagement. How will the bidder ensure stakeholder interests are fully understood and accounted for? Key stakeholders being: Cardiff Council Parks Department, Cardiff Events Liaison Panel, Neighbours [5] 	



Proposed Key Commercial Terms

The below are offered for guidance and information only. Full Heads of Terms will be agreed by negotiation with the preferred bidder.

Term	The licensee will be allowed to trade for one or two periods from the options listed
Premises	Area outlined in Appendix 1 – Sophia Gardens Event Area
Licence Fee	Determined by offer
Costs	The licensee will make a contribution the Council's reasonable legal fees amounting to £460
Bond	<p>A refundable bond (VAT exempt) will be required to insure the Council against any unplanned costs incurred as a result of your activity.</p> <p>The amount will be agreed by negotiation with the successful bidder.</p> <p>This would include damage to the site, additional staff costs due to failure of the licensee and fines in accordance with our Guidance Information to Event Organisers on the website.</p>
Insurance	The licensee to be responsible for obtaining adequate public liability and employer's liability insurance.
Waste and Litter	The licensee to be responsible for all waste collections and clearing any event-related litter within 20m radius of sites. Details to be given in the operating plan.
Utilities	<p>Sophia Gardens has onsite electricity and water.</p> <p>Fair use of services is included in the licence fee. Use over and above defined "fair use" is chargeable</p>
Food Safety	The licensee agrees to comply with Council's minimum requirement for caterers to hold a FSA food hygiene rating certificate showing a minimum level of 3 out of 5.
Access	<p>The licensee will be given key holder status in order to access the site.</p> <p>A traffic management plan should be included.</p>
Site	The site is to be taken as seen. Any enabling works are to be the responsibility of the licensee. All works are subject to Cardiff Council prior approval. The Council will advise the successful bidder of planned grounds maintenance works for the site for their information.



Licence	Sophia Gardens event area is a licenced premises. The operator will be required to work within the constraints of the Premises Licence and agree arrangements with Cardiff Council and South Wales Police Licensing.
COVID-19	The licensee will be responsible for adhering to applicable COVID-19 regulations as set out by the Welsh Government.
Other	The licence to be subject to such other terms and conditions as the Council's Chief Legal Services Officer considers appropriate.

Deadline for submission

Dates must be e-mailed to butepark@cardiff.gov.uk

Bids must be received by **Friday 25th June 2021** to be considered.

Contact details

For an informal discussion about the opportunity please contact Jenny Bradley, Bute Park Events and Communications Officer via jennifer.bradley@cardiff.gov.uk

Timescales

The Council aim to identify a preferred bidder within 2 weeks of the deadline.

The Council aim to finalise the licence terms with a preferred bidder within 6-8 weeks of the deadline.

Any marketing prior to finalisation of terms is solely at the prospective operator's risk.



Form of Offer

*Please structure your submission clearly under the section headings provided

**An editable version of this document is available by email from butepark@cardiff.gov.uk

I / We have read the guidance conditions attached

I / We are making an application for date option:

		Yes / No
Option A	Thursday 2 nd September 2021 to Sunday 26 th September 2021	
Option B	Thursday 5 th May 2022 to Monday 30 th May 2022	

I / We hereby offer, subject to contract, the sum of for the licence (excluding VAT):

Licence fee offer (50)	<i>Please include detail in this table</i>
	Option 2 No Covid restrictions apply
Minimum licence fee	£ Please state clearly if offered per day/whole period etc.
Optional performance related uplift	Please state any proposed performance-related uplift proposal
Estimated value of optional performance related uplift per period	£
Total estimated value of offer per period A	£
Total estimated value of offer per period B	£
State what evidence will be supplied to evidence the uplift calculation	



Vision Statement (10)	<i>Please include up to 500 words in this box or attach as a separate document</i>
Business Plan (20)	<i>Please include in this box or attach as a separate document</i> The following will be considered: <ul style="list-style-type: none"> - Detail of financial forecasts provided [5] - Credibility of financial forecasts, marketing strategy and security of financing for required investment [15]
Site-specific operating proposals (20)	<i>Please include in this box or attach as a separate document</i> The following will be considered: <ul style="list-style-type: none"> - Ground protection [5] - Ensuring effective traffic management [5] - Environmental statement [5] - Statement on stakeholder engagement [5]

I / We understand that we are submitting this offer at our own expense and that the Council is not bound to accept any offer.

