

1. Events with Live Performance (12 Annually)

- Timings : 18:30 – 21:30, composed of 1 hour arrival time (background music), 1 hour artist discourse/presentation (Q&A, hosted discussion), 45mins approx. performance.
- Guest Numbers: 175, mix of seating & standing
- Access: All guests accredited via a secure and private RSVP system in advance. All guests are known to staff and held on a managed list.
- Invite sent out with staggered arrival times given during the first hour of operation to encourage a gradual arrival of guests.
- Invites contain public transport travel recommendations and a clear notice there is no parking nearby, together with request to be considerate to neighbours & area.
- Event audience are predominately creative industries professionals, events fall into the post-work category where the overriding majority of attendees can be expected to be travelling on public transport or by bicycle
- Reputable & professional local security company engaged for stewarding services, with a high allocation of staff to ensure effective implementation of the access and egress controls set out here.
- Offstreet queue accommodated within existing loading bay & entrance area (45m²) and proactively managed by stewarding & management staff (accreditation checked during queue time & guests wristbanded). Combined with staggered arrival times will ensure flow of guests into the building
- No re-entry policy: during evening events guests cannot leave to smoke, make calls or for other reasons if they wish to re-enter. If people wish to leave the building during an event they will be then asked to leave the area quietly and directed towards appropriate transport and dispersal route via Redchurch Street.
- On close of event, stewarding team proactively direct guests to leave towards Shoreditch High Street station & Redchurch Street, as far as their role/powers permit.
- Contact numbers (daytime fixed line and mobile number of venue manager) available & communicated to all residents.
- Monthly stakeholder meeting held at St Hildas community centre for residents and interested parties to voice concerns to our management staff.

2. Listening or Screening Events (36 Annually)

- Timings : 18:30 – 21:30, composed of 1 hour arrival time (background music) followed by either a 2 hour film screening or artist presentation (discussion hosted by journalist followed by album playback)
- Guest Numbers: **75-100**, entirely seated.
- Access: All guests accredited via a secure and private RSVP system in advance. All guests are known to staff and held on a managed list.
- Invite sent out with staggered arrival times during the first hour of operation to encourage a gradual arrival of guests.
- Invites contain public transport travel recommendations and a clear notice there is no parking nearby, together with request to be considerate to neighbours & area.

- Event audience are predominately creative industries professionals, events fall into the post-work category where the overriding majority of attendees can be expected to be travelling on public transport or by bicycle
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- On close of event, stewarding team proactively direct guests to leave towards Shoreditch High Street station & Redchurch Street, as far as their role/powers permit.
- Contact numbers (daytime fixed line and mobile number of venue manager) available & communicated to all residents.
- Monthly stakeholder meeting held at St Hildas community centre for residents and interested parties to voice concerns to our management staff.

3. Private Dinners / Workshops / Lectures (24 Annually)

- Timings : 18:30 – 21:30
- Proposed Capacity: 20-50 people max.
- Highly secure access/invite control, stewarding added as required.
- Such events fall into a licensing grey area but are included to capture all proposed activity at the building.