

Meeting of the

LICENSING SUB COMMITTEE

Tuesday, 25 March 2014 at 6.30 p.m.

SUPPLEMENTAL AGENDA

The Council Chamber, Town Hall, Mulberry Place, 5 Clove Crescent,
London, E14 2BG

	PAGE NUMBER	WARD(S) AFFECTED
3 .1 Application for a New Premises Licence for Swan Wharf, 60 Dace Road, London E3 2NQ	1 - 28	Bow East

Supporting documents submitted on behalf of the Applicant.

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If you require any further information relating to this meeting, would like to request a large print, Braille or audio version of this document, or would like to discuss access arrangements or any other special requirements, please contact:

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INTRODUCTIONS, CONTEXT & CONCEPT

This document outlines the strategy taken by The Hive UK LLP for the management of Swan Wharf, 60 Dace Road, London E3 2NQ as a licensed venue, cultural & arts hub in the Hackney Wick area.

1. COMPANIES

THE HIVE (“**the company**”). The Hive Locations is an interim management company that manages disused, derelict or development target properties on commercial partnerships with the freeholders or development contractors. We aim to generate commercial revenue, demonstrate appropriate use and support & create community projects. Commercial revenue or sponsorship of these projects facilitate our own and local community projects.

We pride ourselves on working in close partnership with local groups, local residents and local authorities to ensure our projects integrate appropriately into the community and directly benefit all interested parties.

The company is a limited liability partnership under the directorship of Timmy Sampson & Barney Sutton of Bearden Kitten Ltd. and general management of Rufus Lawrence.

BEARDED KITTEN. Operating since 2009 Bearded Kitten is an events agency specializing in event production, experiential marketing and the provision of staffing for corporate, festival and private clients.

Recent work includes: organizing the Redbull Soapbox event at Alexandra Palace for 25,000 spectators and 40 competing carting teams, helping London Zoo host 65,000 over nine weeks of the summer for their 'Zoo Lates' event and organising the Google, Redbull, Guardian Newspaper and Topshop Christmas parties at some of London's most prestigious venues including Heaven, KOKO and Bankside Vaults. The latest event execution was management & delivery of promotion and entertainments for the launch of the new XBOX One console in Leicester Square.

2. TEAM

TIMMY SAMPSON – DIRECTOR. Timmy Sampson has been a director at Bearded Kitten for 5 years. During this time he has worked with many high profile brands and promoters.

Recently he headed up the event production and entertainment design at London Zoological Society to help them extend their opening hours during the summer months in their ambitious and successful 'Zoo Lates' scheme. He also designed and delivered all of the activities for Redbull as they brought their Soapbox event to Alexandra palace for 25,000 spectators. Previous key projects include, design of Drambuie brand activations 2011-12, launch of Red Stag in the UK 2010-2012.

BARNEY SUTTON - DIRECTOR

After Barnaby's degree in media practice, Barney went on to work for the BBC and other production companies based in London. He created a successful children's entertainment company and is now a director of Bearded Kitten.

In his role at Bearded Kitten he manages a number of venues at festivals: designing, operating and managing large crews during build, live days and break.

RUFUS LAWRENCE – GENERAL MANAGER

Rufus Lawrence has been recruited by The Hive UK LLP to manage the Swan Wharf Project. Historically Rufus owned and ran a bar in Bath (Central Bar) which became well known as a cultural space showcasing local artwork and musicians in an intimate, high class, setting boasting the best, professionally made (and sometimes experimental), cocktails in the city.

Rufus moved on to become General Manager of The Seed Group that included a youth marketing agency, events staffing agency and large-scale production company as well as owning and producing their own large-scale festival. This has given Rufus significant experience in licensing, H&S, accreditation and production as well as more practical experience relevant to this project including large scale access & dispersion, security management, medical procedures, sale of alcohol, drug misuse and much more.

3. THE PLACE

SWAN WHARF

Swan Wharf is a 29,000sq ft. warehouse and courtyard on 60 Dace Road, London E3. It achieved a temporary change of use from an industrial warehouse to a sui generis hospitality space for the London Olympics 2012 and became a venue for a number of notable clients including Danny Boyle (the creative behind the Olympic Opening Ceremony) wrap party.

Although this planning permission has now lapsed the Hive Locations are consulting with local planning and responsible authorities to reposition Swan Wharf as a new mixed use cultural incubator in Hackney Wick encouraging new audiences and businesses into the area.

Proposed Commercial Uses:

- Artist Studios (Work Only)
- Woodworking & Metal Working Workshop
- Office Uses
- Open Office Spaces
- Exhibition & Gallery Space
- Private Event Space
- Film Production & Photography studios
- Seasonal Bistro / Restaurant

Proposed Community / Charity Projects:

Our commercial uses facilitate the following;

- Hackney Wick Tool Station (free tools for locals)
- Free Vocational Training (for youths)
- Local Sourcing
- Local Employment
- Free event space to local community projects, charities, artists in residence and local companies / artists
- More in the pipeline...

Local sourcing includes supply contracts with; Foreman's, Truman's, Wick Organics, German Deli, Crate Brewery, E5 Bakery and more to come.

Local development partnerships include; Cultural Interest Group, Stour Space, The White Building, 60 Main Yard, Truman's, Public Works, Local Youth Group, Local Collages and more to come.

4. TYPE OF VENUE

The general description of the entire premises has already been covered this section provides more detail on the intended use of licensed areas.

Event Space 1 is described as a "Bistro". This venue is intended to be open to the public as well as serving the standing tenants of the premises (artists, makers and office workers). It will provide breakfast, lunch and dinner as sit down meals and serve tea / coffee / cakes between sittings. Alcohol will also be served from lunch until closing. With 75 internal covers and 150 external covers per sitting plus additional capacity for 150 – 200 standing patrons at most. The bistro will focus on delivering a relaxing social area, quality of food and craft drinks – we intend to operate events focusing on creativity and food e.g. street food weekend. Exterior entertainment will be limited to "background music" (restrictions are described in detail later in this document). We intend to provide a variety of entertainment internally e.g. comedy night, poetry and live music.

Event Spaces 2 is a breakout space associated to the first floor studios and offices, for use by the rental tenants as a rehearsal and performance space programmed and managed by The Barbican. Event Spaces 3 & 4 will have a wide variety of uses. The majority of bookings we received in 2013 have been still photography and film production, for commercial reasons this type of client will remain the preferred user of these spaces. In addition we intend to use this space for conferences, product launches, weddings and private events, this space is not open to the public and will not operate on a daily basis. Regulated entertainment will be programmed into these spaces including performance arts, theatre, ticketed events, live music and recorded music performances.

All other spaces on these premises are rented privately by tenants and are not open to the public.

REGENERATION

Historically Swan Wharf has run as a light-industrial space producing sofas for commercial sale & employing an average 50 individuals at one time. Since moving this operation further a field the building remained empty & out of use until the Olympics where it was used as a commercial event space. Swan Wharf became unused towards the end of the Olympics and has remained so since.

It is the intention of The Hive to regenerate the space:

- Providing employment to ~15 full time staff (Event Space 1)
- Providing temporary employment to 30+ staff (Events)
- 60 – 80 resident employees (Office Space)
- 20 – 40 resident creative / artists / skilled workers (Studio Space)
- Provide functional workshop space for 5 – 10 individuals at one time
- Provide public community space for up to 450 at one time
- To recruit locally wherever possible
- Provide a public space on Fish Island for local interaction, cultural innovation and collaboration

PLANNING HISTORY

Swan Wharf achieved a successful planning application for a temporary change of use for the Olympics turning it from an industrial warehouse into a sui generis hospitality venue.

The Hive is currently undergoing planning applications to ensure the uses listed above operate legitimately. To support this application and that of planning we have commissioned the following to help develop an appropriate operations manual.

Noise Assessment Acoustics Report – Vanguardia Consulting – February 2014

Flood Risk Assessment – The Civil Engineering Practice – February 2014

Transport Assessment – TTP Consulting – February 2014

We employ Robert Sutherland to advise on licensing law and David Black of Leaside Planning to consult on planning law and applications.

5. STRATEGY & ETHOS

The Hive is a commercial entity and Swan Wharf remains a significant part of its long-term strategy. However our ideals remain a priority when developing our strategy for this site and we are confident that we can demonstrate a comprehensive plan for this location that strongly promotes community, arts, charity and significant consideration to the local population, while providing vital services to the locality at costs well below current standards in the area or free of charge.