I / We declare that we are not party to any scheme or agreement under which:

I / We inform any other person the amount of our offer; and/or

I / We have fixed the amount of any offer in accordance with a price fixing arrangement.

I / We accept that the Council is entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if it is discovered that there has been any corrupt or fraudulent act or omission by which in any way induced the Council to enter in to the contract.

I / We agree that if, before acceptance of this offer, any doubt exists as to the amount of this offer we will be afforded the opportunity of clarifying the amount of the offer or withdrawing the offer.

I / We agree that the insertion by us of any qualifications to this offer or any unauthorised alterations to any of the particulars will not affect the original text but will cause the offer to be liable to rejection.

I / We agree that the offer will remain open for acceptance by the Council and will not be withdrawn by us for a period of 28 days from the last date fixed for the receipt of offers or any notified extension thereof.



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I / We certify that this is a bona fide offer.

I / We agree to paying the legal fee of £460.00

This is not a binding offer and the Council reserves the right to not accept any offer received.

I/We agree to return the information requested within the timescales specified

Print Name: - _____

Signed: - _____ (Mr/Mrs/Miss/Ms)

Date: - ____/____/____ **Return as signed PDF file**

Where the Offeror is an incorporated “ body or ” association, the company secretary or a duly authorised director “ or trustee ” should sign. In the case of a partnership a partner should sign. In the case of an individual the proprietor should sign.

This form of offer should not be detached and the whole document should be completed and returned by email to: butepark@cardiff.gov.uk

Estates website www.cardiffcouncilproperty.com

This document is also available in Welsh <https://www.cardiffcouncilproperty.com/cy/>



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Disclaimer:

1. The information above and contained within this document is given as a general outline only for the guidance of interested parties and does not constitute part of an offer or contract.
2. All descriptions, dimensions, plans, reference to condition and necessary permissions for use and occupation and other details are given without responsibility and any interested parties should not rely on them as statements or representations of fact, but must satisfy themselves by inspection or otherwise as to the correctness of each of them.
3. No person in the employment of Cardiff Council has authority to make or give any representations or warranty whatsoever in relation to this property/land.
4. The Council reserves the right not to accept any offer received.



