

## BENHAM PARK ESTATE – EVENT MANAGEMENT PLAN

Operator: Benham Park Enterprises Ltd  
Designated Premises Supervisor: Mark Scholfield  
Personal Licence: LBWands/00802 – Wandsworth Council

### 1. INTRODUCTION

This Event Management Plan (EMP) sets out the operational, safety and compliance framework for licensable activities at Benham Park Estate.

The EMP operates alongside: -

- Benham Park Fire & Life Safety Manual
- Fire Risk Assessment Report No. 18586 (December 2025)
- Noise Management Plan (Benham Park Estate)

Benham Park is operated strictly as an exclusive-use, pre-booked private venue.

There is:

- No general public access
- No ticketed events
- No festivals
- No walk-in trade

### 2. OPERATIONAL OVERVIEW

#### *Event Types*

Wellness retreats and curated wellbeing experiences, corporate retreats, weddings, private celebrations, product launches, and charitable or cultural events.

All activities are pre-booked and delivered on a private, exclusive-use basis.

#### *Operational Model*

- Exclusive use hire only.
- There is no public access, no ticketed entry, no walk-in trade, and no recurring commercial programme of events.
- Wellness activity is low-impact in nature, predominantly daytime-led, and not expected to generate additional noise or traffic beyond standard private event use.

### *Event Frequency*

- Year 1: Maximum 20 events
- Thereafter: Maximum circa 35 events per annum

### *Maximum Attendance*

- Indoor building occupancy: in accordance with Fire Risk Assessment and room capacity assessments shall not exceed 140 persons unless otherwise supported by updated fire risk assessment and room capacity confirmation.
- Larger external events may operate within the licensed red-line area, subject. The absolute estate-wide maximum capacity shall not exceed 500 persons and shall be subject to event-specific risk assessment, infrastructure provision and compliance with fire, noise and traffic management controls.

### *Event Hours*

- 10:00 – 23:59
- Outdoor amplified music ceases by 23:00
- Indoor regulated entertainment and alcohol cease by 23:59 (unless authorised under a Temporary Event Notice).

## **3. LICENSING OBJECTIVES**

Benham Park actively promotes the four Licensing Act 2003 objectives:

- Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

## **4. PUBLIC SAFETY & FIRE SAFETY**

### *Fire Safety Framework*

Fire safety is governed by The Fire & Life Safety Manual

### *Evacuation Strategy*

- Benham Park operates a SIMULTANEOUS EVACUATION STRATEGY
- On activation of the alarm:
- All persons evacuate immediately.
- No phased or stay-put strategy is in operation.
- Assembly Point
- Assembly Point: Front Lawn, clear of emergency vehicle access routes and positioned in accordance with FRA guidance

### ***GEEP (General Emergency Evacuation Plan)***

- A GEEP is implemented in accordance with FRA recommendations (Action 41)
- This ensures:
- No individual is disadvantaged in an emergency.
- Staff are trained to assist mobility-impaired guests.
- Procedures are rehearsed during drills.

### ***Fire Safety Systems***

Maintained systems include:

- L2 Category fire detection system (BS 5839)
- ARC monitoring (Amba Defence)
- Emergency lighting (3-hour duration)
- Fire extinguishers (serviced annually; monthly visual checks logged)
- Smoke control / AOV systems (subject to servicing regime)
- A Fire Safety Logbook is maintained in accordance with FRA Action 50

### ***Drills & Training***

- Annual full evacuation drills conducted and logged (FRA Action 42)
- Induction training for all staff
- Role-specific training for Event Leads and Fire Marshals
- Contractor fire safety briefing mandatory

## **5. NOISE MANAGEMENT & PREVENTION OF PUBLIC NUISANCE**

Noise control is governed by the formal Noise Management Plan

### ***Core Controls***

Outdoor amplified music ceases by 23:00

Indoor regulated entertainment ceases by 23:59

Doors/windows closed from 21:00 during amplified music

Speaker orientation directed away from receptors

No fireworks or pyrotechnics permitted

### ***Noise Monitoring***

A designated Noise Responsible Person is appointed for relevant events.

Monitoring includes:

- Pre-event sound checks
- Subjective receptor checks
- Real-time monitoring where required

- Recorded corrective action log
- Monitoring records retained and available to Environmental Health upon request.
- A dedicated contact number shall be available during events. Any complaint received shall be logged, investigated promptly and corrective action taken where required.

#### *Guest Dispersal*

- Managed departure procedure
- No loitering
- Engine idling discouraged
- Quiet departure signage
- Staff supervision for larger events

### 6. SECURITY & CRIME PREVENTION

- 24-hour CCTV (31-day retention minimum)
- Single gated entrance
- Invitation-only events
- SIA personnel deployed where risk assessment requires, particularly for larger events or alcohol-led evening functions.
- Zero tolerance: drugs, weapons, disorder
- Incident Log maintained and reviewed post-event.