These combined uses contribute to the ‘bigger picture’ of a social, cultural and community driven space, providing functional services, promoting creativity and much needed public amenities to Fish Island.

6. VENUE STRATEGIES & LICENSING BRIEF

This document will outline the intended strategies of The Hive UK LLP to manage Swan Wharf as a licensed venue in relation to areas open to the public or used as event space.

This document is a draft management plan, which we regard as an open document created for the purposes of consultation with the relevant authorities and stakeholders.

Be aware that this strategy applies to licensable activities and patrons associated to these activities which is relevant only to Event Spaces 1, 2, 3, & 4 making up less that 33% of the indoor area of this premises.

Please refer to Swan Wharf Draft Plans for any area references e.g. “(Event Space 1)”

HOURS OF OPERATION (Licensable Activity)

	Interior Event Spaces	Exterior Terrace*
Monday	11:00 - 23:00	11:00 - 21:30**

Tuesday	11:00 - 23:00	11:00 - 21:30**
Wednesday	11:00 - 23:00	11:00 - 21:30**
Thursday	11:00 - 23:00	11:00 - 21:30**
Friday	11:00 - 01:00	11:00 - 23:00
Saturday	11:00 - 01:00	11:00 - 23:00
Sunday	11:00 - 23:00	11:00 - 21:30**

* Note: All exterior programmed entertainment has been removed from this application

** Note: since meeting with local residents of the Iron Works the hours of operation have been reduced by a further 60 minutes

¶ Note: All hours of operation indicated are terminal times; evacuation will begin and all licensable activity will cease 30 minutes before listed times

¶¶ Note: All hours of operation indicated for Interior Event Space have been reduced by 60 minutes since meeting with local residents of the Iron Works

ACCESS & FACILITIES

- Taxi pickup & drop-off.
- 20 minutes walking distance to the Stratford International.
- 5 minutes walking distance to Hackney Wick Over ground
- Local Buses 276 & 488
- Pedestrian & Cycle Network along Regents Canal

CONSULTATION. The Hive wants to be a good neighbor and the applicants are committed to their responsibility to ensure that their activities have as little impact on the residents immediately surrounding the site as is reasonably possible. The Hive has:

- Undertaken pre-application discussions with LB Tower Hamlets planning officers, TH Police & Environmental Health and LLDC Planning Officers
- Engaged with the adjoining neighbors to inform them of the proposals.
- Run a residents consultation meeting addressing local representations
- Created direct lines of communication with the Ironworks residents including an emergency phone number

The Hive will continue to keep residents and businesses informed as to project progresses and meet with them from time to time to discuss this if they so wish.

7. ACCESS & DISPERSION MANAGEMENT STRATEGY

INTRODUCTION. This section identifies the management measures that will be employed on site to ensure the impact of the development does not impede on surrounding land uses and to support access to the various modes of travel that have been identified. It uses the transport assessment by TTP consultants as a critical background text that was commissioned by the company in March 2014.

Our strategy in this sections focuses on avoiding public nuisance caused by public access to the venue, public safety and the safety of our patrons.

There are a number of ways to access and leave the Swan Wharf site including: London Overground from Hackney Wick, Central, Jubilee, Overground, DLR and National Rail from Stratford Tube Station, Public Buses 276 & 488, Taxi Pick up and Drop Off, private car with parking on the public highway near Swan Wharf or in the internal courtyard and by cycle with appropriate cycle stands inside Swan Wharf.

ENTRY AND EGRESS

In recent conversations with the local residents, in light of local representations and in reference to the TTP Transport Assessment we have amended the location of the entry and egress point by patrons to event space 1 and in most (but not all) cases all other event spaces.

In reference to the Ground Floor plan, entry and exit will be made via the gated entry located adjacent to “Breakout Area” as oppose to the “main gate”. This will ensure patrons will not have access to the wider areas of the courtyard, and will only have access to the part of the courtyard enclosed by the new proposed separating wall (also now indicated). In addition this will mean that patrons leaving the premises will find themselves located in the immediate area holding the bus services and taxi rank described below, have immediate access to the canal footpaths and will be at the furthest point from any local residences.

The restaurant staff and security team will initiate exit via this gated access 30 minutes before the outdoor area closes. Patrons may choose to stay on site in Event Spaces until these are due to close.

Signage will be clearly displayed on this exit requesting guests leave quietly and respect our neighbors while onsite and off-site. Security staff will ensure this request is adhered to.

TUBE & TRAIN. The venue benefits from being located within reasonable proximity of Hackney Wick Overground station, which forms part of TfLs London Overground network, with an approximate walk distance of 900m. As of October 2013 Trains run eastbound to Stratford International Station Mondays to Friday until 0008, Saturdays 2356, Sundays 2354. Trains run westbound Mondays-Fridays 2348, Saturdays 2348, Sundays 2308.

London Overground has benefited from significant investment in recent years resulting in increased train capacity, more frequent services and refurbished stations and at present there are 8 trains per hour from Stratford in the peak, with 4 trains per hour to Clapham Junction and 4 to Richmond.

PUBLIC BUS. Local Bus 276 runs to Stoke Newington until 0136 and to Newham to 0125. Bus 488 runs to Clapton until 0047 and to Newham until 0125. Northbound services are a 350m walk from the site while southbound services are a 450m walk.

ADDITIONAL PROVISIONS. It is the intention of The Hive to implement a variety of services improving access & dispersion from the site during public opening hours and pre-arranged private events. To date we have practiced a number of these strategies through necessity & for review.

- Manned & managed taxi ranks
- Crowd Management
- Buses to immediate stations
- Car parking
- Formal bike stands
- River services
- Dissemination of information

CROWD MANAGEMENT. Regarding dispersion significant signage will be in place throughout the venue, particularly on entry & exit, to encourage a considered and social approach of our patrons to local businesses and residents.

The period leading into the closing time of the venue & 1 hour after this time Hive's SIA security team will be allocated to patrol the local area of Fish Island to ensure that our patrons leaving the zone adhere to this behavior. Focus will be made to the canal footpaths and streets immediately adjacent to Dace Road, our security team will be tasked with ensuring a quick and direct dispersion of patrons, the personal safety of patrons from crime and accident, avoiding public nuisance by ensuring a quiet exit and controlling any littering.

TAXI PICK UP & DROP OFF. The Hive is in agreement with two local taxi firms to deliver a fixed rate taxi rank from the location during peak hours or during larger scale private events. Reviewing data from the TTP Assessment it appears that taxi pick up/drop off could account for significant access and dispersion from site.

The Taxi rank services in discussion with the two local suppliers include provision of trained marshals and a rank manager to ensure a quiet and efficient use of this service by patrons & guests.

The Hive is currently linked directly into the radio communication network of local taxi company ACE Taxis. This service would be used to increase / decrease the volume of drivers at the pre-arranged taxi rank by the manager on duty at the time allowing us to react quickly to any increases in the volume of guests at the location particularly around the proposed closing times of the venue.

BUS SERVICES. For larger private events and peak times such as weekends The Hive will deploy a shuttle bus services from the location to the immediate stations of Stratford & Hackney Wick. The service will come at a cost of £1 to guests and will be managed by the local company; ACE Taxis as part of our partnership agreement.

For private events this service may extend further a field if required by our clients: E.g. Liverpool Street, Highbury & Islington, and London Bridge etc....

CAR PARKING. The Courtyard at Swan Wharf offers car parking for circa 30-40 cars (this number may be reduced to 10 – 15 considering exterior developments e.g. terrace)

Parking is available in the local area to Swan Wharf.

CYCLE & SECURITY. The courtyard at Swan Wharf allows for provision for cycle parking and subject to requirement formal bike stands such as Sheffield stands could be erected. It is the intention of the Hive the erect secure bike stands within the gated yard for patrons. Initially 20 Sheffield stands (for 40 bicycles) will be installed but more may be added depending on demand.

TRAVEL INFORMATION. It is essential that all user groups are supplied with, or have access to, relevant travel information that details the range of opportunities to access the site.