Appendix 1 - Red line plan of area offered under this licence



CHIEF EXECUTIVE

Neuadd y Sir, Glanfa'r Iwerydd
CAERDYDD CF10 4UW
Tel: 029 20872088

County Hall, Atlantic Wharf
CARDIFF CF10 4UW
Tel: 029 20872087

Cyngor Caerdydd

Cardiff Council



Title

Scale: 1:6000

Date: 7/12/2020 at 22:10 PM

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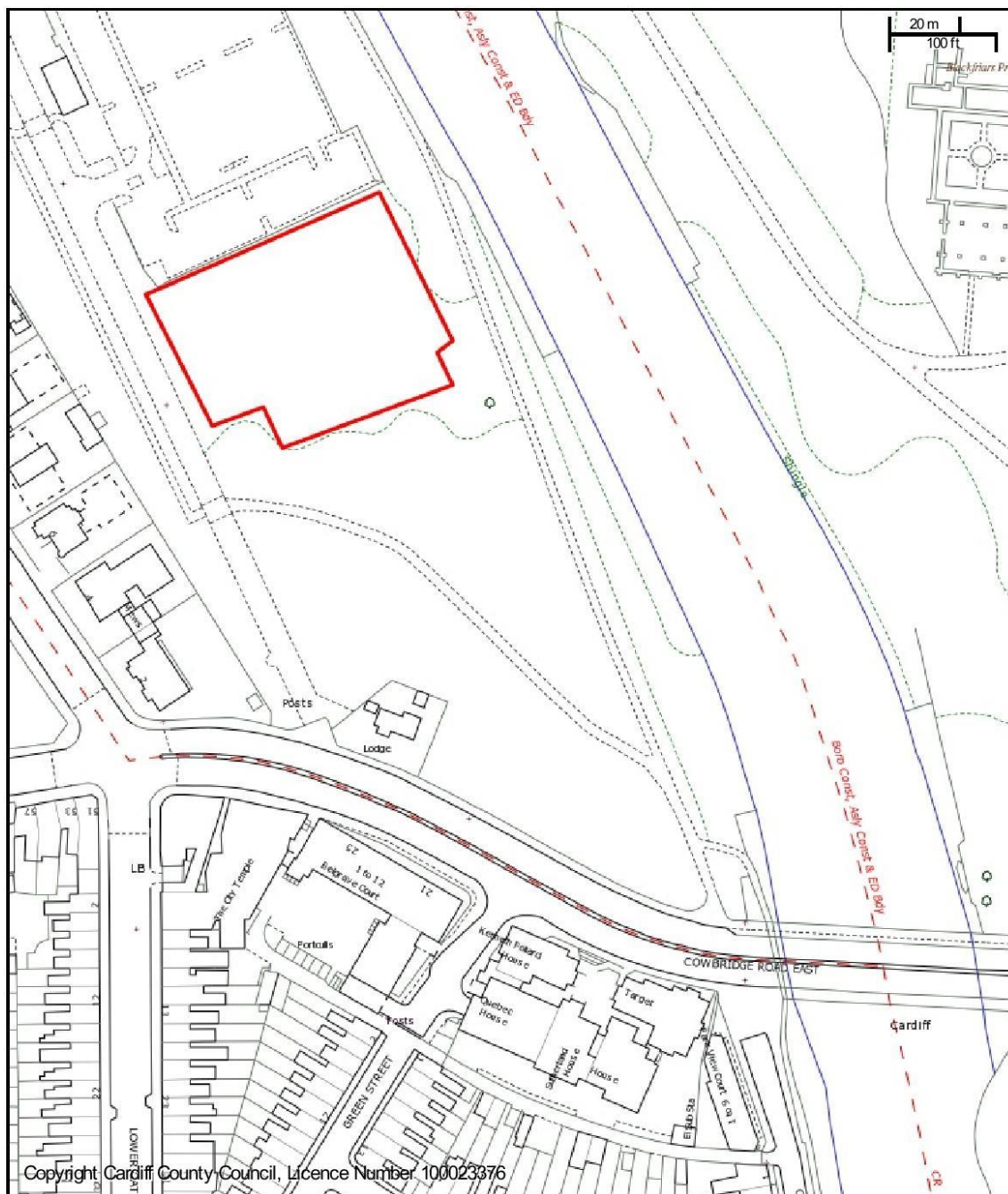
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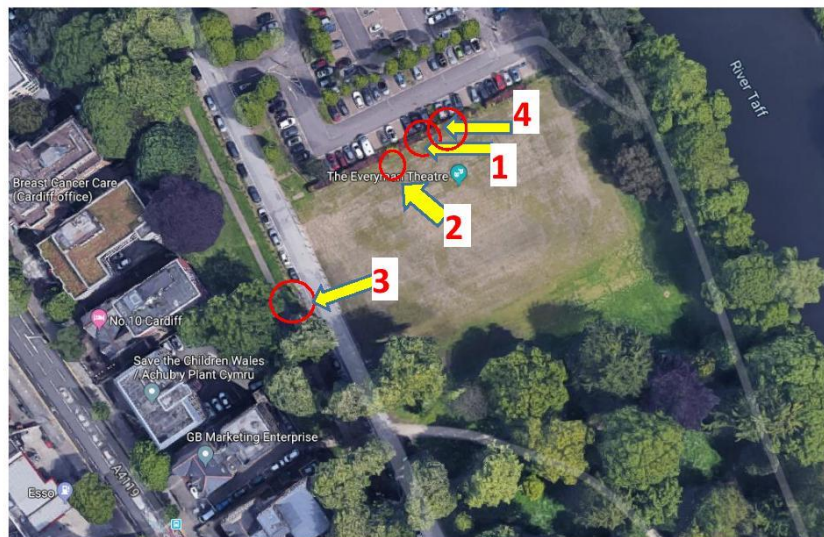
<p>CHIEF EXECUTIVE</p> <p>Neuadd y Sir, Glanfa'r Iwerydd CAERDYDD CF10 4UW Tel: 029 20872088</p> <p>County Hall, Atlantic Wharf CARDIFF CF10 4UW Tel: 029 20872087</p>	<p><u>Cyngor Caerdydd</u></p> <p><u>Cardiff Council</u></p> 	<p>Title</p> <p>Scale: 1:1500 Date: 7/12/2020 at 22:18 PM Coordinates: © Crown copyright and database rights (2014). This copy is produced specifically to supply County Council information NO further copies may be made.</p> <p>Ordnance Survey 100023376 (2014).</p>
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Appendix 2 – Sophia Gardens Events Electric Box and Water Supply Instruction Sheet

