



Burghfield Community Pub

A Covid-19 Social Distance request for use of Parish Council Facilities

Event Plan

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Description

The community of Burghfield are known to love local events which engender the incredible community spirit we have come to expect locally, but with the global pandemic effecting all aspects of life, Box Kart, May Fayre, VE day and questions over the ability of Burghfest to go ahead, we find ourselves without a focus or the ability to socialise locally, albeit with social distancing measures in place

Thames Valley Air Ambulance has launched an [urgent appeal](#), with a projected £1m in funding shortfall, directly linked to the economic and societal changes, resulting in the response to the Covid-19 threat, and this initiative would provide a number of significant benefits locally, including that of fundraising for this vital service, along with much needed funds to local groups through the DYB coin initiative, whereby local groups receive funding in return for volunteering

With the easing of lockdown, from the 4th July, allowing pubs and restaurants to reopen, and further relaxations announced on 9th July allowing outdoor music events and gyms to open, the Burghfield Santas would like to propose a 'pop-up pub' using the Recreation Ground and the Pavilion

This proposal is for the use of the existing pavilion within the recreation ground, Burghfield Common, as used for Burghfest, during ad-hoc summer weekends to provide a 'pub in the park' – providing much needed community cohesion, during these times of increasing uncertainty, and assisting with the devastating funding shortfall being faced by the Thames Valley Air Ambulance and local community groups

Dates & Times

The proposal is for the pop-up pub to open weekends during the summer months (July & August)

The initial proposal is for two opening days, with low-key publication to measure the event and document procedural improvements

Date	Open	Close
17 th July 2020	17:00	21:00
18 th July 2020	14:00	20:00

The pilot opening is planned for Friday and Saturday with closure around dusk, and earlier closing to reflect the nature of the opening, as sedate social distance drinking rather than that of beer festival/party into the night

This request also incorporates potential further openings, no more than weekly on Friday and Saturday, until September, but dates and times may be adjusted, based on lessons learned and community feedback, with each opening reviewed by the Santa committee in accordance with current government guidelines.

Attendees and social distancing

Initial Opening will be strictly limited, with reservations required for service. The actual number of reservations available will vary as the pilot completes, however the maximum attendees will be limited in number to <499, operating with social distancing measures in place. Operating from the Pavilion will allow attendees to maintain social distancing across the entire grounds of the park area. Access to the 'bar' will be controlled by the use of a reservation system.

The Santa App

The initial 'App' will allow people to reserve a place at the Bulging Sack, and in line with Government regulations, will require the person making the booking to provide their contact details to ensure track and trace measures can be implemented. This data will be stored for 21 days, then deleted.

Future extensions of the app will allow guests to place an order for their drinks, and pay online. They will be notified when to come and collect their drinks, which will be served on a numbered tray

In the interim, and for the initial pilot openings, we propose to control volumes, through social distanced queuing systems

Using the Pavilion serving hatch, rather than the wandering sack, will, by nature reduce the serving speed and volume of alcohol able to be consumed. Pre-Registration is essential, and guests will need to show their reservation prior to placing an order at the bar. A Volunteer, with PPE will encourage guests to complete the registration online. Those that are unable to register online will be registered by the volunteer in the 'guest book' for the party lead, and will be provided a tray for drink collection.

Initial Opening Process

Whilst the long term plan will be for a self-service app, and fulfilment process, technical challenges and investment in development do not make sense in the short term for the first pilot openings

Simplified Process:

1. Lead contact for party joins socially distanced queue for bar and uses hand sanitiser
2. If Lead contact has not already registered in advance, Lead contact scans QR code to launch App and register their details. As part of the registration process they confirm:
 - a. Their party will follow social distancing in the park
 - b. They will provide contact details for the rest of their party if requested by NHS Track and Trace
3. The Santa host will verify registration has occurred and give them a tray. If they are unable to register, for example, they don't have a phone, the Santa host will register the contact on their behalf.
4. Lead contact places order at bar and puts tray on bar
5. Bar staff pour drinks and place on tray
6. Lead contact pays via contactless payment
7. Lead contact takes drinks to their party and the drinks are consumed
8. Tray and used glasses returned to central collection point
9. If party requires further drinks the process repeats, skipping step 2.