This information will be disseminated to the public through:

- The Swan Wharf website which will include a dedicated webpage relating to the sites accessibility, detailing the following information:
 - Different modes of travel that access the site
 - Routes and destinations that these modes serve
 - Pedestrian connectivity with the canal pathways
 - Timetables so that late departure guests can plan their journey;
 - Links to other useful information sources, such as TfLs journey planning service and National Rail Enquiries
 - Details regarding dedicated car parking for the site and in the local area
 - Cycle paths & networks

All marketing material will include the same travel related information as detailed for the dedicated webpage.

Should information be sent out to individuals prior to access, which is likely to occur for specific events, then these tickets will be accompanied by a Travel Information Leaflet that will include the same travel related information as detailed on the dedicated webpage.

A travel information board will be displayed adjacent to the site's access so that visitors who have not planned travel arrangements can make informed travel decisions on the day. The information board will include the same travel related information as detailed on the dedicated webpage.

Partners & outside promoters will be asked to disseminate the same information to their guests, on their own websites & booking platforms and any other customer communications they may undertake.

All fire exits will be clearly marked & lit in accordance with fire regulations associated with this complex.

PEDESTRIAN MARSHALLING & DISPERSION. As detailed in the general management plan The Hive's security team will consist of 4 SIA security members at peak times. This team will have a variety of responsibilities detailed in the relevant documents.

Regarding Access & Dispersion: 1 member of the security team will be responsible for entry, situated on the main entrance, counting entry to ensure capacity, managing queues if they develop and directing patrons exiting to the nearest / best means of local public / private transport out of the area.

In the period around closing, one of the security team assigned to the interior / garden of the venue will be assigned with the task of patrolling Fish Island and another to patrolling the canal footpaths. They will be briefed to ensure our patrons leaving the venue stick to the most efficient routes to reach nearby public transport and behave sociably while leaving the area.

In addition:

- Security team will increase in size in advance of larger events (>450) we will follow a general rule of 1:100, SIA:Guests
- Radio contact with SIA provider head office to bring in additional staff on rapid response in required for any reason
- Patrolling SIA & Entrance SIA will be in possession of Tower Hamlets Town Link radio sets (if confirmed by local authorities)
- Fence line will be erected along the exposed western boundary between the Ironworks & Swan Wharf

The Location is currently covered by 2 CCTV systems. The first covers the exterior of the building including all entrance, Dace Road & internal courtyard – it is managed by Robowatch and manned 24 hours a day, included infrared (night vision) functionality and motion sensors. The second not manned and covers the interior of each room of the building, Dace Road & the main entrance. All footage is recorded and stored for 28 days, our own system is also displayed in the main office of the venue that will be manned by the DPS or responsible venue manager. The camera covering the main entry and egress point will also be displayed on a monitor upon entry so that patrons are immediately aware that they are on CCTV.

8. NOISE MANAGEMENT

Following recommendations made in the acoustic report by Vanguardia Consulting in March 2014 the Hive will put in place the following noise management strategy.

SOUND LEVELS

We have been advised by Vanguardia Consulting to implement a variety of noise management strategies, technologies and sound level limits indicated in this section.

The application to host live performances in outdoors areas has been removed entirely from his application.

- After initial discussion with the environmental health department of the London Borough of Tower Hamlets, it has been agreed that noise from amplified sound at the venue should be inaudible within noise sensitive properties
- The Noise Council Code of Practice advises that provided music noise is controlled so that it is barely audible externally, it will generally be inaudible with windows open
- In order to provide objective guidance to the above, the activity LAeq should be 5dB below the existing LA90 noise level (42.3dBLA90 at its peak)
- Sound propagation tests indicate that there is a sound attenuation of approximately 30dB between the courtyard and the noise sensitive properties at the Iron Works

- In order to achieve the objective guidance level of 5dB below existing background noise level at the nearest noise sensitive properties of 37dB, the music noise level in the courtyard will not exceed 67dB

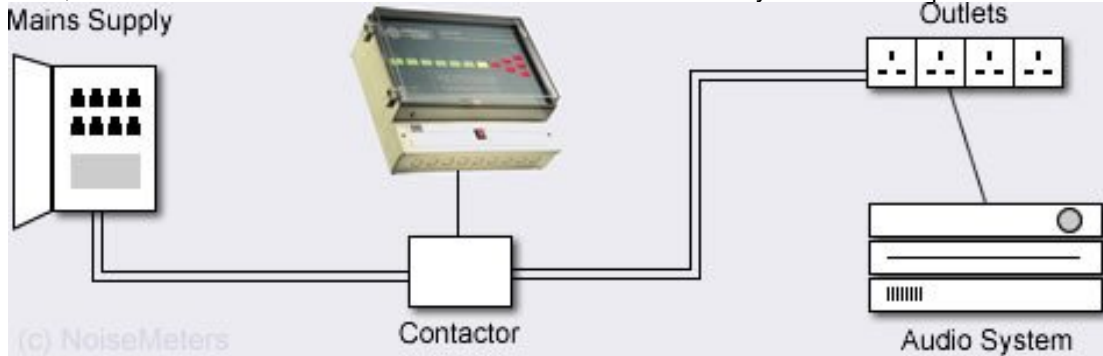
In light of this the noise management strategy described below has been produced and will be adhered to

AV, PA & AMPLIFIED SOUND MANAGEMENT

INTERNAL LEVEL CONTROL. The internal noise levels at the venue will be set prior to the first event in line with the limitations indicated on any granted license and any further restrictions that may be granted by the LLDC.

The Hive UK will invest in the following level control systems:

- **Noise Meter Sentry** is a system programmed in line with any granted sound restrictions to cut power to the closed circuit supplying power to the sound system. One sentry will be fixed permanently in The White Café, a second removable device will be available for use in any other event space.



- **Soundear** is a visual warning system designed to draw attention to staff & entertaining artists to the sound levels currently being broadcast. This device would be fixed within site of any entertaining artists during programmed entertainment.
- **Volume Control** is a used in conjunction with all outputs from media translating devices (mixing desks, turntables, CD players etc....) that will limit the levels of any output before reaching the PA in accordance to any granted restrictions in sound levels.



These systems will be locked and only accessible by the DPS and venue manager, performers and patrons will not be able to make any adjustments to these systems.

SOUND SYSTEM DESIGN

Any sound system will be set up in such a way as to minimise the impact to local residents. The sound system will be set up in a configuration which is as distributed as possible with a greater number of loudspeakers providing sound coverage to smaller areas and directed inwards as much as possible to reduce overspill from the intended coverage area. The use of this type of setup effectively means the sound system does not need to operate at such high noise levels.

The positioning of any bass speakers will be considered carefully due to the difficulty in control of sound attenuation and directivity. It is likely that low frequency noise will be subject to further control and almost always limited to use in the Waterfront building, the furthest location from the nearest residential population; The Ironworks.

Active Noise Control will be actively designed into the permanent sound system located in The White Café and systems will, in all reasonable cases be orientated to focus emissions East that crosses the canal into an entirely unpopulated area.

In addition: Barriers will be provided at each of the entrances to the venue in order to reduce the sound transmission path as much as possible from internal to external areas. We are receiving advice from specialist Echo Barrier on how best we might achieve this <http://echobarrier.co.uk/>

Sound propagation tests from the Olympics will be used as precedent for setting an agreeable level of noise.

SOUND MONITORING & CONTROL

The Hive will regularly be checking off-site sound levels at a variety of locations during all types of events hosted at the venue. If off site levels begin to approach the noise limits, noise reductions will be immediately implemented in agreement with environmental health officers at the London Borough of Tower Hamlets and the sound management strategy will be reviews & amended to avoid such events in the future.



A direct line of communication will be implemented between a person monitoring at off-site locations and the duty manager from the Hive. To ensure our license is adhered to from day one a consultant will be brought on site for the first events at this space to review our noise control strategies and noise levels.

This information will feed back into the design of the systems in place and the programming of the sound limiting devices mentioned above.

EXTERNAL AREAS

There will be 2 external areas open to guests; the garden / terrace & the breakout area, both indicated on the plans attached. The garden & terrace will be open to guests as a smoking, drinking & eating area.

From 22:00 a second exterior area indicated on the plans as “Breakout Area” will facilitate any smoking patrons until 23:00 Sunday to Thursday and 01:00 Friday and Saturday at which point it will close in line with the remaining SIA staff evacuating the building of guests. This smoking area is located on the north side of the building, has the most extreme distance from the nearest residential population (The Ironworks), is blocked by the 4 story Waterfront section of Swan Wharf from these residents and out of the line of site of any residential areas.

