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- iv. DJ announcements may be used to both encourage a gradual dispersal and to remind customers of consideration for neighbours. The management and stewarding procedures will support this aim.

b. Cloakroom:

The cloakroom is situated in order to assist the swift return of coats. Management and operation of the cloakroom plays an important part in the dispersal process. (Staffing and control systems are increased in the period prior to bar closure and beyond.)

c. Notices at Exit:

In line with company policies, highly visible notices are placed in the foyer requesting exiting customers to leave quietly and to respect neighbours and their property.

d. Door Supervisors:

Practices will be developed that:

- will encourage customers to drink-up and progress to the exit throughout the drinking-up time;
- will draw the attention of exiting customers to the notices in the foyer and ask them to be considerate;
- Will ensure the removal of all bottles and glasses from any customer who attempts to leave the venue carrying one. (No takeaway meals are available at Time & Diva). A table and bottle skip will be positioned just inside the venue by the door to the foyer to collect glasses/bottles;
- will actively encourage customers not to assemble outside the venue;
- Will direct customers away from the area.

e. Staff:

Consideration will be given to procedures for staff departures.

h Training:

Training at all levels will be conducted to ensure understanding and implementation of the unit specific Dispersal Procedure.

All bar staff will receive monthly training in all areas relevant to their legal responsibilities and assistance with dispersal.

All Door Supervisors will receive monthly training covering their role and function during operation assisting with dispersal and responsibilities and limitations when serving as a Marshall.

**Annex 4 – Plans**

Attached