

Temporary Event Notice

Payment Transaction number:- ASB/593973 | Form Reference number ASB/3874971

Premises User Information

Title

Ms

If other please state

n/a

Surname

LEA

Forenames

NATALIE

Previous names (Please enter details of any previous names or maiden names, if applicable)

n/a

Your date of birth

[REDACTED]

Your place of birth

[REDACTED]

National Insurance Number

[REDACTED]

Your current address (We will use this address to correspond with you unless you complete the separate correspondence box)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Telephone

[REDACTED]

Evening telephone

n/a

Mobile phone

n/a

Fax number

n/a

Email address

[REDACTED]

Address

n/a

Telephone

n/a

Evening telephone

n/a

Mobile phone

n/a

Fax number

n/a

Email

n/a

Premises information

Please give the name and address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references)

HILTON HOUSE
HILTON STREET
MANCHESTER
M1 2EH

Premises licence number

n/a

Club premises certificate number

n/a

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details.

THE BASEMENT ONLY

Please describe the nature of the premises

Hilton House is the creative community hub of the northern Quarter; providing office and creative spaces to revitalise what is a former Manchester Polytechnic building

Please describe the nature of the event

Puffin Box is a socially distanced, immersive, covid-safe music experience. Embark on an electrifying 90-minute music experience within your own social bubble; with trakeovers from both renowned Manchester and International brands and DJ collectives.

Licensable activities

The sale by retail of alcohol

Yes

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club

No

The provision of regulated entertainment

Yes

The provision of late night refreshment

No

Are you giving a late temporary event notice?

No

Please state the dates on which you intend to use these premises for licensable activities.

22nd, 23rd and 24th October 2020

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock).

11.45 to 22.00 daily

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers (maximum 499).

45

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both

On

Please state if the licensable activities will include the provision of relevant entertainment.

No

If yes selected, please state the times during the event period that you propose to provide relevant entertainment.

n/a

Personal Licence Details

Do you currently hold a valid Personal Licence?

Yes

Issuing Authority

Manchester City Council

Licence Number

184548

Date of Issue

n/a

Date of Expiry

n/a

Any further relevant details

n/a

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

Yes

If answering yes, please state the number of temporary event notices you have given for events in that same calendar year

1

a) ends 24 hours or less before; orb) begins 24 hours or less afterthe event period proposed in this notice?

No

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

No

If answering yes, please state the total number of temporary event notices your associate have given for events in the same calendar year

n/a

a) ends 24 hours or less before; orb) begins 24 hours or less afterthe event period proposed in this notice?

No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

No

If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.

n/a

a) ends 24 hours or less before; orb) begins 24 hours or less afterthe event period proposed in this notice?

No

Declaration and Payment New

Name

[REDACTED]

Capacity in which you are making this application

Agent on behalf of Natalie Lea and Puffin Box Ltd

Additional information

I_understand

Yes

These are the files included with this application :-

Acknowledgement

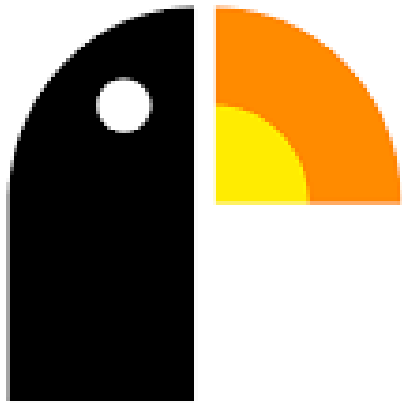
I acknowledge receipt of this temporary event notice

Signature:

On behalf of the Licensing Authority

Date:

Name of officer signing:



**PUF
FIN
BOX**

**PUFFIN BOX IS A FULLY IMMERSIVE,
EXPERIENTIAL, LIVE MUSIC EVENT**

EVENT PLAN VERSION 4



PUFFIN BOX EVENT PLAN

Contacts;

[REDACTED]
[REDACTED]
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Introduction

This document provides information on the planning and implementation of management and operational procedures relating to regulated entertainment and the sale of alcohol at Puffin Box, a temporary, experiential entertainment venue operated by Puffin Box Ltd, Manchester.

The organisers will ensure that entertainment activities and the sale of alcohol is undertaken in a responsible and controlled manner as detailed in our Temporary Event Notices.



Overview

Puffin Box is a socially distanced, immersive, covid-compliant raving experience. Embark on an electrifying 90-minute mini-clubbing experience within your own social bubble, with takeovers from both renowned Manchester and international club brands and DJ collectives.

Set against an industrial backdrop, Puffin Box is located in the basement of Northern Quarter's creative community hub, Hilton House. Puffin Box offers a socially distanced raving immersive experience. Bringing an eclectic music offering from Disco, Soul, Funk, Hip-Hop, House to Techno. Supported and backed by United We Stream, Sacha Lord and Andy Burnham.

