



TOTAL POLICING

## PROMOTION EVENT RISK ASSESSMENT FORM 696

### Guidance for Artistes and Promoters

(Users should ensure that this guidance sheet is handed or sent to all persons disclosing their personal details)

The Promotion Event Risk Assessment Form 696 is designed to allow the management of licensed premises, promoters of music events, event security and the police to work in partnership to identify and minimise any risk of serious violent crime happening at a proposed event. Should areas of concern be identified the police intention is to work together to create a Risk Management Plan that enables the event to proceed with minimum risk.

The use of this form is voluntary. However, we note that the completion of this form may be a condition on some premises' licences. This means the completion of this form is mandatory for those premises.

The management of the licensed premises or the promoter considers that the proposed event requires a Promotion Event Risk Assessment Form 696 to be completed and it is for this purpose that your personal details are required.

The information provided will be cross-referenced with our systems and data sources to assist with the risk assessment.

The information is processed in accordance with our policing purpose as defined by the Code of Practice for the Management of Police Information (MoPI) as follows:

- Protecting life and property;
- Preserving order;
- Preventing the commission of offences;
- Bringing offenders to justice;
- Any duty or responsibility arising from common or statute law

If you or your client has any concerns or queries regarding the above processing please contact the Metropolitan Police Service Data Protection Officer (details provided below).

**Data Controller Details:** Sir Bernard Hogan - Howe Commissioner for the Metropolis

**Information Commissioner's Office Data Controller Registration Number:** Z4888193

**Data Protection Officer Details:** Merilyne Davies, Public Access Office, PO Box 57192, London, SW6 1SF  
(Tel: 020 7161 3500)

For a copy of the Metropolitan Police Service's Fair Processing Notice please refer to the following link or contact the Data Protection Officer (details above):

<http://www.met.police.uk/foi/pdfs/otherinformation/corporate/paofairprocessingstatement.pdf>

### Guidance for submission

Please submit the completed form via e-mail to the Promoters Desk and copy in the local borough police licensing unit at least 14 days in advance of your event. This is to ensure that there is sufficient time to implement any risk management plan if needed. The Promoters Desk will carry out an intelligence assessment and provide you with feedback either directly or through the local borough police licensing unit no less than 7 days before your event. If you have not received feedback within this time please contact the Promoters Desk directly on 020 7321 7760



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## PROMOTION EVENT RISK ASSESSMENT FORM 696

The use of this form is voluntary. However, we note that the completion of this form may be a condition on some premises' licences. This means the completion of this form is mandatory for those premises.

<b>Please complete this section to enable Clubs and Vice Unit to monitor the use of this Form.</b>	
Is completing Form 696 for Promoted Events a condition on the premises licence?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>IMPORTANT NOTE - Identification is required for the Promoter &amp; Performers either in the form of a Driving Licence or Passport. Please ensure all documents are attached if not please give your reasons in the box.</b>	

### When to complete Form 696

Our recommended guidance to music event organisers, management of licensed premises or event promoter on when to complete Form 696 is where you hold an event that is –

- promoted / advertised to the public at any time before the event, and
- predominantly features DJs or MCs performing to a recorded backing track, and
- runs anytime between the hours of 10pm and 4am, and
- is in a nightclub or a large public house.

The recommended guidance does not restrict the use of the form solely to any specific event. Event managers and promoters may, if they wish, use it for events not strictly covered by the guidance. The Metropolitan Police Service will aim to give appropriate support and advice to ensure a safe event.

**PLEASE COMPLETE ALL SECTIONS.**

Name of Premises	The Coronet		
Maximum Capacity of Premises	2800		
Full Address	28 new kent road, London, se1 6tj		
Telephone Number	T02077011500	Email Address	info@coronetlondon.co.uk
Designated Premises Supervisor	[REDACTED]		
Contact Telephone Numbers	Landline: T02077011500	Mobile:	[REDACTED]

### PROMOTER'S DETAILS

Promoter's Full Name <i>(include BIIAB Qualification Number)</i>	[REDACTED]		
Date of Birth (dd/mm/yyyy)	[REDACTED]		
Address	[REDACTED]		
Contact Telephone Numbers	Landline: T	Mobile:	[REDACTED]
Email Address	[REDACTED]		

### PROMOTION / EVENT DETAILS

Promotion / Event Name	House of Silk		
Event Date (dd/mm/yyyy)	07/11/15		
Start Time (HH:mm)	22:00	Finishing Time (HH:mm)	07:00

