

Traffic Management April 2023

SITE PLAN

See **Appendix A** for the Site Plan

SITE ENTRY

Access to the site

Market Yard will take place at 2-12 Tess Road, which is located within 5 minutes drive of Reading station. It is expected that the majority of guests attending the site will arrive via local transport routes or be walking to the site. Guests will be advised that there will be no parking on-site and to use local transport routes (Transport links listed in section 14).

Entry

Customers will enter the venue via the entrance noted on the site plan. At this point, the guest's booking status will be checked. If any attendees are not able to use the app, a paper register will be available (and stored for 21 days). For the sessions taking place between 19:30 – 23:00, a challenge 25 policy will be in place and ID's will be checked upon entry. The attendees will be informed by Security and Premises Staff of the venue's guidance.

Guests will be asked not to arrive early to avoid causing a large crowd at the event entrance.

SITE EGRESS

30 minutes prior to the conclusion of each event, security will make guests aware of the cool down period where the bar and food facilities will stop serving. The ordering app will also make guests aware of this during their visit. 30 minutes prior to the sessions ending, security and wait staff will begin encouraging guests to finish up their food and beverage and to begin making their way towards the exit/entrance.

Guests will be reminded by security and waiting staff to be conscious of residential neighbours and keep noise to a minimum upon exiting the venue, especially for the sessions finishing at 11pm.

Whilst the venue is being cleared by the security team and waiting staff, there will be a presence at Tessa Road and Richfield Avenue to encourage guests to start moving away from the venue. Once the venue is clear, the majority of security staff will be deployed to walk customers fully off site to avoid mingling in the area.

Guests will be encouraged to use public transport or walk from the site. A video will be filmed to demonstrate this and will be available on the websites FAQ pages. A wayfinding map will also be available.

Taxi's and anyone dropping guests off will be directed into the car park by event signage and staff. Cars will be looped around to the exit, to avoid congestion on the highways.

TRANSPORT LINKS

By Bus – 22 + 24 (Pink Bus Routes)

By Train – Reading (Cross Country, GWR, South Western Railway, TfL Rail) station is within a 20-minute walk from the venue.

By Car – Customers will be advised that there is no parking onsite.

There are several car parks in the local vicinity, which guests will be able to utilise. There are:

- Reading Station Multi Storey Car Park
- Rivermead Lesiure Centre
- Thameside Promenade Car Park

Taxi – There is sufficient space at the front of the venue to allow for customers to arrive and depart by taxi. Signage and event staff will direct taxi's (and any other vehicles picking up and dropping off) into the area as not to cause congestion on the highways. We will be allowing for a Pick Up Drop

off point (PUDO)

Walking – The venue is located approximately a 20-minute walk from the City Centre.

DELIVERIES

Access – we expect deliveries to be during the day time between 10 to 5pm, this is a heavy industrial area which is used to deliveries. 2-12 Tessa Road has a private car park out the front where you can load and unload. It also has vehicle access into the building to private ease for deliveries.

SAFETY COMMAND STRUCTURE

The organisational structure for This premises will follow a Gold, Silver and Bronze system dependant on the level of authority a position/individual will be granted across the venue. The below details each key position across the event management team.

Gold Level:

Operations Director - The primary role of the Operations Director is to implement the strategy for the management of the premises by exercising tactical command and coordinating resources. The Operations Director, or their delegate, will ensure that the actions taken by the various contractors and managers on site are coordinated, coherent and integrated in order to achieve the strategy with maximum effectiveness and efficiency.

Silver Level:

Premises User – Responsible for ensuring each event adheres to the conditions of the granted licence, including with regards to the Sale of Alcohol.

Production Manager - They will be responsible for the technical and site infrastructure departments. They will have overall responsibility for site logistics and the technical infrastructure essential to the presentation of the events.

Security Manager - The Security Manager shall be responsible for planning and coordinating security resources to implement the crowd management plan and report directly into the General Manager. They will be responsible for ensuring that there is effective coordination between the SIA licensed resources under their command and the onsite stewarding resources. They will ensure that full logs of the security operation are kept. The security manager will be responsible for liaising with Police on all issues of crime & disorder.

Bronze Level :

Staff – Working with the Production Manager to prepare the event site in readiness of the event, and then operating the event at various levels during the live phases.

Bar Staff / Waiting Staff – Responsible for preparing food and drink orders as per customer orders via the app. Waiting staff will be responsible for delivering food and drink orders to customer tables. It is anticipated to have 10 members of bar staff and 20 members of waiting staff. It is expected that Food Traders will contribute an additional 15 members of staff per day.

2 of the more experienced bar staff will act as assistant managers. They will report directly to the DPS and be responsible for the other team members in the bar team. Likewise, 1 member of the waiting team will be the floor manager, responsible for the remainder of the waiting staff. The floor manager will report directly to the DPS.

KEY PERSONNEL CONTACTS

Toby Mullins Operations Director 07590 433282 toby@conc3ptlondon.com

Joe Hilton Production Manager 07971 410582 joe@space

Paul Butcher Security Manager 07944866734

Rachel Bass DPS / Premises User /Bar
Catering Manager 01189 571365 rachel@marketyard.co.uk

Appendix A