Proposed Dates

Week One Events – 22/23/24 October 2020

Week Two Events – 29/30/31 October 2020

Week Three Events – 5/6/7 November 2020

Events will continue on TENs within the 21 day total limit by which time we hope to have secured a premises license for the space.

Opening Hours

Thursday 3.15pm – 10pm (4 x 90 minute sessions)

Friday – 3.15pm – 10pm (4 x 90 minute sessions)

Saturday 11.45pm – 10pm (6 x 90 minute sessions)

Sunday 11.45pm - 10pm (6 x 90 minute sessions)

Management

Set up by Co-Founders Natalie Lea & Kat Warburton.



Nat

Nat has over 10 years of experience in the events industry as a Senior Venue and Event Manager, Nat has operated and run some of Manchester's best and award-winning venues and events. In 2013 after stints in London, Brighton and New York, Nat returned to Manchester to take on dual role of Venue Manager at Gorilla and Event Manager at Albert Hall. When Albert Hall opened its doors full time she was given the role of General Manager and has worked on hundreds of shows including La Discotheque, Run The Jewels, Sam Smith, Hacienda with Frankie Knuckles, Johnny Marr & Sharon Jones.

Moving on from Albert Hall, Nat was promoted to Head of Club, Live & Entertainment for Mission Mars, heading up a team of Programmers, Promoters and Creative Producers.

Nat has also worked on many other events and festivals including Parklife, Neighbourhood Weekender, Pride, BBC Radio 1Xtra & Beyonce's show at Wembley Stadium.

Kat

15 years ago Kat began running her DnB club brand 'Look What The Kat Dragged In' which saw Chase & Status opening up the series. She worked for 5 years at the events & ticket outlet Skiddle.com as Senior Account Manager. After which she travelled to Australia to begin a Business Development Manager role at iRock Entertainment, Sydney's leading club-night & festival organisers.

After 18 months she returned to the UK for a club events assistant role at Mission Mars, formally Trof; covering The Deaf Institute, Gorilla & Albert Hall. She was promoted to Club Programmer for The Deaf Institute & Gorilla, and eventually given the role of Albert Hall Club Programming Manager in 2017 bringing her time at Mission Mars to 7 years.

It is here she created the award-winning disco club-night 'La Discotheque', now in its 4th year it's taking the club world by storm holding residencies in London, Manchester, Leeds, Ibiza as well as hosting tents at various festivals across the UK.

Natalie Lea – Director
Personal Licence Holder No. 184548

Katherine Warburton – Director
Jason Smith – General Manager



Louise Grant – Head of Security

Jason Smith will be overseeing the day to day operation of Puffin Box.

A list of Personal Licence holders will be included in this version once all staff have been recruited.

Occupancy

Up to 30 customers – socially distanced in their own 'social bubble' + staff, artists and security. Approx 40-45 people on site at any one point.

Security Plan

(Dependant on capacity – All SIA licensed

Position 1 – SIA - Front door / Venue Entrance

Position 2 – SIA Inside the main room – static by the lift

Position 3 – SIA Response/ Roamer

Ingress & Egress – (pre-booked boxes)

Staggered entry and exit for all social bubbles/Puffin Boxes into and out of the venue at the start and end of each session.

*Once the 8:30pm session has arrived, egress will be via the front doors of Hilton House on Hilton St as per the venue tenancy agreement.

Bag searches;

PPE - Security to wear masks and gloves whilst carrying out bag searches.

Bag searches will take place at the front door (on Tariff St).

Risk Assessment on site from FGH regarding Covid-19 plan.

As an extra precaution coloured wristbands will be given to each Puffin Box party on arrival. This will ensure people stay in their own box and social bubble.

Lights on – This is how guests will signal that they want to leave their box (only reasons for leaving their box are to smoke or go to the toilet)

Floor staff to lead, security to support.

Smoking Area

Location – Ground floor outside on Hilton Street. This will be a demarcated area with a monitored capacity of guests – social distancing will be insisted on in this area too.

Toilets

Toilets are situated on the first floor



More Security information will be supplied by FGH.

Operations

When guests arrive at the venue there will be 5 numbered umbrellas on Tariff St. The location will allow adequate space for pedestrians to pass by Puffin Box guests and ensure social distancing.

Guests will stand under the corresponding number umbrella to their box and be briefed by the host on the 'Puffin House Rules'. Guests are asked to arrive 15 minutes before their session starts.

Puffin House Rules;

- Each guest is issued a PB wristband corresponding to their box. They will have this put on as they arrive and brief to stay within your box group. Guests will be asked to visibly remove this as they leave.
- Once in the venue you are only allowed to exit your Puffin Box to smoke or use the toilets. There is a light that will signal a member of staff over, when appropriate they will be allowed to exit their box.
- Each session (5 boxes - 6 people max per box) last for 90 minutes. We have 4 sessions every Thursday & Friday between 15:15-22:00 and 6 sessions every Saturday & Sunday 11:45 - 22:00.