A wall will be constructed as indicated on the Ground Floor plan to increase sound attenuation, stop patrons entering any other area of the courtyard and to structurally support the distributed sound system that will be focused East of the Lea Navigation waterway.

Any sound systems or regulated entertainment and evacuating patrons will be begin 30 minutes before the requested terminal operating hours of this applications:

Sunday – Thursday exterior sound systems will be turned off at 21:00

Friday & Saturday exterior sound systems will be turned off at 22:30

10. AREAS & HOURS OF OPERATION

Swan Wharf covers almost 30,000 square feet and boasts a wide variety of spaces. The plans below indicate the areas intended for the uses mentioned in the introduction and detail specific points of interest / management.

Monday	09:00 - 23:00
Tuesday	09:00 - 23:00
Wednesday	09:00 - 23:00
Thursday	09:00 - 23:00

Please be aware that significant changes have been made to this section, hours of operation have changes, event spaces have been removed on the 1st floor and 2nd floor and some changes have been made to the associated plans.

GROUND FLOOR

Event Space 1 is the event space intended for the public venue. Open to the public as a bistro & eatery initially Thursday, Friday, Saturday, Sunday, but may open on Monday, Tuesday & Wednesday if demand is high enough.

Hosting a small internal PA system and located the greatest distance from the nearest population of residents (The Ironworks). The space will include a permanent bar & small kitchen area.

A small stage will accommodate small live performances or pre-recorded entertainment such as comedy, bands or film.

Friday	09:00 - 01:00
Saturday	09:00 - 01:00
Sunday	10:00 - 23:00

CAPACITY: 100

Outdoor Area and Raised Terrace will act as a social, smoking, seating & eating area extending from the southern facing side of Event Space 1 (which consists for floor to ceiling glass paneled fire doors).

The area will have a small, highly distributed PA feeding individual seating areas and orientated East away from the property. A wall will be installed as indicated on plans.

Please note the hours of operation here start earlier than indicated in the introduction. This is purely to indicate that we intend to sell coffee, tea and breakfast to tenants and patrons for breakfast but we will not operate any licensable activities until 11:00 each morning.

CAPACITY: 350

Break Out Area is a smoking area that will only be used after the Outdoor Area & Raised Terrace have been closed & evacuated. No food or drink will be permitted in this area. It is located on the northern side of the building, out of sight of any populated buildings and well protected by the 4 stories of the Waterfront blocks to help mitigate any noise caused by patrons in this space. An exit is located on the northern perimeter of this fenced location that will be used to evacuate patrons when the venue is closing avoiding the need for them to re-enter the Outdoor Area. CAPACITY: 50

Monday	09:00 - 21:30
Tuesday	09:00 - 21:30
Wednesday	09:00 - 21:30
Thursday	09:00 - 21:30
Friday	09:00 - 23:00
Saturday	09:00 - 23:00
Sunday	10:00 - 21:30

Woodworking Workshop is a membership woodworking workshop designed to give professionals and hobbyists access to a high level of equipment at reasonable rates. The workshop benefits from its own entrance on Dace road, which is controlled by a keypad and magnetic locks. Only members will have access to this part of the venue. Internal and external CCTV covers all entrances. The workshop operates a working hours timetable (09:00 – 18:00) however members are allowed access outside of these hours, it is expected that this access will not be used frequently. Power tools and bench tools are not be used after 22:00 to avoid noise leakage.

CAPACITY: 15

Artist Studios will be rented and tenants of this space. It boasts its own street entrance, key entry, locked when closed. This area will operate from 09:00 – 18:00 however tenants will have the ability to access their space at any time – we do not believe this late access to be used frequently. Toilets in this area will not be accessible to patrons of the venue. Access to the studios is gained via a dual-maglock units operated by an exterior, vandal-proof, steel keypad and an interior release button (as well as emergency break glass unit that will cut power to the maglock if used and raise the alarms).

CAPACITY: 45

PLEASE SEE “GROUND FLOOR PLANS” FOR REFERENCE.

1ST FLOOR

We are proud to be in partnership with The Barbican who we are working in partnership with for the entire 1st floor. They intend to launch a creative performance and arts incubator in this space combining offices, studios and communal space.

Office Space. This area will be an open plan hot-desk office area rented to clients of the Barbican e.g. fabricators, stage companies etc... Only tenants will have access to this part of the venue. Internal and external CCTV covers all entrances. Offices are open from 09:00 – 18:00 however tenants have 24hr access if they need entry for materials / property

CAPACITY: 50

Artist Studios. This area will be converted into a MAXIMUM of 8 studio units available for rent at subsidized rates to artists and performance groups to develop their work, which is to be performed at The Barbican or in event

spaces at Swan Wharf. Only Tenants will have access to this part of the venue. Internal and external CCTV covers all entrances. Studios are open from 09:00 – 18:00 however tenants have 24hr access if they need entry for materials / property
CAPACITY: 50

Event Space 2. This area will include a small performance area, a lobby, cloak room and kitchen area. Mostly this will function as a breakout space for tenants of the studios and offices on this floor. It is expected that the area will be managed by the Barbican. Events may be ticketed. Event examples include: Talks, workshops, conferences, theatrical performances, musical performances and art exhibitions. All performances will be managed within the stipulations stated on the premises license.

Monday	11:00 - 21:30
Tuesday	11:00 - 21:30
Wednesday	11:00 - 21:30
Thursday	11:00 - 21:30
Friday	11:00 - 01:00
Saturday	11:00 - 01:00
Sunday	11:00 - 21:30

CAPACITY: 200

PLEASE SEE “1ST FLOOR PLANS” FOR REFERENCE.

2ND FLOOR

Event space 3 & 4 will not be open to the public on a daily basis and only available for hire for larger performances programmed in association with the barbican, film production, still photography and weddings. Very occasionally this space may be used for musical events or programmed entertainment e.g. cinema, live music. All performances will be managed within the stipulations stated on the premises license.

Monday	11:00 - 21:00
Tuesday	11:00 - 21:00
Wednesday	11:00 - 21:00
Thursday	11:00 - 21:00
Friday	11:00 - 21:00
Saturday	11:00 - 21:00
Sunday	11:00 - 21:00

The hours of operation on this floor have been changed significantly to take into account the representations made and concerns brought forward by local residents. We would like to operate on these proposed hours of operation while also taking into account the sound limitations described in the noise management section. However we also request the stipulation in our license of a limited number of dates on Fridays & Saturdays only up to a maximum of 24 days up to 01:00 to allow for weddings and other private functions we have currently booked on the premises.

CAPACITY: 1000

PLEASE SEE “2ND FLOOR PLANS” FOR REFERENCE.

3RD FLOOR

Office Space on the third floor will be available for hire by a single tenant. Only Tenants will have access to this part of the venue. Internal and external CCTV covers all entrances. Offices are open from 09:00 – 18:00 however tenants have 24hr access if they need entry for materials / property

CAPACITY: 50

PLEASE SEE “3RD FLOOR PLANS” FOR REFERENCE.

11. DRUG MISUSE POLICY

This section will detail the process of dealing with illegal substances at Swan Wharf. The Hive UK operates a ZERO TOLERANCE on the use & distribution of illicit substances and intends to work closely with police forces and other venues in the area to ensure any issues are tackled together, as a community.

STAFF & CONTRACTORS

All staff/contractors at the outset of working with the Hive and at Swan Wharf will receive a safe site induction by email, including a further document detailing the misuse and/or distribution of illegal substances on site and the consequences. Contracts for artists & performers, should they be contracted by the Hive, will also re-iterate this information. The Hive will also locate notices in the office/bar/event/toilet space to further enforce this message.

The Hive's policy in regard to all staff towards use of illegal substances will be one of zero tolerance. If there is any suspicion a member of the staff may be using or distributing illegal substances, then the staff member(s) may be subject to a search of their person and property on the site. If staff are discovered to be in possession of illegal substances then they shall be immediately removed from site and their contract will be terminated without payment.

Should a member of the crew be deemed to be distributing illegal substances on the site, then said person would be detained and the Police will be notified.

Alongside this the management will reserve the right to carry out random searches on any member of the staff from time to time.