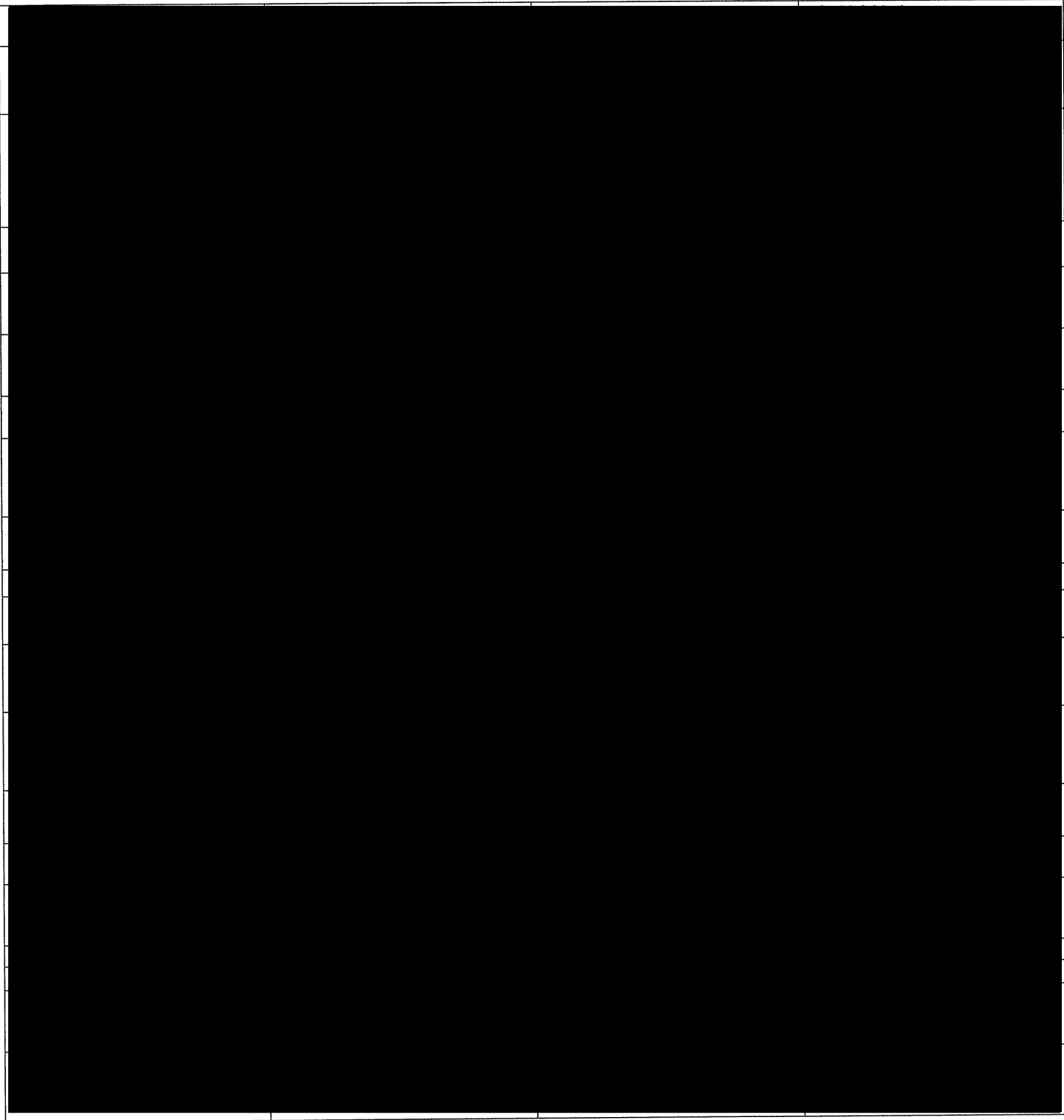
**RESTRICTED WHEN COMPLETE**

Expected numbers attending event?	2000	Is this a regular event at this venue?	Yes <input type="checkbox"/> x No <input type="checkbox"/>
Is the event...? <i>(Check relevant box)</i>	Private <input type="checkbox"/> Public <input checked="" type="checkbox"/> x	Will tickets be sold on the door?	Yes <input type="checkbox"/> xNo <input type="checkbox"/>

**Please list below all DJ's, MC's, featured artistes / other promoters performing**

**We need a minimum of name and date of birth to cross-reference with our systems and data sources. It is the responsibility of the person submitting this form to check that the information is correct when checking the identification of the Promoter and Performer's.**

Real Name	Role and other name used <i>(i.e. stage name)</i>	Date of Birth <i>(dd/mm/yyyy)</i>	Address



**RESTRICTED WHEN COMPLETE**

<b>SECURITY FOR THE EVENT</b>			
Please provide the name of the security company to be used		Regency Security	
Contact name at security company to be used		Gary Powers	
Registration no.	07148801	Email	[REDACTED]
Contact nos. of security company	Landline: [REDACTED]	Mobile:	[REDACTED]

<b>SECURITY DETAIL AND DEPLOYMENT</b>		
Number of door supervisors	Male: 32	Female: 4
Please outline below how you propose to deploy your security staff and what equipment will be available to facilitate searching on entry		
1 head door 6 outside on queues (all to main room) 2 front door 6 on search (2 pairs to roam once quiet) 1 Foyer 4 smoking area 1 back stage 5 back gate artist entry/search 1 stage door 2 bunker walkway 3 first floor 2 second floor 2 main room		
Total security staff	31 ground floor/ whole venue - 36	
Performer / artiste security <i>(Show company name &amp; contact numbers)</i>	n/a	

Do you have other knowledge that needs special consideration in order to limit violent crime at the event?

