

Chichester Priory Park - Security Schedule/Responsibilities

Head Door SIA.

On arrival - meet with venue, do venue walk, add to RA.

12:00 – Front door overseeing entry and Ticket scanners, que management. Radio control to other guards and Gin festival team direct. ID Checking.

14:00 (approx.) – Once majority of guests are in float between rooms and oversee guest safety and venue rules adherence – Liaise with venue constantly throughout.

16:00 – Assist in removal, peacefully and respectfully, of patrons, ensure venue is cleared and ready for Gin team to restock and reset.

17:00 – Front door overseeing entry and Ticket scanners, que management. Radio control to other guards and Gin festival team direct. ID Checking.

19:00 (approx.) – Once majority of guests are in float between rooms and oversee guest safety and venue rules adherence – Liaise with venue constantly throughout.

21:00 – Assist in removal, peacefully and respectfully, of patrons, ensure venue is cleared and ready for Gin team to load venues.

21:15 – 21:30 – Leave venue after debrief with Venue and Gin team.

SIA A

On arrival – Assist Head SIA

12:00 – Front door overseeing entry and Ticket scanners, que management. ID Checking.

16:00 – Stay on front door throughout day to ensure entry safety and expectations throughout – Remain on door until left guests leave.

17:00 – Front door overseeing entry and Ticket scanners, que management. ID Checking.

21:00 – Stay on front door throughout day to ensure entry safety and expectations throughout – Remain on door until left guests leave.

SIA B

On arrival – Assist Head SIA

12:00 – Front door overseeing entry and Ticket scanners, que management. ID Checking.

16:00 – Stay on front door throughout day to ensure entry safety and expectations throughout – Remain on door until left guests leave.

17:00 – Front door overseeing entry and Ticket scanners, que management. ID Checking.

21:00 – Stay on front door throughout day to ensure entry safety and expectations throughout – Remain on door until left guests leave.

SIA C

On arrival – Assist Head SIA

12:00 – Front door overseeing entry and Ticket scanners, que management. ID Checking.

16:00 – Stay on front door throughout day to ensure entry safety and expectations throughout – Remain on door until left guests leave.

17:00 – Front door overseeing entry and Ticket scanners, que management. ID Checking.

21:00 – Stay on front door throughout day to ensure entry safety and expectations throughout – Remain on door until left guests leave.

SIA D

On arrival Assist Head SIA

12:00 – Positioned in the venue floating between all rooms ensuring constant communication with Head SIA. – First responder to situations as and when needed.

16:00 – Main start with assisting guests to leave.

17:00 – Positioned in the venue floating between all rooms ensuring constant communication with Jon G. – First responder to situations as and when needed.

21:00 – Main start with assisting guests to leave. Final walk around with Head SIA – Checking venue thoroughly.

SIA E

On arrival Assist Head SIA

12:00 – Positioned in the venue floating between all rooms ensuring constant communication with Head SIA. – Second responder to situations as and when needed.

16:00 – Main start with assisting guests to leave.

17:00 – Positioned in the venue floating between all rooms ensuring constant communication with Head SIA. – First responder to situations as and when needed.

21:00 – Main start with assisting guests to leave. Final walk around with Head SIA – Checking venue thoroughly.

Along with these roles specific for our gin festivals all security will

- Support bar staff if customers are deemed to be intoxicated, aggressive or if theft has occurred (few isolated instances)
- Ensure venue are kept informed, when appropriate of any issues for incident management books
- Assist the venue in any evacuation measures that are requested
- Adhere to the licensing conditions at all times