Alcohol Consumption

Drinks are pre-ordered & paid in advance at the time of booking. All tickets and pre-paid drinks packages are ordered via Skiddle (our only ticketing provider).

Drinks are stocked in a fridge in the box when guests arrive, there is no bar for guests to exit their boxes.



Overview of COVID-19 Controls

At Puffin Box we are committed to maintaining a safe environment for all. Health and safety is of the utmost importance and our entire concept is built around guests being able to socialise safely with their party whilst maintaining social distance from others.

Listed below are key measures that will be put in place;

- Covid-19 Safety officer to implement, monitor and constantly seek to improve new systems.
- All ticket purchases include details of person buying tickets and contact details for track & trace
- All attendees will use the NHS Test & Trace QR Code at the entrance
- No more than 6 people per box
- 40 guests per session – 90 minute session.
- Ample space between the DJ, performers and other guests
- One way system (see security plan)
- Boxes fully disinfected between sessions.
- Pre-paid drinks delivered to boxes in advance
- Card payments only
- Hand sanitiser stations on entrance and around the venue
- Welcome briefing on 'house rules' including brief on Covid safety measures and ordering systems.
- Managed queuing to toilet facilities
- Staff to complete a Health declaration each day with details recorded for track & trace
- No staff to have been ill in the last 48 hours on site

COVID 19 RISK MANAGEMNT FOR PUFFIN BOX

Social Distancing

Social distancing is the term used for measures that reduce physical contact between infectious and susceptible people during a disease outbreak. They do not involve drugs or vaccines (they are 'non-pharmaceutical') but include measures such as maintaining a minimum distance between individuals, banning mass gatherings, closing schools and workplaces and limiting travel. The challenge is to find out which forms of social distancing work best for COVID-19 – the subject of continuing research.

Reducing the number of contacts between people must, to some extent, limit the transmission of the new coronavirus. The evidence for how best to stop transmission comes from preliminary studies of the current COVID-19 pandemic and from previous outbreaks of other infections, especially influenza.

Social distancing is used to protect public health during an outbreak. Its effects are not usually investigated in formal scientific experiments, so the strength of the evidence is limited. Scientists and policymakers have to take



this into account, as well as the differences between COVID-19 and other infections such as influenza.

NB: At the time of preparing this document the social distancing recommended by the UK Government is 2m wherever possible and if not then what they have termed 1m+. This is because the difference in efficacy between 2m and 1m is small and the risk of contracting the virus is only slightly elevated by the shorter distance.

The reduction to 1m+l enabled many areas of work to re-start and assisted with the re-opening of pubs, restaurants, etc. The “+” (plus) part of the 1m+ is not just about distancing, but about additional measures such as face-coverings, facing away from people, screens, etc.

The announcements on 22nd September 2020 have consolidated many of the rules that have been advisory, have reduced group sizes (non-family/support bubble) to six and have increased the importance of the test and trace app – all of which Puffin Box is embracing. Although venues can stay open late than 10pm, alcohol sales are prohibited beyond this time and so Puffin Box is currently intending to close at 10pm.



COVID19 RISK MANAGEMENT AT PUFFIN BOX

Puffin Box (PB) is well aware of its duty of care for all those affected by its business operations under the Health & Safety at Work Act.

With all events PB aims to go above and beyond the minimum requirements for reducing risk, while accepting that there needs to be some acceptance of risk both by participants and organisers with respect to running a live music or dance event.

After a number of years of operating various events, the PB directors have honed operations at each of its sites to ensure that risk management and the safety of all is uppermost in planning throughout each event – this document aims to deal specifically with COVID19 risk in the basement of the Northern Quarter's creative community hub, Hilton House. for the Puffin Box series of events in October/November 2020.

HAZARD ANALYSIS

The hazard that needs to be dealt with is contraction of the Coronavirus and development of COVID19.

RISK ASSESSMENT

LIKELIHOOD

The likelihood of passing on or contracting the disease is difficult to assess – the UK Government is using the reproduction number (R). The reproduction number is a way of rating a disease's ability to spread.

It's the number of people that one infected person will pass the virus on to, on average

Measles has one of the highest numbers in town with a reproduction number of 15 in populations without immunity. It can cause explosive outbreaks.

The new coronavirus, known officially as Sars-CoV-2, has a reproduction number of about three, but estimates vary.

How is R calculated?

You cannot capture the moment people are infected; instead scientists work backwards.

Using data - such as the number of people dying, admitted to hospital or testing positive for the virus - allows you to estimate how easily the virus is spreading.

Generally this gives a picture of what the R number was two to three weeks ago. Regular testing of households should soon give a more timely estimate.

Why is a number above one dangerous?

If the reproduction number is higher than one, then the number of cases increases exponentially - it snowballs like debt on an unpaid credit card.

But if the number is lower, the disease will eventually peter out, as not enough new people are being infected to sustain the outbreak.

