

Chicago Booth School of Business - DISPERSAL POLICY

1. The PURPOSE this policy is:

To design and provide guidance for Chicago Booth School of Business management team and employees and set out the terms for the dispersal of customers from the premises.

To set out the reasonable steps that Chicago Booth School of Business will undertake to prevent unnecessary avoidable disturbance to residents, services and other businesses operating in the vicinity of the premises.

To operate in a manner which causes the minimum impact from noise nuisance and anti-social behaviour from our customers to neighbours and other members of the public.

That all relevant staff will be trained in this policy and other appropriate skills to achieve an orderly and safe dispersal of patrons from the premises.

That staff supervising events comply with and actively implement this Dispersal Policy; where their job role includes these responsibilities.

It is the responsibility of the Designated Premises Supervisors (Kartik Shah/James Greener) to ensure that this policy is enforced at Chicago Booth School of Business and to regularly update this policy to meet the requirements of the business.

2. DISPERSAL shall take place through the main entrance of the Chicago Booth School of Business in Bartholomew Close.

All conditions relating to dispersal included in the Premises licence will be enforced and relevant staff will be trained in these conditions, as well as the terminal and operating hours outlined on the premises licence.

For events after 10pm

Last drinks will be served 30 minutes before closing time.

30 minutes before closing, all music will be turned off and the catering staff will start the collection of glasses and the clearing of other waste will be prioritised; a message will be provided to guests that the premises is in the process of closing and will request that they finish their drinks and prepare for departure.

A member of the security team will be visible at the main entrance/exit to control the dispersal, to remind people to leave quietly and to guide guests towards waiting taxis or direct to local rail stations. A sign will be placed at the entrance/exit asking people to leave quietly and not to congregate outside or in the local area.

This Policy is applicable to any evening at Chicago Booth School of Business with late closure.

Local Transport information:

Bus and Taxi information:

Guests will be advised to pre-book taxis and advise the taxi company of the correct pick-up location along with instructions on how to minimise disturbance to local residents.

- Local & Night Bus Services – StopSV (Little Britain)

4,56,76,100

- Underground:

St Pauls (Central Line)

Farringdon (Elizabeth line)

Barbican (Hammersmith & City)

• Main Line Trains:

Farringdon (City Thameslink)

- No members of the public will be permitted entry to the campus, attendance by invite only.
- Guests will be encouraged to leave quietly at the end of the night.
- NO drinks will be allowed at any point outside of the campus premises at any time.

3. SIGNAGE & CCTV the following signs will be displayed at the premises:

- Signs requesting patrons to Leave Quietly and Respect the Neighbours at night
- Signs to inform patrons that drinks may not leave the premises at any time

The Chicago Booth School of Business has CCTV cameras covering entry and exit from the premises.

4. SMOKING AREAS Chicago Booth is a smoke free campus and does not provide any external area for smokers.

5. BOTTLES, GLASSES & LITTER The premises will maintain the area immediately to the front of the premises, no bottles or glasses will be permitted outside of the campus at any time.

A member of the security team will check outside the premises at the end of the event to assist in guests to moving away from the premises in an orderly manner.

6. SOFT CLOSURE & MUSIC ENTERTAINMENT

Patrons will be notified by announcement:

- 'Time' will then be announced when the event concludes, coinciding with turning off the music.
- After 'time' has been called, cleaning will begin collecting glasses and guests will be made aware that it will soon be time to leave.
- 20 Minutes after 'Time' has been called people should be asked to leave in a polite and friendly manner.
- 30 Minutes after 'Time' has been called, everyone should have left and dispersal as described earlier in this policy should be underway. A staff member will be at the door to say goodbye.
- A staff member or member of the security team will remain outside and ensure guests leave in an orderly and quiet manner.
- The music will not be turned back on by staff for their own entertainment while cleaning the premises, once customers have left the premises.

8. CONTROLLING CUSTOMERS & PREVENTING LOITERING There are a number of solutions already described earlier in this policy on strategies which will help move people away from the premises and disperse them.