All searches, discoveries, terminations of contracts and ejections will be logged and details of personnel involved will be recorded if contraband is found and distributed to the relevant police authorities on request or if deemed appropriate by The Hive management

The Hive will, if requested by Police in advance, be able to assemble in house teams for briefing on illegal substances by Police officers in addition to the information distributed internally.

PUBLIC ACCESS & ENTRY POINTS

Public access for Swan Wharf will be via the "Breakout Area". Random SIA bag searches may occur should the management deem it necessary or receive specific instructions from local authorities, although this measure is predominantly to ensure no illegal contraband or weapons are brought onto the site. The security officer on duty will then assess the situation should person(s) be detected with illegal contraband or weapons. Subject to the nature of the event, there will be 100% bag/person searches and ticket checks e.g. a ticketed event, regulated entertainment etc...

If the public enter through the ticket office then bags will be subject to a random SIA bag search. Any person who is discovered to be in possession of any illegal substances will be removed from the site immediately. Any person thought to be distributing illegal substances will be detained, the Police informed and the individual handed over to the Police.

Any illegal substances confiscated by SIA officers, will be held in a secure location (main office) for no more than 36 hours before transportation to the nearest Police station (TBC) or on site Police officer, the local police will be contacted about any intention to deliver confiscated drunks or to arrange a collection.

All searches/confiscations will be logged and details of personnel involved will be recorded.

INSIDE THE SITE

For any public event requiring SIA presence there will be security officers throughout the site.

Any person caught using illegal substances will be removed from the site.

Any person caught distributing illegal substances will be handed over to the Police.

All searches/confiscations will be logged and details of personnel involved will be recorded.

12. PREVENTION OF CRIME, DISORDER AND PUBLIC NUISANCE

SITE SECURITY

Ensuring the site and immediate streets (Fish Island) is secure and crime is prevented / mitigated at all costs is of great importance to the company both for the safety & security of our tenants and guests, and the confidence of any local residence, particularly of the nearby Ironworks.

STRUCTURE

The buildings and boundary walls provide an excellent physical enclosure for the site, and assist in providing a secure environment. The entire North-facing perimeter consists of the 3-storey exterior wall of the complex. Entrance can only be made via:

Main gate secured by maglock electronic locks (1tonne of pressure) managed by an exterior key pad, interior release button and interior “break glass in emergency” pad. Only staff & clients will have codes to this gate and it will not be in use as an entrance to the general public. Street access to the studios by key holders only (management & tenants). These doors are locked at all times and secured by a maglock system.

The Western boundary backs onto the private entrance of The Ironworks which is secured by a 3m steel gate & keypad / fob entry. Currently the boundary is secured by Heras fencing, however, the company will be building a 2m boundary wall to secure this boundary further.

The entire Southern boundary is secured by a 2-storey brick wall between the locations’ yard and The Ironworks’ parking zone (which is accessible only to Ironworks residence and covered by Ironworks own CCTV system).

The Eastern boundary lines The Lea Navigation. This side of the waterway does not serve a public footpath and is not accessible to the public. 2 Moorings are currently in place here; one is in residence by the companies Director, Timmy Sampson and his boat The Lily Pad. The second is in residence by one of our studio tenants, Mike O’Shea and his boat Boomer. This boundary will be secured further on completion of the raised terrace by a 4” handrail / barrier built on top of the current 2m tall concrete flood barrier.

All 4 boundaries are well lit by emergency lighting or decorative festoon lighting.

The company currently operates 2 CCTV security systems totaling 18 high-resolution, night capable cameras that are recorded on & off-site.

- Robowatch manages 8 cameras monitoring the exterior of the building, all of which include motion sensors and a manned 24hrs a day by Robowatch security staff. Robowatch are briefed to contact the DPS by phone if any suspicious activity is noticed, send alerts of movement outside of operating hours and send security staff within 24hrs to assist in recovering footage if required. To date we have worked closely with Robowatch and successfully captured the faces & number plates associated to the only recorded robbery of this site since our tenancy began.
- In addition to the company operates its own CCTV system of 10 high-resolution, night capable cameras. Every exterior entrance to building is monitored and the entrance of every interior space is covered from the interior. (Dace Road is also monitored from western access points). Footage from this in-house system is recorded for up to 18 days on site and saved remotely to an off-site server. Recorded & live can be accessed 24 hours a day from any location from any laptop on smart phone device, downloaded and sent on to any responsible bodies in need of recordings.
- The company is working in partnership with a number of local companies that manage their own CCTV systems creating a partnership that covers the entirety of Dace Road from the A12 entrance and a number of nearby streets on Fish Island. This partnership involved an effective line of communication to ensure that any stakeholders within the partnership can attain footage rapidly.
- We understand that there are additional recorded CCTV systems in place operated by local authorities. Fish Island benefits from a single road provided all access to the area located at the mini-roundabout closest to Hackney Wick. From personal observations traffic cameras monitor this.

All door staff and security staff will be SIA accredited and hold a valid up-to-date qualification and will sign in and out when entering and exiting the premises.

General security and crime in the vicinity of the venue is an important feature, as we want both our neighbors and the general public to feel safe at all times. To ensure that this is the case for public events and private where applicable, security personnel will staff the venue. The company will operate on a 1:100 SIA:Guests policy in relation to the capacity on event spaces only.

The company will be in constant radio and phone contact with the security contractor enabling a rapid increase in security personnel if required by an increase in guests. If the contractor cannot make provision the company will be in partnership with SFM security that offer emergency callout security 24hrs a day and service London. As a third measure the on site manager and DPS have access to a list of local, freelance, SIA trained individuals located in and around Hackney Wick, all of whom have agreed to be retained on a digital & printed contact list located in the security folder on site and the company’s shared online files.

At All Times:

- Staff, from time to time during the day and night, will collect litter and, if necessary, wash Dace Road of waste

- A 24hr emergency contact will be available to local residents and to patrons, and displayed on and within the premises to call in case of disturbance, suspicious behavior or any concerns directly related to the premises or witnessed nearby the premises

At Peak Times:

- 1 SIA Staff member will be located on the main entrance (breakout area) to the licensed premises
 - They will ensure the maximum capacity is not exceeded and manage any queues if they develop
 - If queues develop beyond the “breakout area” pedestrians will be informed that the venue is at capacity and they may not gain entry, this is to avoid any queue forming on Dace road or near the waterways
 - Search bags and persons
 - Check IDs
 - Turn away drunken individuals or groups or those they deem unsuitable for entry (we do not operate a dress code)
- 1 SIA Staff member will be patrolling the terrace and outdoor area
- 1 SIA Staff member will be patrolling the remaining areas of the premises, including those inaccessible to the general public, and patrol the immediate areas outside of the premises including Fish Island and waterways footpaths
- 1 SIA Staff member will remain in the security office to bolster any positions in need of support and monitor the CCTV station

On Closing:

- All operations and servings will terminate 30 minutes prior to the terminal hour of the licensed areas
- Security, bar staff and waiting staff will help in spreading this information
- All patrons will be directed to leave via the “Breakout Area” from which they entered and read all dispersion signage when exiting
- All patrons will be helped and advised on local transport and the most appropriate form that takes for them to reach their next destination
- 1 Member of the security team will remain in the security office and monitor the CCTV systems and communicate any areas of concern to staff via radio
- 1 Member of the security team will patrol the Lea Navigation footpaths as far as the bridge over White Post lane which leads to Hackney Wick Station
- 1 Member of the security team will patrol Fish Island
- Patrolling security will be tasked with ensuring exiting patrons leave safely and in a sociable manner without causing nuisance or disturbing local residents

We believe the presence of patrolling staff be a significant factor in reducing crime directed at or caused by patrons to the venue.

13. CHILD PROTECTION POLICY

All Hive staff will receive documented training in child protection.

As well as being one of the licensing objectives to ensure of the safety of children, Swan Wharf advertises itself as a family friendly space and therefore assumes moral responsibility for the welfare of all children on site. In considering situations where child welfare is most at stake, The Hive will put the following policy into practice.