Governments everywhere want to force the reproduction number down from about three (the R number if we took no action) to below one. (BBC News 18 May 2020)



SEVERITY

Although there is statistical evidence that many more people survive contracting COVID19 than die, the Government chooses the "death" data as it undoubtedly assists in driving home the message that this is a serious situation and enables the Government to engender better buy-in to lockdown, social distancing, etc.

That said, the Severity in any assessment here has to be the highest as death and multiple deaths are a consequence of passing on and contracting the virus.

METHODOLOGY GOING FORWARD

This document will then deal with our assessment of different areas of the PB operation at Hilton House and the relation to the **one hazard** being considered here – the contraction of COVID19 by those working, attending and affected by this event and the risk that this may come about.

The mitigation measures and controls proposed in the assessments below will be checked and maintained on site by the staff under the supervision of the event manager and the event H&S Advisor when on site.

Many of the control measures noted rely on PB communicating information to staff, contractors and attendees. This will be managed contractually, on-line, in person, by site briefings, signage and reminders from staff. However, aside from security and stewarding staff speaking directly to guests, enforcement of control measures is difficult. Therefore PB reserves the right to ask persistent offenders to leave the site and will use show-stops and shutting off the music as additional methods to illicit compliance from attendees.

RISK ASSESSMENTS



Company	Puffin Box			Date	11 Sep 2020
Event	Puffin Box at Hilton House			Review date	During build
Activity	Dance event planning & build for staff & contractors			Author	██████████
Hazard	Who could be harmed and how	All controls required	How controls will be checked	Responsibility	
Contracting COVID19 - information NB: All information based on Gov advice	staff, participants and attendees	Staff & Contractor guide circulated to all working at the event – including contractors and bar staff. Site induction and health declaration for staff – online in advance.	Follow up briefing on arrival at site. Declaration populates spreadsheet to be checked on site arrival	PB/Safety PB/Safety	
Contracting COVID19 – social distancing NB: Gov guidance	Staff and contractors	During set up, wherever possible, staff will stay 2m apart. Where 2m cannot be maintained (eg during Manual Handling Operations) then PPE and posture (face away).	Briefing and reminders on site Briefing and reminders on site (PPE in the form of face coverings and disposable gloves).	PB PB	



<p>doc updated 14 June</p>		<p>Site meetings held outside so that 2m can be maintained.</p> <p>All staff to have access to face coverings and disposable gloves.</p> <p>Signage reminders as per images at end of this document</p>	<p>Space allocated, reminders each meeting.</p> <p>Spares available on site</p> <p>Signs to be put up before bulk of staff arrive and regularly checked</p>	<p>PB</p> <p>All employers and PB</p> <p>PB</p>
<p>Contracting COVID19 - hygiene</p>	<p>Staff and contractors</p>	<p>Hand Sanitizer available from start of build.</p> <p>Staff and contractors encouraged to bring their own hand-gel.</p> <p>Signage across the site to encourage regular hand-washing or hand sanitizing.</p> <p>Waste bins available across site – regularly emptied by site cleansing crew.</p> <p>Hand washing and/or sanitizing close to toilets.</p>	<p>Bottles available to all – regularly cleaned</p> <p>Pre-event information</p> <p>See example of signage at end of this document – checks on site</p> <p>Placed out from start of build – regularly emptied.</p> <p>Bottles placed and signed</p>	<p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB/Cleaner</p>



		All toilets regularly cleaned and all surfaces sanitized.	Cleaning staff to wear PPE as appropriate and discard of all cloths used each time.	
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Company	Puffin Box			Date	11 Sep 2020
Event	Puffin Box at Hilton House			Review date	During build
Activity	Live site for staff and attendees			Author	██████████
Hazard	Who could be harmed and how	All controls required	How controls will be checked	Responsibility	
Contracting COVID19 - information NB: All information based on Gov advice	All on site (i.e. if attendees and staff don't follow rules, all are at risk)	Information at reception on arrival Individual umbrella for each group by the entrance – umbrellas distanced from each other PA Announcement for welcome and reminder	Signage and details for distancing posted 5 umbrellas as required with reminders about social distancing Agree script and prompt stage management to comply Check signage is in place	PB PB PB PB	



		Queue areas have signage at 2m intervals to mark out social distancing	before opening; stewards and security to engage with attendees to remind them to social distance.	
Contracting COVID19 – social distancing NB: Gov guidance updated 23 June	All on site	<p>All arrivals are staggered, spaced and numbers reduced to ensure social distancing can be observed. All tickets will be sold in advance reducing staff contact with attendees.</p> <p>Umbrellas, barriers, ground marks and signage used to create queuing areas</p> <p>One way system throughout internal areas</p> <p>Microphone and script available for show stop if social distancing not followed</p> <p>Access to toilets and smoking area regulated by security –</p>	<p>Queue processed in order and reminders to observe 2m distance</p> <p>Maximum 30 persons (5 x group of 6) per session</p> <p>Marked to ensure enough space for social distancing at 2m</p> <p>Security and stewards on duty to remind attendees and maintain one way movement</p> <p>Agree script</p> <p>Security briefed on system – hosts brief guests.</p>	<p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p>