Serving Process

Upon receipt of the tray, guests will remain in the queue, which will be marked with 2m spacing. The Bar will only have 4 taps, with one drink type on each tap, plus wine and gin. This will have the effect of limiting serving speed, reducing the propensity of the area from becoming unruly by naturally limiting the speed and volume of alcohol that will be consumed. Guests will only have one tray, and their order must fit on the single tray, to prevent hoarding of drinks.

Glass and Tray Return

Glasses will be single use, one element that the organisers will need to complete is to 'untrain' the community, now very used to bringing their own 'santa' glasses from home to the events. There will be a collection bin for glasses near the bar, and guests will be encouraged to return glasses to the bin. New glasses will be provided on each order to reduce the possible transmission of virus between people. The bin will be regularly emptied, and the contents sanitised using Milton fluid before washing. A second bin will be available for tray returns, which will also be sterilized before re-issue. One of the challenges the Santas will need to address is the encouragement of glass and tray return, with no viable solution for deposit return yet found. This will continue to be worked on, until the time of the event to find a practical solution

Bar Staff

Wherever possible, the two members of staff within the kitchen area serving, will be of the same household, given the challenges with maintaining social distance in the confined space. Where not possible, volunteers will be provided with PPE, including face shield and gloves. The kitchen will be restocked by a separate volunteer, who will not enter the kitchen area.

Marketing

The Santas will not perform the usual degree of marketing efforts associated with the events, instead we will issue communication to previous volunteers, and allow word-of-mouth for the opening. The initial event will be advertised to previous event volunteers for first-come access for reservations.

Registration

Registration will be recommended to be completed prior to arrival. Rules of the event, including agreement to adhere to social distancing will be 'clicked through' during the registration process. Details of the party lead, including contact information will be retained. Event details, including organiser contact information will be provided on the registration notification, to allow the details to be passed onto NHS Track and Trace, should the need arise

Seating and Shelter

People will be encouraged to bring their own chairs and picnic apparatus to the event, to foster the social distancing within the park area. Gazebos will be allowed should the weather look poor for the evening, but if high winds are expected, and there is danger posed from these, then the organiser will request they be taken down

Toilet facilities

In line with current guidelines, toilet facilities will operate on a 'one at a time' approach. For this purpose, we propose the use of the single toilets in the pavilion, for male and female use. Hand Sanitisers will be provided at the entrance to the pavilion and must be used before entering the building. Signage will show clear instructions to wash hands before entering

Parking

As with Burghfest, the event is aimed at the local community, primarily within Burghfield Common, parking is not foreseen as a problem, given the nature of the event, and the target audience within the Burghfield Common immediate area. The lack of parking will be advised to people during the registration process

Infrastructure

The Santas have all the required equipment to run a draft beer serving bar. The heating is not on during the summer, and there is sufficient ventilation to the outside already in place to negate any further works. Beer would be served from 'key kegs' self-contained ale dispensers, that do not require storage in the same rigorous cellar conditions as traditional beer, and with the added advantage of a longer shelf-life

Cellar options

Plant Room - preferred

This is the ideal location from a security, and minimising the impact of the functional aspects of the pavilion. The main drawback is the inclusion of the boiler and hot water cylinder, overall the view of the Santas is that during the summer the plant room is relatively cool, with the heating being off, therefore the issue of ambient heat should not be a concern. There is a large fan within the plant room that will be available to extract warm air from an interim portable air conditioner unit, should this be required. Entry to the Plant room is controlled and locked. Any volunteer accessing will be required to wear PPE, with mask and gloves to minimise any aerosol dispersal into the room

Beer Lines

To reduce risks of trips and falls, along with the added security, the Burghfield Santas request permission to utilise the existing entry point at low level from the plant room, to the kitchen at skirting level, this room penetration is existing due to previous remedial works in the pavilion. This will allow beer lines to run to the kitchen area, below the kitchen units where the taps will be clamped to the worktop counters for serving. There will be no structural modifications required within the kitchen area, the beer pumps are removable clamps, with rubber bases, that leave no trace, and have been used at several santa charity events