Child protection is of particular importance on these premises as the sale of alcohol is not the main activity of the licensed areas and children are allowed on site from 11:00 – 21:00. Under no circumstances will alcoholic drinks be sold to individuals under the age of 18

Beer, wine or Cider may be served as a maximum small single measure only at the discretion of trained staff members, on request from and served to the accompanying responsible adult to a 16 or 17 year old for consumption at the table during a table meal only. This only applies to Event Space 1, if alcohol is being served for private events in any other event spaces it will not be sold to parents or guardians for consumption by minors in their care.

ABUSE DISCLOSURE

Should any child or teenager disclose information to a member of the Hive staff, of having received abuse, the Hive will act responsibly. The child or teenager will be monitored by someone from the Hive should there be a need for protection or support. A call may then be placed to Tower Hamlets Child Protection on 020 7364 5006.

SOCIAL DISORDER

Any child or teenager having committed a crime or causing a social disorder will have their parent / guardian notified. The child or teenager will be held until either the parent / guardian is located. The local authorities may also be contacted

Missing Children

Swan Wharf covers a significant square footage, 3 storeys and a number of entrances and exits. Although all entrances and exits, other than the public entrance, are secured by keypad entry systems and not accessible to the general public we must take the entire premises into account when considering missing or lost children.

Missing & Found Children

- The term “lost child” is often used to describe a child found without a parent / guardian or a child reported as missing by the parent or guardian. For the purpose of this policy and where possible within our site conversations the Hive will use the following terms:
 - Definition: Found Child – This is often what is meant when someone says they have a “lost child”. This is a situation where a child is found without their parent or guardian and needs to be safely looked after until the parent/guardian can be located.
 - Definition: Missing Child – This is where a parent/guardian cannot find their child and have asked for help. This is a very serious situation as the child may be in a position of danger and their safety compromised.

The following procedure will be put into place for a Found Child.

- Any child discovered lost by indication from patrons or directly by a member of staff will be taken to the security office and remain in the presence of a member of staff at all times (if the parent or guardian of the child cannot be found immediately).
- The venue manage will review the CCTV of the premises and try to identify the parents or guardian and the moment they were separated. If necessary the footage will be downloaded to a secure device.
- If the parents or guardian are identified the information and image will be distributed to the staff
- All available staff will initiate an immediate search of the venue and local area for the missing parents or guardian
- If the child remains unclaimed or the parent or guardian has not come forward or been found within one hour of the child being in the care of venue staff a call may then be placed to Tower Hamlets Child Protection on 020 7364 5006 and advice will be sought

The following procedure will be put into place for a Lost Child.

- Most parents/guardians, having realised that their child is missing, will approach the nearest staff member to find out what to do. The Hive staff member shall direct the person to the office where the child is being looked after.
- At the office, the parent/guardian will be asked a few questions which will be logged onto a form, to include a description of child, including name, age, height, clothing etc.
- This Missing Child form will be discussed with the Hive staff and security on site and they will begin the search procedure (see below). The duty manager will ask the parents to remain at the office while the search is in progress – OR – if the parent wishes to continue their own searching, ask for a contact mobile number so that the parent can be informed once the child is found.
- It is important to emphasise to the parent that should the child be found, the office or a member of staff or security person must be informed, as the search will continue until the child is found or reported missing to the police.
- Should the child be found, security, or a staff member must radio the office to say “Mr Moses has been located” and the child is then to be taken to the office.
- Staff members will locate the parents and direct them to the office. Procedure will be followed as above for a parent claiming a child.
- At all times a member of staff will monitor the CCTV screens and radio the location of the child if identified

PROOF OF AGE

The Hive operates a “Challenge 25” policy at all times

- Proof of age will be requested by Hive staff when serving alcohol to any individuals they suspect to be under the age of 25

- This policy will be clearly signed throughout the venue
- Valid proof of age includes IDs displaying the PASS logo, driving licenses, military identification, YoungScots, Citizen Cards and Passports
- The tills will display a note of the latest possible date for an individual to be aged 18 or more, this will be changed daily by the bar manager on duty and will be displayed so that it is only visible to staff
- Staff will operate the challenge 25 policy even if a ticketed event is in operation in which SIA staff check the ID and age of patrons entering the premises
- If an individual cannot produce a valid proof of age when requested by a member of staff that individual will not, under any circumstances, be served alcoholic beverages of any kind.
- If an ID is produced that the staff member feels is, or may be, fake or doctored in any way that individual will not, under any circumstances, be served alcoholic beverages of any kind.
- The venue manager may make a reasonable decision to ask the individual to leave the premises if they feel it is safe for the individual in question to do so if they do not the procedure of a lost child may be initiated or a call may then be placed to Tower Hamlets Child Protection on 020 7364 5006 and advice will be sought
- If a guardian or parent is present the staff member will inform them of the incident

All incidents of production of fake IDs, lack of ID or any attempts of a minor to purchase alcohol will be documented by the member of staff involved including their name, time, date, description of individual in question and any other notes deemed relevant.

At 20:30 staff members will identify families or guardians with accompanying children and politely let them know that they must leave and accompany their child off site within the next 30 minutes to ensure children are not on site from 21:00 while allowing time for meals to be finished.

15. SALE OF ALCOHOL

All Hive staff will receive documented training regarding the safe and legal sale of alcohol.

- The sale of alcohol will operate from 11am throughout the week to 21:30 Sunday – Thursday and 00:30 Friday & Saturday.
- All staff will be trained by the venue DPS and authorised to sell alcohol on this premises, all training will be documented.
- The DPS will be:
Barney Sutton
Director of The Hive UK LLP

(Rufus Lawrence and Timmy Sampson also hold personal licenses and The Hive will invest in PLH training of any Bar Managers or Venue Managers if they do not hold a personal license at the time of employment.)

A license summary of both the DPS' personal license and Premises license will be on public display in Event Space 1 and the full license and card license of the DPS will be secured on site to be provided on request by an authorised member of the licensing authority or local police force.

- Free tap water will be available to any individuals granted access to the premises
- No alcohol will be dispensed directly into the mouth of any individuals
- Small measures will be available for sale of spirits, wines, beers and ciders
- The Hive will not undertake any irresponsible promotions that may imply, encourage or be deemed to encourage by any responsible authority:
 - Excessive drinking
 - Binge drinking
 - Anti-social behaviour
 - Crime
 - Poor health
 - Competitive drinking
- Under no circumstances will an individual suspected of being drunk will be served alcoholic beverages by any members of staff
- Staff may, if they deem it necessary or under instruction from the bar manager or SIA security, request individuals to leave

- This may be done with the support of a member of the security team
- An ejected individual will be escorted off-site and security staff will ensure they exit the area safely and without causing a social disturbance or personal harm
- All door managers and security members will be members of the SIA and have undergone the relevant training and qualification
- All SIA staff members will be required to sign in and out of the premises
- All incidents of ejection, public nuisance, intervention by local authorities, complaints or any other incidents deemed worthy or record will be noted in a log

14. WC STRATEGY & ALLOCATION

Currently have the follow WC facilities:

- Ground Floor;
 - 2 x unisex cubicles
 - 1 x shower unit
 - 1 x 2m men's urinal
 - Located in Workshop studio space, provision for workshop studios and workshop
- 3rd Floor;
 - 2 x unisex cubicles
 - 1 x ambient disability cubicle

The following facilities are currently under construction:

- Ground floor men's toilet block including;
 - 5 x cubicles
 - 3m of urinals
- Ground floor female toilet block including;
 - 4 x cubicles
 - 1 x ambient disability cubicle including baby change area
 - 1 x wheelchair accessible cubicle
- Ground floor courtyard plumbed portaloos designated area

We believe that the ground floor WC facilities currently in place are a sufficient provision for the tenants of the workshop and workshop studios.

The male and female toilet blocks under construction will provide for the patrons of Event space one, the bistro open to the public with a managed capacity of 450 (maximum). These patrons will also have access to the 3rd floor toilets.

Events hosted in additional spaces will require additional portaloos to be rented on a temporary basis for the duration of said event. These will be located in a dedicated section of the courtyard immediately to the east of the 2-storey building shown in the southwest corner for the GROUND FLOOR PLANS, this area will be plumbed into the soil evacuation pipes servicing this storage building.