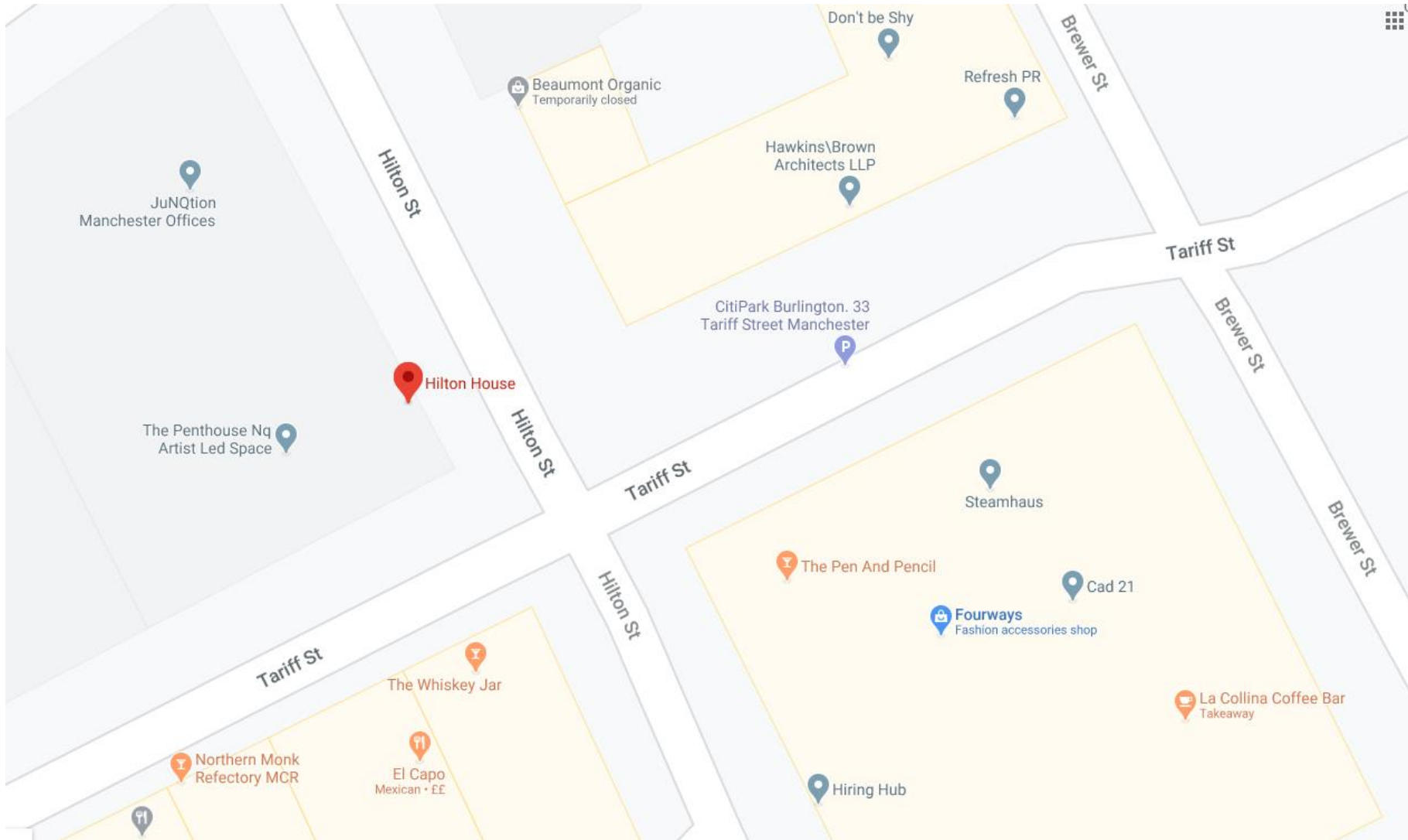
		<p>group flashes light for attention to leave space or order more drinks (initial drink order in fridge within "Box").</p> <p>Each session is 90 minutes only – entire venue is cleared after each session and before next session is allowed entry</p>	<p>Ensure full cleansing of boxes between sessions – only ever 40 guests in at any one time.</p>	<p>PB</p>
<p>Contracting COVID19 - hygiene</p>	<p>All on site</p>	<p>All attendees asked to make a declaration of their health as part of the ticketing process.</p> <p>Attendees asked to be self-sufficient with regard to hand gels for hand sanitization, but additional available on site.</p> <p>Additional hand sanitizer placed around the site for public use.</p> <p>Signage across the whole venue to remind guests and all on site to regularly sanitize hands.</p> <p>Waste bins available across site – regularly emptied by site cleansing crew.</p>	<p>Ensure this is in place and keep records for track and trace (through ticket company)</p> <p>Ensure in notes and online – make security aware when carrying out entry searches.</p> <p>Signage to ensure all know they can "help themselves".</p> <p>Check signage is up before opening venue</p> <p>Placed out from start of build – regularly emptied.</p>	<p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p>