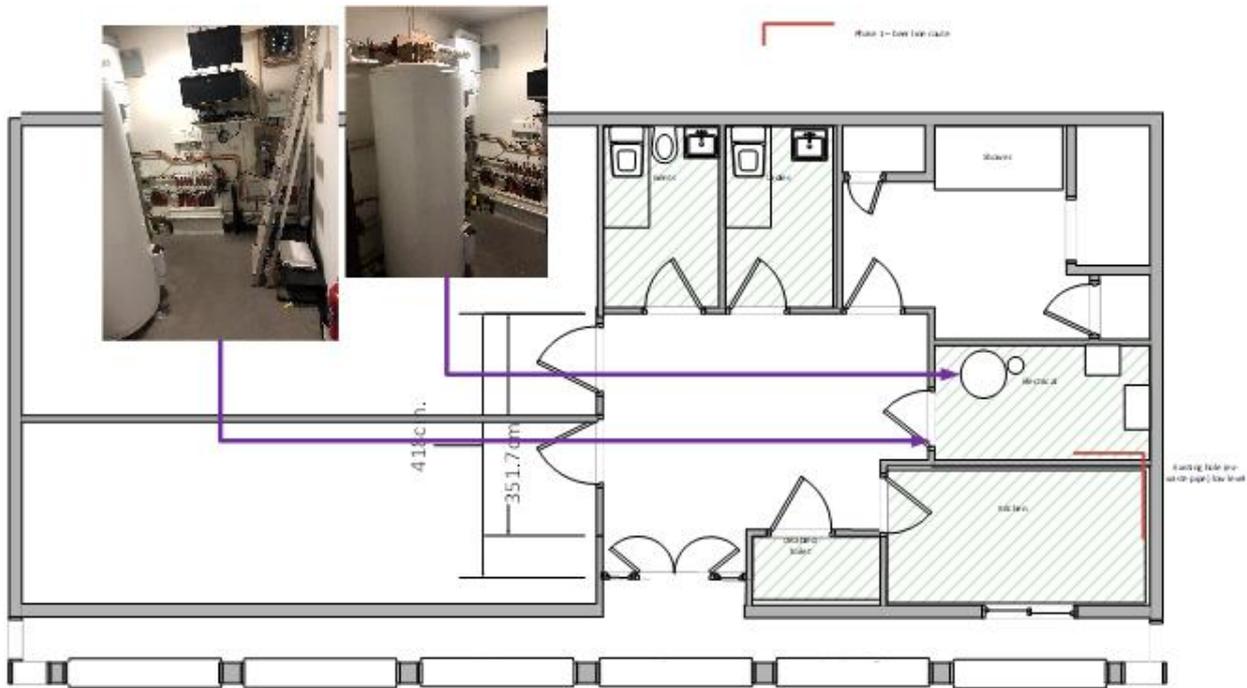


Figure 1 - Pavilion layout

Major Contingency Plans

UK Government issues increased restrictions	The opening would be cancelled
In the event there is a power outage	In the event of a power outage on the site, the organisers will make a public announcement to explain the situation to the attendees. The organisers will monitor the situation to ensure no Health and Safety risks.
In the event of a sudden Lightning Storm	The organisers will ensure that all electricity supplies to temporary structures are switched off. If the weather presents a risk to the general public attending the event the organisers will end the event early.
In the event of social distancing not being observed	The Santa App, which will be used for reservations on the initial opening, but not for payment, has a 'broadcast' facility. In the event of social distancing measures, or other guidance being ignored, the bar manager will broadcast a warning to the attendees. Should this be ignored, the Bar Manager can call the event to a close.
In the event of anti-social behaviour	The Pavilion will be operating under a premises license. It is the Duty of the police to help uphold a premises license. The bar manager can ask people to leave the park, should they refuse, a criminal offence is made, and as a last resort the police will be called to assist

Emergency and Evacuation Plan

It is highly unlikely that there will be a need to evacuate all the attendees. The instruction to evacuate can only be given by the Duty Bar Manager. An Announcement will be made, the bar will shut, and people will be asked to leave

First Aid and Medical Provision

On each duty shift, trained first aiders will be present, with the primary aim being to preserve life and the secondary of preventing an impact on the statutory 999 Ambulance service by treating patients on-site.