### 7. CROWD, CAPACITY & TRAFFIC MANAGEMENT

- Capacity controlled per room risk assessment
- No roadside parking permitted
- On-site parking marshalled
- Defined supplier loading areas
- Taxi pick-up/drop-off at designated area

For larger events approaching 500 capacity:

- Additional stewarding and enhanced traffic management
- Enhanced first aid provision
- Enhanced noise monitoring

### 8. MEDICAL & WELFARE PROVISION

Minimum one qualified First Aider at all events

- AED on site
- Medical incidents logged
- For events exceeding 250 guests: professional first aid contractor engaged

## 9. PROTECTION OF CHILDREN FROM HARM

- Challenge 25 policy
- ID required where appropriate
- Children accompanied by adults
- No adult entertainment permitted
- Lost child procedure documented

## 10. RECORD KEEPING

Maintained for minimum 3 years:

- Event Logbook
- Fire Safety Logbook
- Incident Register
- Noise Monitoring Records
- Training Records
- CCTV Maintenance Log
- Emergency Lighting & Alarm Testing Records

## 11. COMMUNITY LIAISON

- Dedicated event contact number
- Complaints Log maintained
- Advance notification of larger-scale events where appropriate
- Liaison with West Berkshire Council, EHO and Thames Valley Police

## 12. REVIEW & CONTINUOUS IMPROVEMENT

Following each event:

- Operational review
- Incident review
- Noise compliance review
- Guest dispersal assessment
- Any complaints logged and actioned

The EMP is reviewed:

- Annually
- Following any material change
- Following substantiated complaint
- Following enforcement recommendation

### 13. CONCLUSION

Benham Park Estate operates a professionally managed, low-frequency exclusive-use event model (maximum 20 events Year 1; circa 35 thereafter), within a rural setting, supported by:

- A comprehensive Fire & Life Safety Manual
- An independently prepared Fire Risk Assessment
- A structured and enforceable Noise Management Plan

Together these documents demonstrate that licensable activities can be conducted safely, responsibly, and in full accordance with:

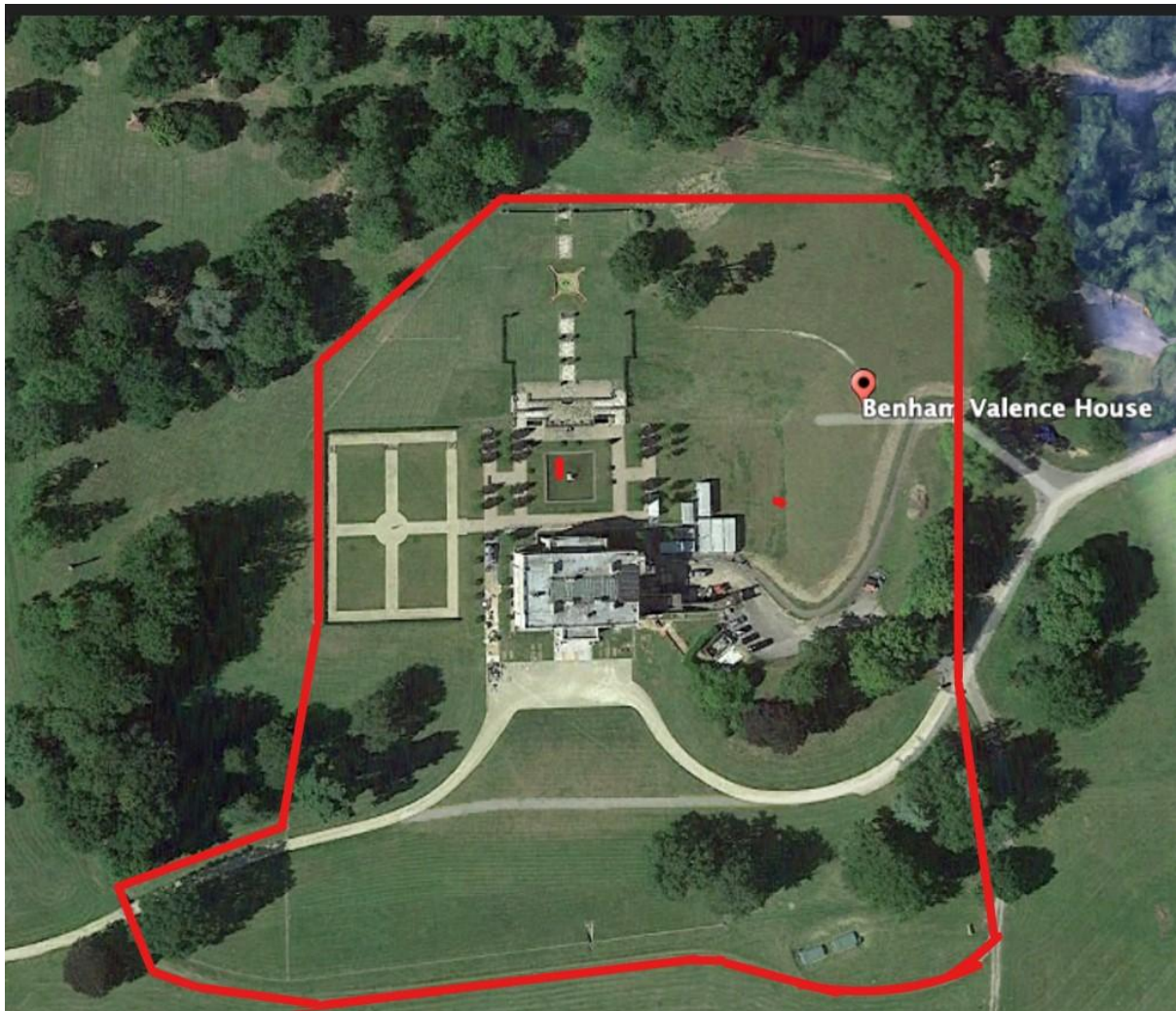
Signed: \_\_\_\_\_

Mark Scholfield

Co-Founder & Director, Benham Park Enterprises

### APPENDIX A – Red Line Drawing

The red line drawing below identifies the area within the estate where events are proposed to take place which may involve live & recorded music, speeches & announcements, outdoor entertainment & social activity and the use of temporary plant or generators.





APPENDIX C – Location Map of Benham Park Estate