Sophia Gardens Events Electric box and Water Supply Instruction Sheet

You will need the Sophia Gardens Event keys and information box containing relevant keys which is kept inside the office in the education centre.



KEY:

- 1) The Sophia Gardens Electric Box
- 2) Earth Covers
- 3) The Electric Meters
- 4) Water Cabinet

Individuals are required to be user safe and competent



1) THE SOPHIA GARDENS ELECTRIC BOX

The box is situated near the hedge at a midpoint of the event space. This is marked as '1' on the map above.

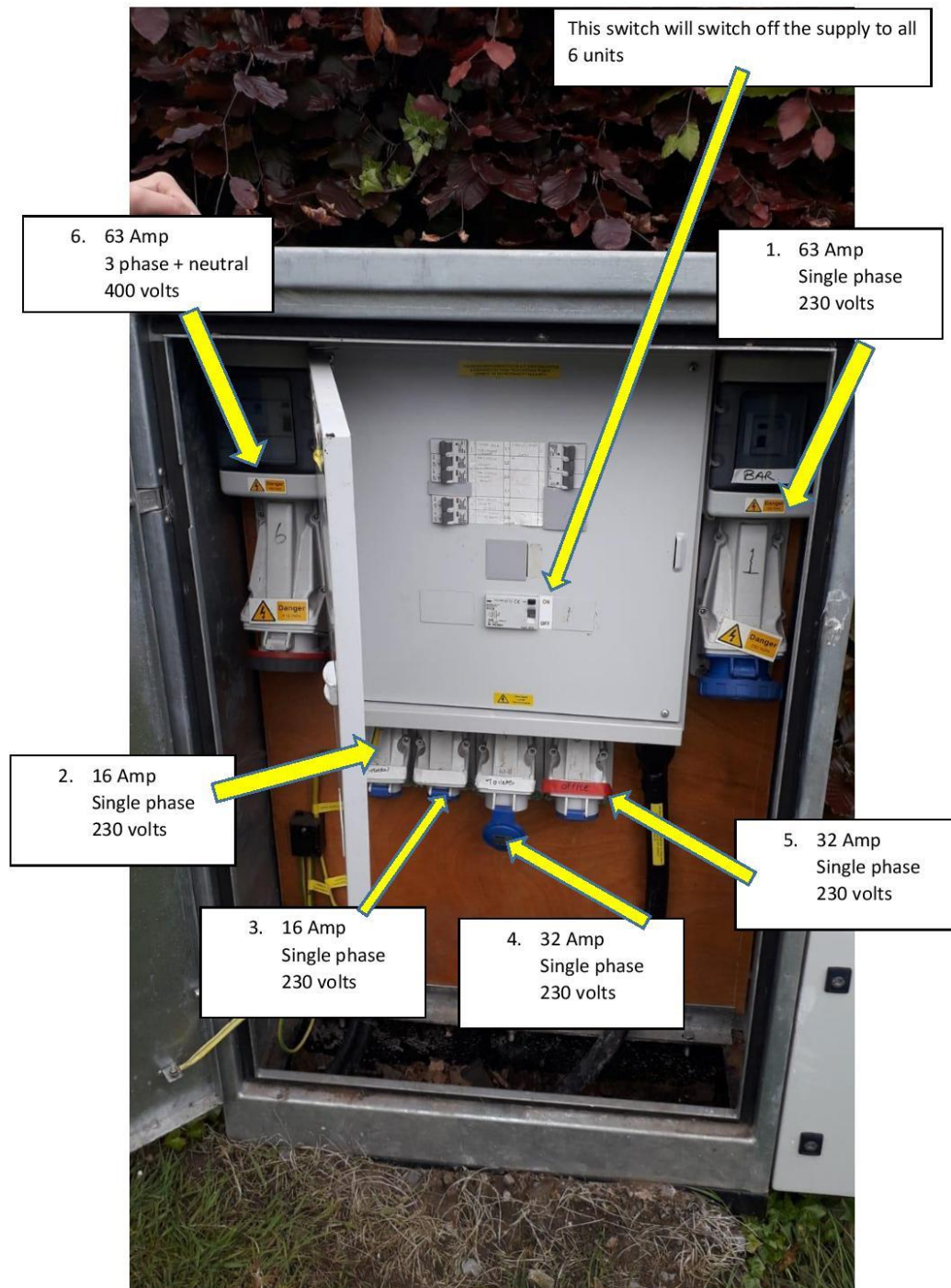
You will need the key below to open the box:



