

The Courtauld

ADMISSIONS AND DISPERSAL POLICY SOMERSET HOUSE ART CAFÉ AND EVENING EVENTS

1. Purpose

- 1.1 In accordance with conditions appended to the granting of a Premises Licence for The Courtauld's Somerset House, North Block premises, it is a requirement that The Courtauld Institute of Art (hereinafter referred to as "The Courtauld") implements an Admissions and Dispersal Policy. Thus, this policy sets out the steps The Courtauld will take to ensure staff, students, volunteers and visitors attending The Art Café or any evening event, lecture or function after 18:00 hours Monday to Sunday at the Somerset House, premises will leave in an orderly manner and with the minimal of disturbance to the local area.

2. Scope

- 2.1 This policy confirms how The Courtauld will manage and support the orderly admittance and dispersal of staff, students, volunteers and visitors visiting the The Art Café and attending evening lectures, events and functions throughout the year within The Courtauld's premises located in the North Block of Somerset House.

3. Responsibilities

- 3.1 Overall responsibility for this policy is assigned to the Head of Estates and Facilities. Day-to-day responsibility for implementation of the policy is delegated to the Deputy Estates and Facilities Manager with support from the Director of Commercial and Visitor Experience, Head of Commercial and Visitor Experience, the Security Manager, on-site catering staff, on-site security staff and those staff responsible for organising and managing evening lectures, events and other evening functions at the premises.

4. Procedure

- 4.1 This policy will be reviewed and updated at least once a year in semester two by the Head of Estates and Facilities. The review and any updates made will reflect any changes in how the running of the Art Café, evening lectures, events and functions at Somerset House, North Block are managed and organised including taking account of any comments received from Westminster Council's Licensing Team, Environmental Health Team and/or from representatives of the Landlord (Somerset House Trust), local businesses and residents.

- 4.2 Amendments to this policy will initially be made by the Head of Estates and Facilities in consultation with the Director of Commercial and Visitor Experience (as the Designated Premises Licence Supervisor), and Head of Commercial and Visitor Experience, Security Manager and other relevant staff responsible for organising and managing evening lectures, events, and evening functions. Following agreement on any amendments, a revised version of the policy will be shared with The Courtauld's Health, Safety and Wellbeing Committee for formal approval.

5. Equality Implication

- 5.1 There are no known impacts on equality in relation to protected characteristic groups i.e., age, ethnicity, sex, disability, sexual orientation, religion, belief or non-belief, pregnancy or maternity, civil partnerships or marriage, or gender identity for both staff and students in respect to this policy.
- 5.2 The Courtauld confirms its commitment to the elimination of all forms of discrimination and to provide an environment where individuals are treated fairly, with respect and dignity. This is set out in The Courtauld's Equal Opportunity Policy and complies with the relevant legislation.

6. Policy Document

- 6.1 The Courtauld recognises that its Somerset House, North Block premises is located within the wider Somerset House Estate and thus, there is a requirement to ensure that relevant policies where appropriate align with those of Somerset House. The Somerset House premises are closed at 23.00 hours Monday to Sunday and therefore The Courtauld's will close and thus require those present in The Art Café to vacate by no later than 23.00 hours with the last orders taken at 22:00 hours Monday to Sunday. The Courtauld will ensure that all events and evening functions conclude by 22:30 hours with people attending to have vacated by 23:00 hours. Occasionally there may be a privately hired event which will conclude at 23.00 with people attending to have vacated by 23.30 hours, which will have been pre-agreed with the Somerset House Estates and Operations Team.
- 6.2 The Security Manager will ensure CCTV (Closed Circuit Television) signage is maintained and prominently displayed within the main entrance to The Art Café, Gallery and Institute to ensure those entering are aware CCTV is in operation which may help deter attendees from behaving undesirably.
- 6.3 The Courtauld operates a zero-tolerance policy with regards to disruptive behaviour. The Courtauld expects all workers¹, students, volunteers, and visitors to behave courteously and with consideration to each other. Disruptive behaviour is identified at The Courtauld's Management's discretion. Anyone identified as conducting or being involved in disruptive behaviour will be asked

¹ Workers in the context of this policy means The Courtauld Institute of Art employees, indirect employers, and staff working for contractors.

to leave the premises. The Courtauld reserves the right to refuse entry or ban individuals from The Courtauld's premises if their conduct or behaviour is deemed as inappropriate/disruptive to other visitors, guests, or day-to-day operations of The Courtauld.

- 6.4 Entry/exit searches and the right to search upon entering the grounds of Somerset House, North Block or whilst entering the premises may be a condition of entry if required in the interests of public safety and security in consultation with the Landlord. If searches are being conducted, this will entail a non-invasive check of bags, coats, and pockets by two SIA Licensed Security Officers². Items that are identified as unwanted/unauthorised will be confiscated at the discretion of The Courtauld's Management.
- 6.5 The Courtauld reserves the right to refuse entry to any known person(s) that have caused or may cause disruptions to any events, functions, discussions, presentations or to The Courtauld's general day to day operations.
- 6.6 The Courtauld's Management at its sole discretion reserves the right to refuse admission or remove persons from the premises.
- 6.7 The Courtauld has a commitment towards equality of opportunity and valuing diversity, which includes treating individuals with respect and courtesy, and we request that visitors and those visiting The Art Café and attending our events and functions reciprocate the same to our staff, students and volunteers.