		<p>Hand washing and/or sanitizing close to all toilets.</p> <p>All toilets regularly cleaned and all surfaces sanitized.</p> <p>All bar ware single use and disposable (recycling?).</p>	<p>Placed and signed</p> <p>Cleaning staff to wear PPE as appropriate and discard of all cloths used each time.</p> <p>Signage to ask attendees to bin all empties – cleansing after each session</p>	<p>PB</p> <p>PB</p> <p>PB</p>
Contracting COVID19 - welfare	Attendees	<p>All attendees to make a health declaration as part of ticket process.</p> <p>All security staff have emergency first aid training</p>	<p>Ensure in place and check all complete.</p> <p>Register all security staff for each day/session</p>	<p>PB</p> <p>PB</p>



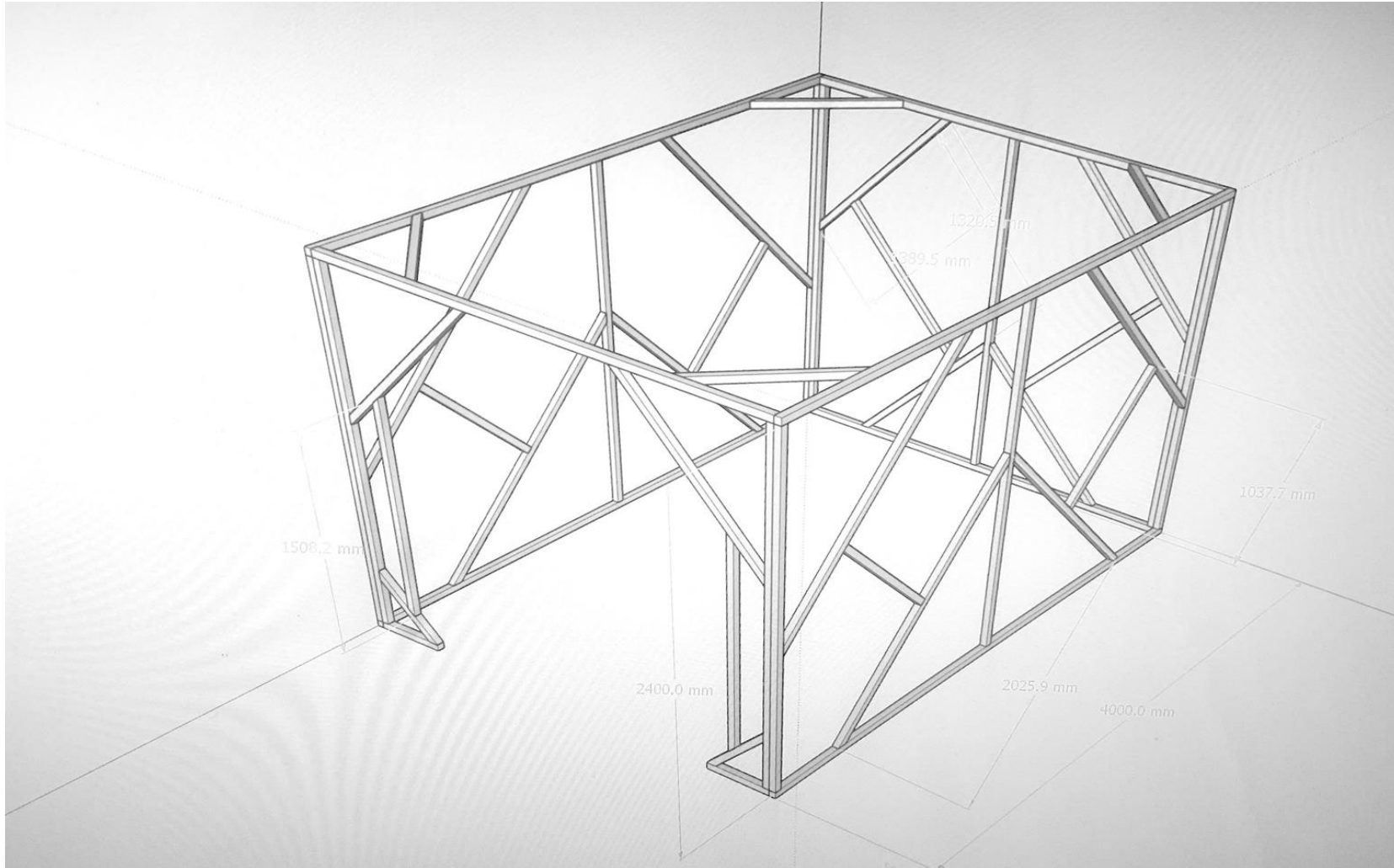
ENTRANCE & SMOKING AREA ON HILTON STREET