Inside the box there are 6 separate electric supplies. Note: Differing capacity for each which is marked on the central panel.

Each electric supply has a separate switch that can be switched on or off individually. They are clearly marked. Units 1 and 6 have an additional control switch.





3

Updated 3.3.2020



Safety hatch at the bottom is to allow the box to be **locked** during use for health and safety reasons.



Hatch is opened by unscrewing bolts by hand on the back and hanging on the pin.

2) EARTH COVERS

The Contractor advised that the two pale coloured earth covers be kept free of grass and visible. These are situated to the left of the electrics supply box as you face it. These are marked as '2' on the map above



3) THE ELECTRIC METERS

The Electric Meters are located opposite the grass area for events in the black electrics box. This is marked as '3' on the map.

FOR USE BY BUTE PARK STAFF ONLY

4) WATER CABINET

Key to open the Water Cabinet is in the Sophia Gardens Event keys and information box. The Water Cabinet is located to the right of the Sophia Gardens Electric Box.

Please see photo below for water attachment. The nozzle attachment is 30mm in diameter



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Updated 3.3.2020



Appendix 3 – Sophia Gardens Events Area Site Information

Site Profile

Sophia Gardens is a grade II listed parkland on Cadw's register of historic parks and gardens. It is positioned to the south of the Sophia Gardens pay and display car park with vehicle access via Sophia Close, off Cathedral Rd.

A 4-6 week rest period will be blocked out of the availability calendar after events with significant infrastructure/ impact to allow the ground to recover.

The event space is next to residential and business premises, including a hotel, so applications for events will be assessed with potential disruption to these in mind.