Additional portaloos will be brought in on the following basis:
 1:30 (loo: female) in addition to the 450 capacity of event space 1
 1:75 (loo: male) in addition to the 450 capacity of event space 1

Toilets on the 3rd floor and studio area will not be taken into account in these calculations. This is to ensure that guests for programmed events are serviced by one specific area of the complex and do not need to roam the complex

14. FIRE SAFETY, SYSTEMS & EMERGENCY PROCEDURE

All Hive staff will receive documented training in Fire Safety and Emergency Procedure.

For system locations, safety equipment and escape procedure routes please see the separate document; 'Swan Wharf Fire Safety Plans'.

SYSTEMS

Swan Wharf benefits from a significant investment into fire safety systems for use as a members club during the Olympics with a capacity of 5,500 patrons. These systems remain under our care. (Note; some fire points have been moved to more appropriate locations in line with new uses considered for the spaces).

The fire alarm panel is located in the security office near to the Dace Road entrance.

Manual Call Points are present throughout the premises and are operated by breaking the break glass, thereby raising the alarm at the fire alarm panel. A broken MCP may be investigated by the Operations Manager.

Automatic Fire Detectors are present throughout the premises. The Optical smoke detectors are located in specified areas that are comprised from a design partly by Innovation Fire & Security Ltd.

An Analogue Addressable system is installed utilising an Advanced MX 4400 control panel, Apollo XP95 smoke detectors, XP95 manual call points, Red Sono wall mount sounders and Red Sono wall mount sounder beacons.

The system comprises of 4 zones with the panel programmed to sound all sounders upon detection of smoke or a manual call point being activated, in turn the input module will isolate the mains distributions boards cutting all power on all floors.

Occupants are warned of a fire alarm by the sounding of a continuous sounder and the initiation of red visual alarms.

The Duty manager and full time staff will be fully trained in its use and receive a set of key to ensure 24hr access to this area and training will be documented.

PROCEDURES

All long-term tenants / staff (studios, office space, event curators, security, bar staff etc.) will be fully briefed before any event or initiation of employment on expected escape routes from every section of this complex as shown in the attached plan, the location and proper use of call units and fire equipment and safe & proper evacuation procedure & crowd management.

In the event of a fire-alarm staff will immediately ask any and all tenants or guests to move calmly and quietly to the nearest / most appropriate fire exit.

Staff will not wait for confirmation of an actual emergency before initiating an evacuation. Both staff and tenants, and the public fire safety notices will describe the following procedure:

On discovering a fire:

- Raise the alarm
- Evacuate from immediate danger
- Close all doors and any windows on leaving
- Only tackle fire if trained and if safe to do so
- Do NOT take any risks
- Do NOT delay to collect personal items
- Do not return to the building unless instructed to do so
- Assemble at fire assembly point; Dace Road beyond bend in the road

If an alarm is sounded, the Duty Manager will call the Fire Brigade.

The Duty Manager will then:

- Put on high-vis vest
- Respond to fire alarm panel if safe to do so
- Go to the source of the alarm if safe to do so
- Go to the assembly point
- Receive reports from staff

- Liaise with & report to Fire Brigade if required
- Liaise with and release Fire Brigade if safe to do so

Security Officers will:

- Report to Duty Manager and assist where requested
- Manage security issues if any

EVACUATION

On leaving the floors, the routes are checked by security / staff

Any mobility-impaired individuals should wait for assistance

Escape routes are easily identifiable by running man fire exit signs

ESCAPE ROUTES

Escape routes lead to places of varying safety, which are defined as follows;

- Place of Relative Safety. A place within a building where, for a limited period of time, people will have some protection from the effects from fire & smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes fire resistance to allow people to continue their escape to a place of total safety.
- Place of Total Safety. A place, away from the premises in which people are in no immediate danger from the effects of a fire (outside the building).
- Escape stairs are shown on the attached and compromise;
 - Western Stairs
 - Central Stairs
 - Eastern Stairs

Fire Assembly Point & Roll Call. The fire assembly point is Dace Road beyond the bend in the road. Each Fire Marshal will be responsible for knowing which staffs are present before any fire situation.

Fire training will be provided to all full time staff.

Drills will test these plans.

FIRE FIGHTING EQUIPMENT

Extinguisher types provided:

- Foam 6L x 43
- CO2 2KG x42
- CO2 5KG x1

Extinguishers are stored in pairs to allow staff a choice to deal with any incident.

There is a fire hydrant at the river end of Dace Road and one at the junction of Dace Road and Bream Road.

There is also access to the River Lea for fire fighting water.

POWER ISOLATION

Electrical power is switched off by activation of the fire alarm system. It can also be switched off if required by the site staff at the main electrical isolation point marked on the Site Fire Plan.

Site staff at the gas meter marked on the Site Fire Plan can switch off gas

Notes: Do not scale from this drawing. All information is to be checked on site for accuracy and fit.



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Produced by: Rufus Powell Lawrence
On behalf of: The Hive Locations LLP

Usage / Floor Plan

Scale:
1 : 100 @ A1
1 : 200 @ A3

Please note: Interior distribution of space may differ from drawings. This drawing is solely to indicate areas of use.

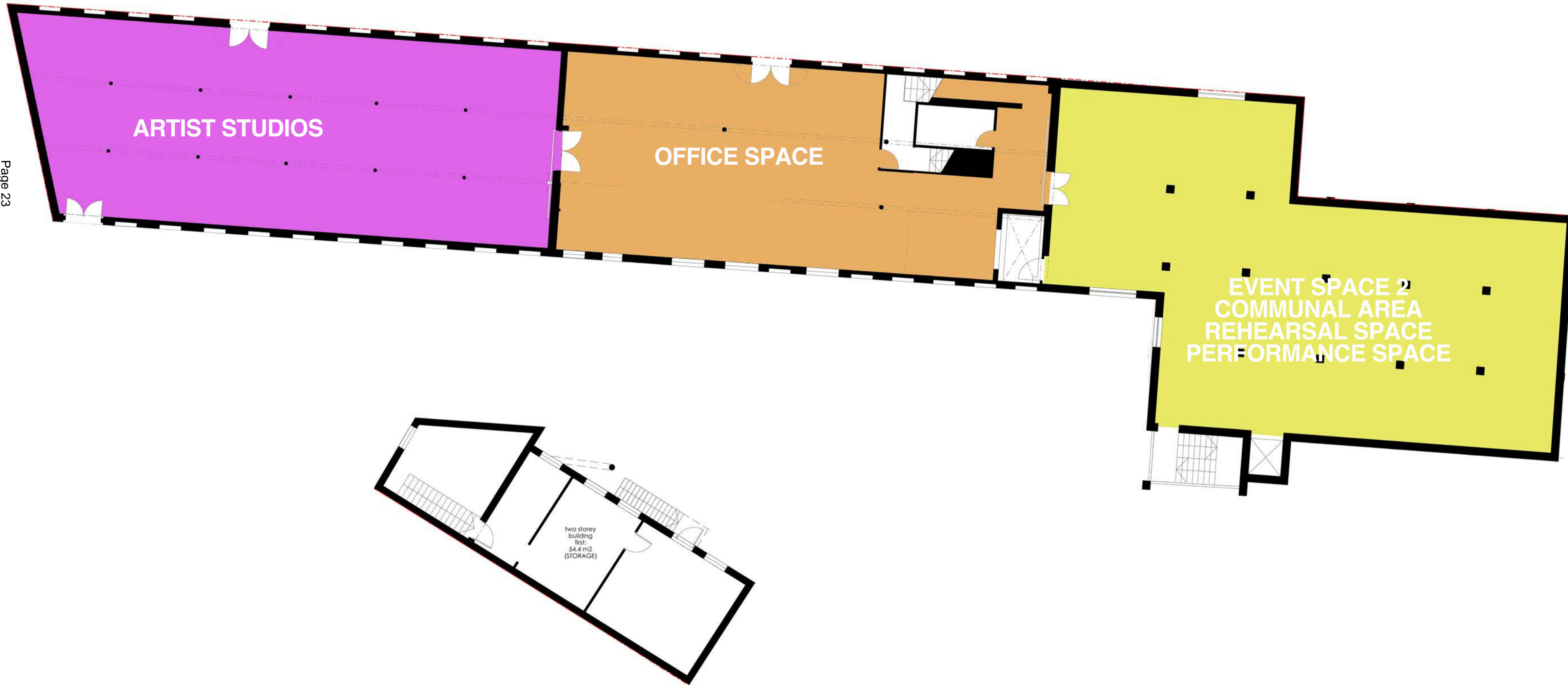
- ARTIST STUDIOS
- WOODWORKING WORKSHOP
- TOILETS
- OFFICE SPACE
- EVENT SPACE
- OUTDOOR AREAS

GROUND FLOOR

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Notes: Do not scale from this drawing. All information is to be checked on site for accuracy and fit.