Crowd Control and Security

Attending the community bar will require booking a place on the 'App'. Spaces, and availability will be limited. No service will be provided to those not using the app, and without a reservation

The initial 2 openings will be run using the Burghfield Santa's premises license. With this in place, the police have a duty to protect the license. Any member of the public can be required to leave the grounds of the recreation ground. Subsequent openings will be run under a TENs license, allowing a capacity of 499 to the serving area, but tied to the Premises License, as such the legal duty of the police remains

A Log will be maintained via the App for capacity checks

Policies

- 1) No smoking in any structures (pavilion).
- 2) No anti-social behaviour.
- 3) No knives or weapons.
- 4) We reserve the right not to serve alcohol if heavily intoxicated.
- 5) No illegal drugs.
- 6) Volunteers should be treated with respect at all times.
- 7) Current Government Covid-19 policies to be adhered to by staff & attendees at all times.

People in breach of this policy may be asked to leave the premises and in extreme circumstances the event may be closed early.

Welfare and Sanitary Provision

Current government guidelines are for 'one in, one out' for toilet facilities

The two main toilet facilities in the pavilion will be used, and all other areas cordoned off. Facilities will be checked on an hourly basis and cleaned when required including sanitisation

The outer door to the toilet facilities will be secured in the 'open' position. The urinal in the male toilet facility will be marked out of service. Privacy will be maintained for occupants within the two existing toilet cubicles. Hand soap and sanitizer will be available at the sink area. On entry to the pavilion, tape will mark a safe waiting area for use of the facilities, and a hand sanitiser 'stand' will be available with clear markings directing people to use the sanitizer on entry to the pavilion.

Licensing

License type	Description
Premises License	1. Burghfield Santas hold a premises license, encompassing the entire recreation ground and pavillion. Subsequent weekends will use a TENs license, linked to the Premises License

Covid-19 Specific Track and Trace

In the event of a guest testing positive for Covid-19 following the opening, details of the contacts for the organisers are available on the App, and would be provided to the NHS Track and Trace Service. The Track and Trace service would contact the organisers, who will provide the details from the App of registered group leader attendees. NHS Trace & Trace will then contact the group leaders and request details of members of their parties.

Volunteer Safety and Pandemic precautions

All Volunteers will be issued with PPE for their shift. Hand Sanitizer and hand washing facilities are available

Glasses will be single use, there will be no refills of glasses. Used Glasses will be returned to the deposit box by the bar. These glasses will be thoroughly washed, and not used for a further 7 days to minimise risk of contamination

All payments for Drinks and Snacks will be via contactless card payment only. No cash will be accepted. The intent is for the Santa app to allow payment in the future.

Drinks will be collected on a tray from the bar serving hatch when the order is ready. Queues around the bar area will not be tolerated

Members of the public will be encouraged to bring their own chairs, and maintain social distancing within the park area

Temporary Structures

- Members of the general public will be able to erect their own gazebo structures on the park, at their own risk, to mitigate in event of inclement weather. Terms and Conditions for this will be included in the registration

Concessions (food)

- Local providers, the Gourmet Queens have been invited to provide catering at the Opening, the Gourmet Queens will provide insurance and risk assessment to the Parish Council prior to the event for approval

Waste Management

- Additional Bins will be provided around the area

Summary

The Burghfield Santas offer huge thanks if the Parish Council consider this application, especially given the short notice before the summer break. We feel this is a unique opportunity to respond to the community needs in a phased Covid-safe manner, whilst providing a fantastic fundraising event. Our Community is intelligent and resilient, and with a pool of over 150 local volunteers to call on, we believe this is a great approach to balance the social needs of our residents, whilst maintaining social distancing to keep us all safe



Glyn Townsend, 12th July 2020

Chairman, Burghfield Santas