Event Use	Charity walks / runs / bike rides Private or corporate parties Community events with limited / moderate infrastructure Open air theatre events Overflow car parking related to events in Bute Park or Cardiff Castle
Size	4,000 sqm
Dimensions	Approx.: 79m x 52m
Premises licence	Covered by the Sophia Gardens Premises Licence

On-site power supply	Yes - Subject to fair use policy <ul style="list-style-type: none"> • 16 Amp Single phase 230 volts (x2) • 32 Amp Single phase 230 volts (x2) • 63 Amp 3 phase + neutral 400 volts • 63 Amp Single phase 230 volts
On-site water supply	Yes Subject to fair use policy 1x location
Sewerage	None
Toilets	None There is a public toilet block within the Sophia Gardens car park. Note the public opening hours are limited. Not suitable for use by eventgoers.
Phone/ISDN lines	None
Data Connection	None



Other Considerations

Ground make up	The ground is made up of a fibre-reinforced turf that has been designed to withstand rutting by vehicle tyres. The construction is quite shallow with hardcore below, so stakes cannot be driven in more than 0.5m, therefore water ballast anchorage may be necessary to support your structures.
Neighbours and noise	<p>The Sophia Gardens event area is adjacent to a hotel and residential accommodation.</p> <p>Therefore you must consider the noise nuisance that may be caused by your event, including during build and breakdown. Out of courtesy, we would strongly advise you consult and communicate your plans in advance with adjacent properties.</p> <p>The car park, coach park and access road are used for parking on major match days at Millennium Stadium, causing significant disruption to access to this site.</p>
Lighting	The car park is lit, but the event area is not. Additional lighting will be required for your event if it will operate in hours of darkness, or you have staff working on site in the hours of darkness.
Fencing	Being located with an unlocked park in the city centre, security and/or perimeter fence will be required for the safety of your equipment, guests and staff.

Conflicts with other city centre events/venues

Our neighbours	<p>Before completing your event application, we would recommend that you as Event Organiser research key events in the city which may have an impact on your event.</p> <p>Large city events could affect availability of and access to your preferred venue. Events in Cardiff Castle, Principality Stadium, Sophia Gardens Cardiff (Cricket Stadium) and <i>Cardiff City FC</i> will particularly affect Coopers Field and Sophia Gardens. The Visit Cardiff website has a search facility which you can find out all indoor and outdoor events which are scheduled on a specific date. www.visitcardiff.com/events</p> <p>If your event is likely to generate significant crowds, noise or disruption it would also be courteous for you to notify adjacent venue and local residents including the and newly developed offices and residences on Cathedral Rd.</p> <ul style="list-style-type: none"> • National Express at Sophia Gardens • No. 10 Cardiff www.number10cardiff.co.uk • Pettigrew Tea Room www.pettigrew-tearooms.com
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	<ul style="list-style-type: none"> • Principality Stadium www.principalitystadium.wales • Royal Welsh of College of Music and Drama (RWCMD) www.rwcmd.ac.uk • Sophia Gardens Cardiff, Cricket Stadium www.thesseswalec.com • Sport Wales www.sport.wales
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Access to site

Pedestrian Access	<p>The closest park entrances to this site are:</p> <ul style="list-style-type: none"> • Castle Street (to the south) • Bute Park via Millennium Bridge over the River Taff (to the east) • Sophia Close and 'spine road' (to the north and west)
Vehicle/Load Restrictions	<ul style="list-style-type: none"> • A row of removable lockable bollards are located along the front (west) boundary to prevent unauthorised vehicle use of the event area and to allow entry/exit points to be switched to ease damage to grass. There are 4 empty 'docking stations' at the south end to receive the removed bollards for safe-keeping. Keys to remove the bollards are available from the Site Supervisor. • Please note, there is no access in or out by vehicles onto Castle Street / Cowbridge Road East through the bollards and gates to the south. This is for emergency use only. • NB. Events taking place in Principality or Sophia Gardens Cricket Stadium would have an impact on the Sophia Gardens car park, so any event looking to book this space would need to check event diaries for these stadia first.
Nearest Event Organiser and Visitor Parking	<ul style="list-style-type: none"> • The Sophia Gardens event area itself can accommodate up to 100 spaces. These are booked via the normal event application methods. • The Sophia Gardens car park has 320 Pay & Display spaces in the main car park and along the Sophia Gardens 'spine road', which runs along the front (west) of the event area. Booking of these spaces is via Parking Services within Cardiff Council's Traffic & Transportation Department. • There are 9 coach spaces adjacent to the main car park. These are available for general use via the P&D ticket machines.