Events, Lectures and Late-Night Functions

- 6.8 Event organisers in conjunction with the Security Manager will review and ensure that for every 100 attendees or part thereof that there is at least one SIA Licensed Door Supervisor on duty during the entire duration of the evening lecture, event, or evening function. At least one SIA Licensed Door Supervisor will be positioned in the main reception/entrance to monitor the main entrance/exit to the premises to ensure that persons leave the premises and disperse quietly towards the exit gate and do not congregate outside of the entrance/exit after 23:00 hours Monday to Sunday.
- 6.9 Event organisers will ensure in the case of evening events and functions, that at least 15 minutes before the official end time of the event (which must be no later than 22:30 hours), no further beverages, alcohol or food is served, with an announcement made to attendees that the event will be shortly concluding and that they should start to make preparations for leaving the premises and in doing so be considerate and not to congregate in and around the entrance/exit or the external grounds of Somerset House.
- 6.10 Event organisers will ensure in the case of evening events, where the playing of live music may be involved, that such music ceases at least 15 minutes before the official end time of the event (which must be no later than 22:30 hours), in order to signify that the event is concluding and that attendees should

² Of which one will be male and the other female.

start to make preparations for leaving the premises and in doing so be considerate and not to congregate in and around the entrance/exit and the external grounds of Somerset House.

- 6.11 Event organisers will ensure that evening events taking place within the premises between the hours of 18:00 to 22:30 Monday to Friday that may also involve the serving of beverages, alcohol, and food that:
- Such events are organised based on pre-registration for all external attendees.
 - At least one SIA Licensed Door Supervisor is to be present at the entrance throughout the event to ensure all persons entering the premises are holding a valid staff or student Courtauld ID/Access card or can evidence a pre-registration ticket or are provided with a guest list by the event organiser against which attendees names can be checked off.
 - That the serving of beverages, alcohol and food within the premises will cease 15 minutes before the official end time of the event (which must be no later than 22:30 hours) and that persons leaving the premises will be monitored to ensure they are not carrying drinking containers, opened or sealed cans or bottles of alcohol, and where such is observed, the SIA Licensed Door Supervisor is to confiscate and dispose of such items in a bin to be provided at the entrance for the duration of the event and removed thereafter.
- 6.12 Any persons arriving for a ticketed event appearing to be intoxicated by alcohol or other substances may be refused entry or asked to leave premises.
- 6.13 In regards to evening functions, staff organising events, including performers and those companies brought in to provide activities and services must conduct themselves in such a manner as to avoid causing disturbance to nearby businesses when clearing and loading out any equipment that has been brought in specifically to support the event, extending to catering vehicles. Where possible all such clearance will be completed, and vehicles departed the premises by no later than 23:30 hours.

The Art Café

- 6.14 The Art Café will be open to members of the public as well as workers, students, volunteers, visitors of The Courtauld and the passing public.
- 6.15 The Art Café management team will ensure that an Age Verification Policy (Challenge 25) for the purchase of alcohol is always in operation.
- 6.16 The Art Café management team will ensure that all children under 14 are accompanied by an adult.

- 6.17 The Art Café operations team will ensure that Fire Regulation capacities are not exceeded, and they will ensure the safety and comfort of customers as dictated by the amount of covers available.
- 6.18 The Art Café operations team supported by security staff will ensure that no persons congregate during opening hours within the vestibule entrance and that in the evenings, persons leaving the venue, do so quietly.
- 6.19 During opening hours The Art Café will be monitored by CCTV which will be managed in accordance with The Courtauld's CCTV Policy.

General

- 6.20 Refuse will be arranged to be collected between the hours of 07:00 and 18:00 Monday to Sunday.
- 6.21 No publicity material will be displayed outside the perimeter of the premises advertising events except in the designated noticeboard boards as provided for on the railings to the Strand frontage of Somerset House as agreed and permitted by Landlord (Somerset House Trust). Any additional publicity material for example but not limited to A frame boards, sighted outside of the Courtauld's demise, is subject securing applicable consents from the Landlord (Somerset House Trust) and or Westminster City Council.
- 6.22 Premises security staff will ensure that internal lighting within the premises is switched off by 23:30 hours Monday to Sunday, to ensure no light pollution disturbance to local businesses and residents.

7. Document Owner and Approval

- 7.1 The Courtauld's Head of Estates and Facilities is the owner of this document and is responsible for ensuring that this policy is annually reviewed and updated to comply with requirements outlined by the Westminster Council Licensing Team. A current version of this document is available on The Courtauld website.
- 7.2 This policy was reviewed and updated on 19 July 2024 and is issued on a version-controlled basis under the signature of the Head of Estates and Facilities.

 Signature: _____	19 July 2024
---	--------------

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Anthony Tyrrell	26.05.2021

2	Staffing updated in Clause 3. Reference to staff changed to workers	Anthony Tyrrell	13.07.2024
3	Clause 6.21 amended to reference additional publicity material	Anthony Tyrrell	19.07.2024