

LADY GREY FARM

Lady Grey Dispersal Plan

This plan sets out detail on the management of the events held at the premises, including the measures the operator has in place to minimise the potential for noise issues as customers leave the premises. The policy will be reviewed on a regular basis and will be updated to address any issues should they arise.

The policy is based on several relevant factors, but the primary factors include the long-term experience of what happens at Owen House Wedding Barn every week, the type of customers that frequent the venue & how the dispersal of customer at the end of the evening is managed.

General Timeline

19:00	Evening Security arrive & patrol the site throughout the evening.
00:00	Bar closes & music is turned off. Lights go up.
00:45	Lady Grey employees' shuttle leaves to OHWB for the collection of vehicles
00:45	Security carries out final checks and leave

Additional Information

Role of on-site management

A team of full time employed dedicated event managers run every function. The event manager will be there for the full entirety of the wedding.

The event manager will also be supported by a full-time experienced bar manager on the day and a team of employed (not agency) bar staff

There will also be a family member at the event who will support the whole team.

Security

A designated security company called Instaguard have been working with Owen House for the last 5 years and will work at Lady Grey. Instaguard is a unique security company as it is staffed by retired police officers mainly inspector and above rank. The two Directors are both retired policemen and have bought a high level of professionalism. Each security person is issued a walkie talkie upon

arrival, as is the event manager and the bar manager which ensures they are in direct contact immediately and throughout the event.

From arrival at 7pm, security is responsible for ensuring that noise levels are kept to a minimum and that all doors and windows are closed.

As guests leave, security ensure they do so safely, efficiently & without causing any disturbance. Prior to departing themselves, they will ensure all individuals (including staff) are off the premises by undertaking a final sweep of the grounds.

Taxi pickups and drop offs

A clear area of hardstanding will be the designated drop off/pick up area for guests. A member of staff will be employed to 'meet and greet' guests and ensure they proceed directly into the wedding upon arrival. At the end of the wedding, security and one staff member will control pick up's & ensure customers being taken away is handled with maximum efficiency.