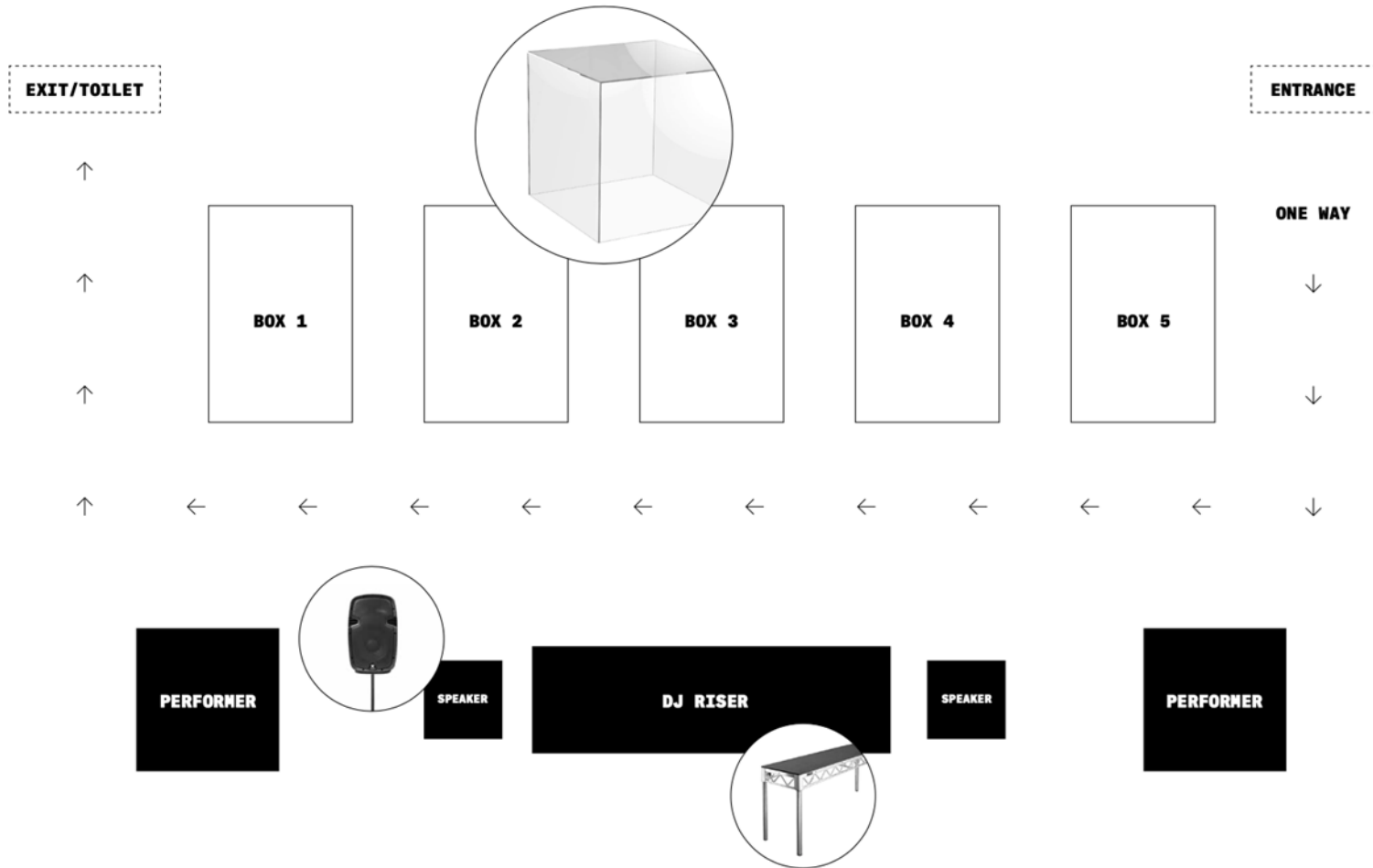


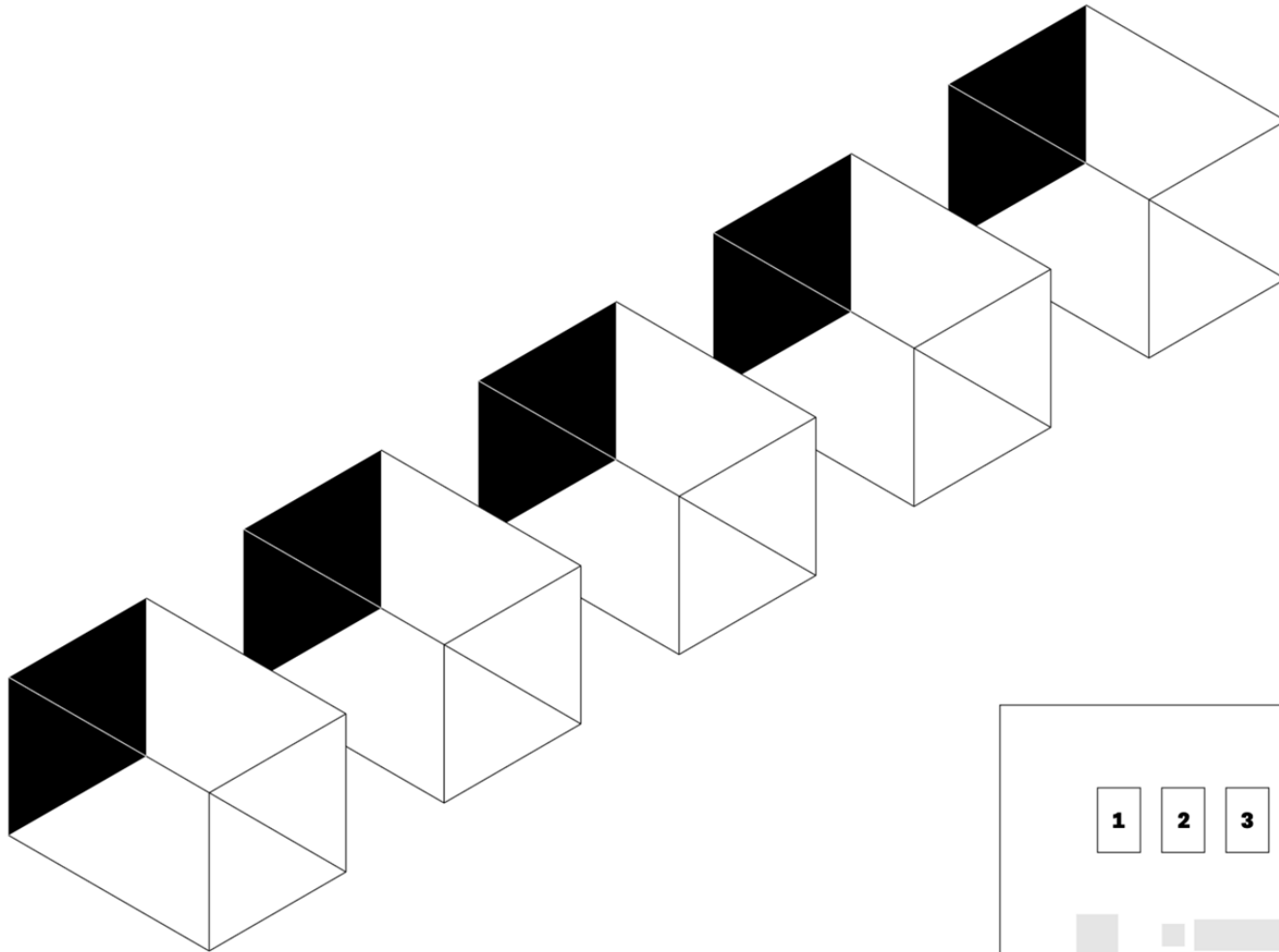


LAYOUT PLANS

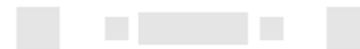
A PUFFIN BOX







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IMPLEMENTING CONTROL MEASURES

Physical Health Check

All attendees must self-declare that they are not buying tickets for the event if they, or any member of their household have any of the recognised COVID-19 symptoms in evidence.

Pre-event communication via facebook and other social media to all participants includes reminders not to attend the event if they have been unwell in the last 14 days. Puffin Box will include links to the current NHS advice on coronavirus/Covid-19.

We will not require attendees to sign a declaration on the day as it could increase the risk of transmission and take up time at entry. However, they will all use the NHS Test and Trace QR Code to scan into the site.

Car Park & Event Entry Point

There is no specific parking for the event, but there are a number of public car parks a very short walk from Hilton House. Public transport (bus and tram) will be encouraged with the reminder that PPE is mandatory on public transport.

At the Event Entry Point on Hilton St a queuing system will be established to enable social distancing by use of umbrellas per group, barriers, signage and floor markings. Our security providers (FGH) will be carrying out searches at the entrance – the methodology for protecting both workers and attendees will be set out by the security company prior to the first event.

Exit will be onto Tariff St apart from the last session of the day which will exit through the main entrance onto Hilton St.

Individual Responsibility

The following applies to all involved in the event – contractors, staff, attendees and event delivery team:

Government hygiene regulations and advice must be followed at all times to reduce the risk of virus transmission. All event attendees must be reminded to wash their hands regularly for at least 20 seconds with soap (or use an alcohol hand gel of over 60%) and avoid touching their face to reduce virus transmission.

We will inform everyone connected with the event that if they feel unwell with any symptoms of Covid-19, they should not attend the event. Attendees should follow the government guidelines and stay home if they are symptomatic and/or if anyone in their house is symptomatic.



Signage