	<ul style="list-style-type: none"> You must discuss and organise use of P&D spaces direct with the Parking Services team but please keep your contact within the Parks / Event Department informed of decisions, for their information. Unless you are explicitly told otherwise, event organisers should assume sole responsibility for communicating with the Parking Services team on all matters affecting P&D parking spaces. The Event Manager and Site Supervisor assume no responsibility for communication or negotiation between the parties. This is done in order to keep roles and responsibilities and appropriate channels of communication clear.
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Advice for risk assessment and CDM planning

<ul style="list-style-type: none"> The vicinity of the event area can be busy. It is used by pedestrians, cyclists and other vehicles. These may share paths and roads with the event audience and vehicles. The event area is accessible by pedestrians at all times unless securely fenced. Unauthorised parking may block vehicle access onto site. Access routes should be secured in advance to prevent delays. Businesses and private residences share the vehicle access route to the event area. The Sophia Gardens car park and P&D bays along the Sophia Gardens Spine Rd are taken over by Cardiff Council's traffic stewards when the Millennium Stadium/SWALEC Stadium are in event mode. Check Cardiff City Events Schedule for clashes with your dates of hire. There is the potential for crime and anti-social behaviour as may be expected in any city-centre park. The site itself is unlit and dark after sunset. The site is close to businesses and private residences. Noise disturbance to these adjacent premises must be considered and planned for to prevent nuisance. Consider contacting residences on: Cathedral Road, Sophia Walk, Hamilton Street, Talbot Street, Coldstream Terrace, Belgrave Court, Lower Cathedral Rd, West Lee, Green Street, Mark Street, The old Westgate Pub In wet weather the ground can get very soft and water may stand on the surface of roads and grass. Power and water are available on site. The Park Manager can grant access on request. There are buried services in and around the Venue. Where known, these are identified on the event area base plan.



However, the Venue accepts no responsibility for the accuracy of this plan. The Principle Contractor is responsible for requesting up-to-date RASWA (Road and Street Works Act) searches and identifying the presence of services (e.g. CAT scanning) if he intends to break ground in or around the Venue. The Venue can obtain RASWA searches on request.

- There are no existing welfare facilities on site.



Appendix 4 - Operating Schedule Template

Outdoor Event Operational Plan Template

Event	
Location	
Date	

	Subject	Contents	Comments
1	Event Concept	Type of event Start/Finish Times	
2	Event Management Structure (provide contact name, number, email address)	Promoter DPS Safety officer Major partners	



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3	Performance	Type & no. of performers	
4	Attendees/public	Size M/F ratio Age-group	
5	Stewarding and security systems	Job descriptions Provided by	
6	First aid	Provided by Level of cover	
7	Food/Refreshments	Provided by	
8	Bars/ Alcohol	License/restrictions	



		Operating schedule,	
		Underage drinking	
		Excess sales	
		Offers	
		Drinking utensils,	
		Drug Safety Policy	
		Designated Premises Supervisor (DPS)	
		Nominated Personal License holder	
		SIA Security staff	
		No.s	
		Supplier	
		Stewarding No.s	
		Payment of Drinks	



		<p>Vulnerable Person</p> <p>Policy</p> <p>Music / DJ performers</p> <p>/ stages</p>	
9	Additional Information		



Appendix 5

LICENSING ACT 2003

PREMISES LICENCE CONDITIONS

Premises: Sophia Gardens Events Area

Sophia Close, Cardiff

Licence No: CCCP/01095

1. The following licensable activities are permitted by the Premises Licence detailed above.
 - (1) Unless otherwise indicated the premises may be open to the public 24 hours a day seven days a week.
 - (2) The Licence is limited to the sale of alcohol for consumption on and off the premises during the hours:

Sunday to Thursday : 10.00 to 23.30

Friday and Saturday : 10.00 to 01.30
 - (3) The provision of regulated entertainment in the form of plays, films and indoor sporting events are permitted during the following hours: Sunday to Saturday : 08.00 to 24.00
 - (4) The provision of regulated entertainment in the form of boxing or wrestling entertainment, live music, recorded music, performances of dance and anything of a similar description to music or dance and the provision of entertainment facilities for making music, dancing and entertainment of a similar description are permitted during the following hours:

Sunday to Thursday: 08.00 to 24.00

Fridays & Saturdays: 08.00 to 02.00
 - (5) The provision of late night refreshment is permitted during the following hours:



Sunday to Thursday: 23.00 to 24.00

Fridays & Saturdays: 23.00 to 02.00

2. The following conditions are attached to the Premises Licence detailed above:
- a) The Designated Premises Supervisor must be an employee of the Council.
 - b) There shall be a Personal Licence holder present at all times when the sale of alcohol takes place.
 - c) The Licence holder will inform the Safety Advisory Group for Outdoor Events in Cardiff, namely the Events Liaison Panel of any proposal to permit an event and supply information on the date and times, the promoter/organiser, nature and size of the event and appropriate details of where the event requires use of additional premises or land which is the subject of a licence held by another person or business at least 56 days before the event. If less than 56 days notice is given, any condition(s) applied shall not be challenged by the authority.
 - d) The Licence holder shall submit to the Police and the Licensing Authority a separate operating schedule for each event where licensable activities are to be held at the premises. It shall be submitted in writing at least 56 days prior to the event. The Police will notify the Premises Licence holder in writing of any conditions that should apply to the operation of the event within 28 days of the receipt of the schedule. If less than 56 days notice is given, any condition(s) applied shall not be challenged by the applicant. The Police should have authority to veto any event taking place by notifying the applicant in writing within 7 days.
 - e) There shall be no more than 12 applications a year excluding applications made under TEN's. An operating plan covering the additional measures that will be taken to manage crime and disorder on these occasions to be completed and submitted to the Police 14 days before the event. There shall be an absolute veto for the Police in respect of any of these occasions by notifying the applicant in writing with 7 days.



- f) Organisers of large scale events will have to make a presentation to the Events Liaison Panel. They will have to produce a method statement and risk assessments for all activities on site and a hierarchy of decision making and responsibility for all aspects of the event including crime and disorder issues, public safety. They will be expected to adhere to the Model Conditions for Events as recommended by the Events Liaison Panel. These will form part of the Conditions of Hire of the site.
- g) Where necessary SIA licensed security will be employed.
- h) First Aid cover will be provided adequate for the size and profile of guests attending an event.
- i) Noise levels will be considered before an event and levels set as recommended by Noise Pollution Officers of Cardiff Council.
- j) Refuse will be cleared from the site immediately after any event.
- k) Measures will be taken to ensure the safety of children present at any event.

Mandatory Conditions

Mandatory conditions where licence authorises supply of alcohol

- (1) No supply of alcohol may be made under the premises licence-
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- (2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory condition where licence authorises the exhibition of films

- (1) The admission of children to the exhibition of any film is restricted in accordance with the recommendations given to films by the film classification body designated under Section 4 of the Video Recordings Act 1984, that is the British Board of Film Classification.



(2) In this Condition –

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification, that is the British Board of Film Classification).

Mandatory condition where the premises licence includes a Condition that at specified times one or more individuals must be at the premises to carry out a security activity:

- (1) Each such individual must be licensed by the Security Industry Authority.
- (2) But nothing in (1) above requires such a condition to be imposed—
 - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or
 - (b) in respect of premises in relation to—
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
- (3) For the purposes of this section—
 - (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Signed _____ Date: 18 September 2006

Paul Shone

Licensing & Strategic Services

