

# THE EDINBORO CASTLE MANAGEMENT PLAN FOR TEMPORARY MARQUEE

The marquee will be erected in the rear garden of the public house on Monday 26<sup>th</sup> November 2018 and will be removed on Monday 7<sup>th</sup> January 2019 (or as soon as possible thereafter). It will be provided with heat and light.

- It will only be used by customers who have pre-booked one of the Christmas menus (details available on [www.edinborocastlepub.co.uk/christmas](http://www.edinborocastlepub.co.uk/christmas)).
- There will be a waiter station in the marquee, as well as at least one member of staff, (usually more), on duty in the area, at all times. As well as serving guests, staff members will monitor noise levels. Radio headsets will be used by senior staff members, in order to allow them to communicate quickly and resolve potential issues before they impact on others.
- The general manager will personally oversee all bookings over 50 people in the marquee, in order to ensure complete control of noise and a quick and efficient exit.
- Periodic checks by staff will be undertaken to ensure that guests do not congregate in the garden both during operating hours and after. Any guests waiting for transport will be asked to wait inside.
- The use of the marquee will be closely monitored by the management of the public house, which will liaise with, and respond to any concerns raised by, neighbours.
- The public house operates a policy of ensuring customers vacate the beer garden area by 10.30 pm. This applies throughout the year and will also be in force whilst the marquee is in use.
- Bookings will be taken, and food will be served, so that meals are finished by approximately 10.00-10.15 pm, with the first course of the last sitting being served around 8.30pm. Customers will be advised of this curfew when booking. Customers will be reminded of this condition upon arriving for their booking. Any customers still sitting at their tables at 10.30 pm will be asked to move into the public house.
- The public house closes at 11.00 pm daily (last orders), with all customers having to be off the premises by 11.30 pm.
- Signage is in place reminding customers to show respect for residents by leaving in a quiet and appropriate manner. Further temporary signage will be in place to highlight this point whilst the marquee is on site.