Page 23



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On behalf of: The Hive Locations LLP

Usage / Floor Plan

Scale:
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1 : 200 @ A3

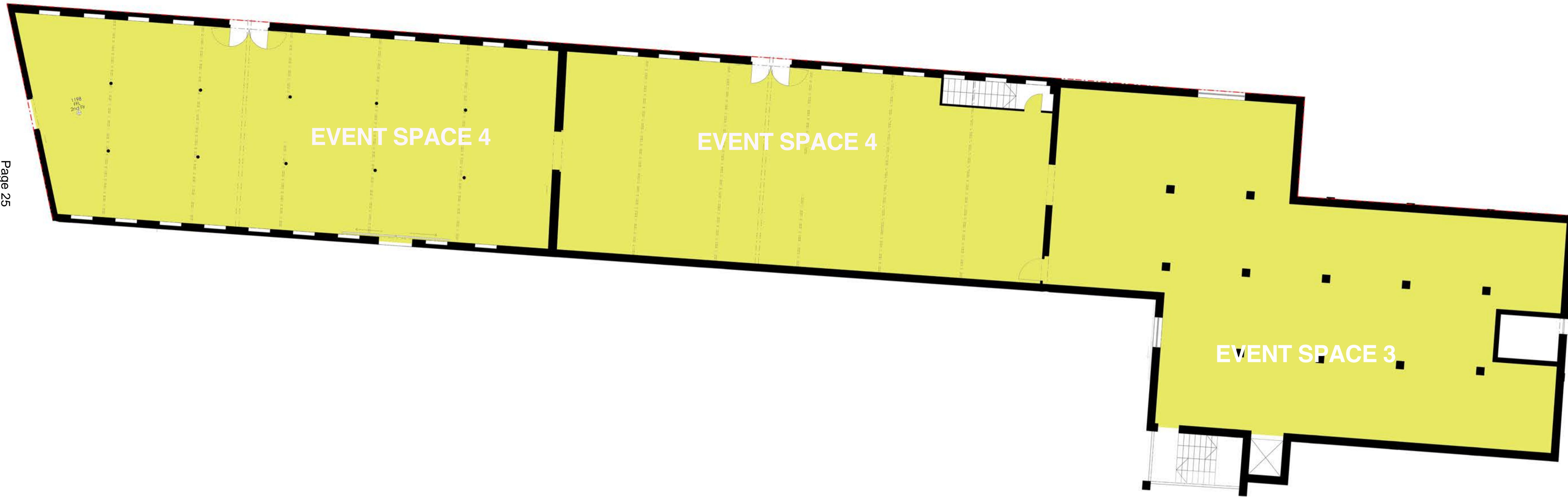
Please note: Interior distribution of space may differ from drawings. This drawing is solely to indicate areas of use.

- ARTIST STUDIOS**
- WOODWORKING WORKSHOP**
- TOILETS**
- OFFICE SPACE**
- EVENT SPACE**
- OUTDOOR AREAS**

1ST FLOOR

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Notes: Do not scale from this drawing. All information is to be checked on site for accuracy and fit.



Produced by: Rufus Powell Lawrence
On behalf of: The Hive Locations LLP

Usage / Floor Plan

Scale:
1 : 100 @ A1
1 : 200 @ A3

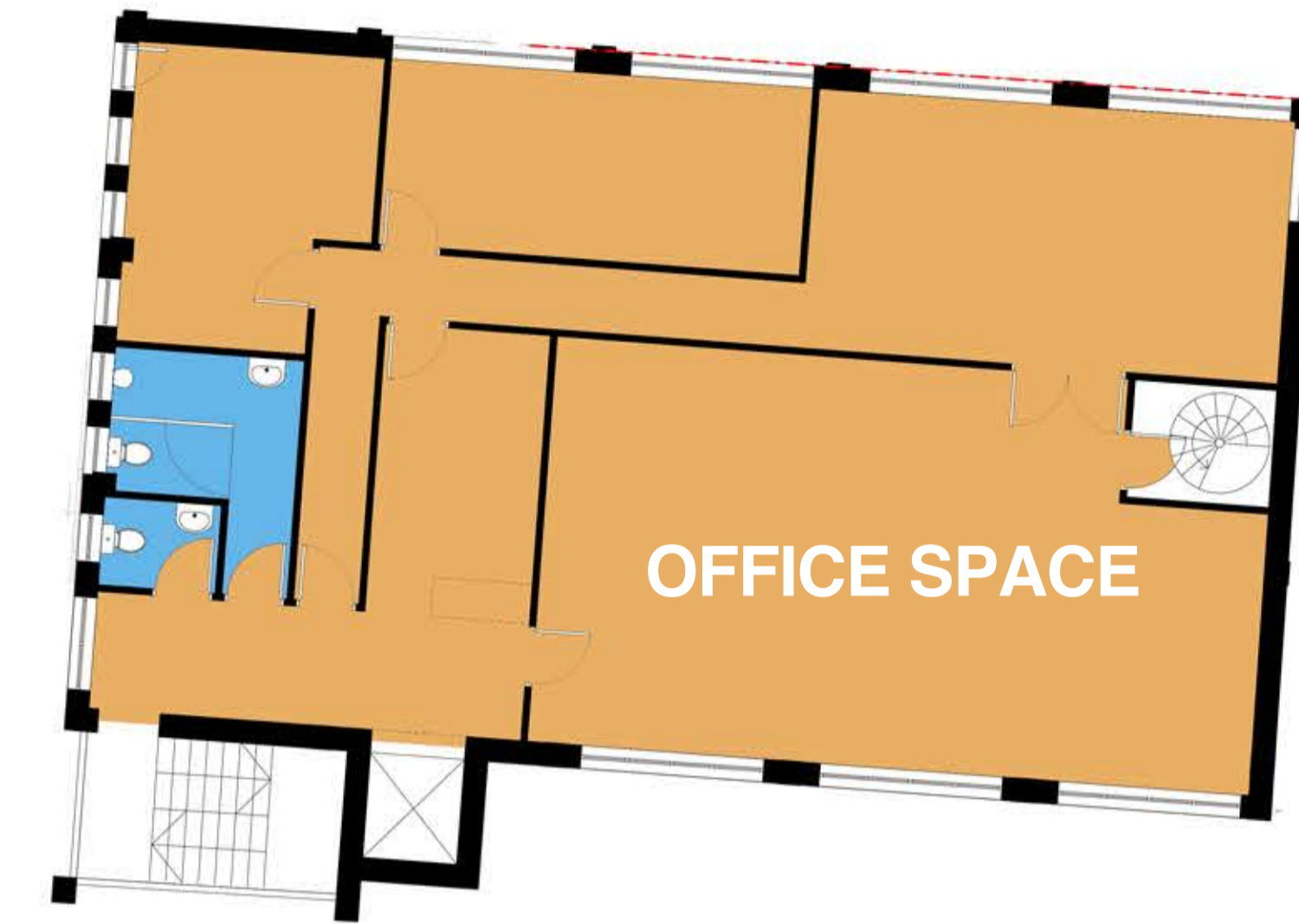
Please note: Interior distribution of space may differ from drawings. This drawing is solely to indicate areas of use.

- ARTIST STUDIOS**
- WOODWORKING WORKSHOP**
- TOILETS**
- OFFICE SPACE**
- EVENT SPACE**
- OUTDOOR AREAS**

2ND FLOOR

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Notes: Do not scale from this drawing. All information is to be checked on site for accuracy and fit.



Produced by: Rufus Powell Lawrence
On behalf of: The Hive Locations LLP

Usage / Floor Plan

Scale:
1 : 100 @ A1
1 : 200 @ A3

Please note: Interior distribution of space may differ from drawings. This drawing is solely to indicate areas of use.

- ARTIST STUDIOS**
- WOODWORKING WORKSHOP**
- TOILETS**
- OFFICE SPACE**
- EVENT SPACE**
- OUTDOOR AREAS**

3RD FLOOR

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