When complete please e-mail this whole document **at least 14 days in advance** to:

[SCD9ProactiveLicensingIntelligence@met.police.uk](mailto:SCD9ProactiveLicensingIntelligence@met.police.uk)  
 And to your **Borough Police Licensing Unit.**

**RESTRICTED WHEN COMPLETE**

Retention period: 6 years  
MP 366/10

RESTRICTED when Complete



TOTAL POLICING

Form 696A

AFTER PROMOTION / EVENT DEBRIEF

Name of Premises: Coronet

Date of Event: 7<sup>th</sup> November 2015

Please complete this page if you have any information concerning the event that will enable police to give you appropriate support and advice to ensure safer future events. Full, honest disclosure is essential.

The Coronet hosted House of Silk on 24<sup>th</sup> January 2015, attracting 2300 people without incident and a mixed male/female crowd.

We hosted House of Silk for a second time on Saturday 7<sup>th</sup> November 2015. The event had approximately 1800 people inside at the time of an incident with a further 2-300 still queuing to enter the venue at 2.30am.

An incident occurred where a pepper spray was triggered and one male receiving a puncture wound to just above his left knee (no weapons were found so it is unknown what caused the injury). The event was closed at the request of the Police.

No other incidents took place, however I am concerned about the profile of customers, especially following the last event. The crowd was 65-70% male which is highly irregular for any event we host at Coronet.

Early doors, the crowd was a fairly even mix of male and females, by 12am we noticed the crowd becoming more male orientated. Though the people queuing were well behaved I became slightly concerned over the profile of people. We queue jumped females in order to keep the balance inside.

I take no issue with [REDACTED] (promoter), the incident was out of his control. However, I feel that more attention needs to be paid to who tickets are being sold to. Also, his partner for this particular event known as [REDACTED] or [REDACTED], did attempt to try and walk artists and guests through without being searched. [REDACTED] was alerted of this and was in agreement with me that this was unacceptable and promptly spoke to [REDACTED]. [REDACTED] did not try it again.

I have general concerns now over the type of person this particular genre of event is attracting. Myself and my team are currently reviewing our diary for future events and will feedback any concerns we may have.

Name and contact number of person completing this form:

Name: [REDACTED]

Contact Telephone Numbers: [REDACTED]

When complete please e-mail to:

Promoters Desk  
SCD9 Proactive Intelligence Unit  
020 7321 7760

[SCD9ProactiveLicensingIntelligence@met.pnn.police.uk](mailto:SCD9ProactiveLicensingIntelligence@met.pnn.police.uk)

Retention period: 6 years

**RESTRICTED when Complete**

MP 1001/08



[REDACTED]

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**From:** [REDACTED]  
**Sent:** 11 November 2015 12:32  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: RESULT: 07.11.2015/696  
**Attachments:** RA696 - House of Silk - 07.11.2015.doc; Form 696A - House of Silk 07.11.2015.doc

Hi [REDACTED]

Please see email below stating House of Passion event as LOW risk. Also attached is the RA696 form submitted by us and the RA696A feedback form that I submitted following the conversation I had with [REDACTED] at the club focus desk.

Regards,

[REDACTED]  
General Manager

Tel: 0207 701 1500

Web: [www.coronetlondon.co.uk](http://www.coronetlondon.co.uk)

**CORONET**

28 New Kent Road, London SE1 6TJ

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**From:** [REDACTED]  
**Sent:** 11 November 2015 12:30  
**To:** [REDACTED]  
**Subject:** FW: RESULT: 07.11.2015/696

Yours sincerely

[REDACTED]  
28 New Kent Road  
London SE1 6TJ  
Tel: 020 7701 1500  
Fax: 0207 701 1300

[www.coronetlondon.co.uk](http://www.coronetlondon.co.uk)

**CORONET**

**From:** [Julie.E.Roberts@met.pnn.police.uk](mailto:Julie.E.Roberts@met.pnn.police.uk) [mailto:[Julie.E.Roberts@met.pnn.police.uk](mailto:Julie.E.Roberts@met.pnn.police.uk)] **On Behalf Of**  
[SCD9ProactiveLicensingIntelligence@met.pnn.police.uk](mailto:SCD9ProactiveLicensingIntelligence@met.pnn.police.uk)  
**Sent:** 27 October 2015 10:52  
**To:** Matthew Walker <[Matthew@coronetlondon.co.uk](mailto:Matthew@coronetlondon.co.uk)>  
**Cc:** [MD\\_Licensing@met.police.uk](mailto:MD_Licensing@met.police.uk)  
**Subject:** RESULT: 07.11.2015/696

Dear Licensee

The Promoters Desk has received the form 696 for an event on 07/11/2015 at THE CORONET

This event has been graded an A LOW RISK no identified intelligence of concern at this stage.

**REMINDER - Please ensure the details submitted on the 696 for the promoter and performers are confirmed by ID : Passport / Driving Licence. New 696 form attached.**

**Any details that are different - Please let us know so that we can contact the person concerned.**

**\* We will also be contacting Promoters that have not completed the BIIAB Qualification and advising them in relation to the completion of the course.**

**\* If you use Promoters that have completed the BIIAB Promoters Qualification - can you please remind them to state that fact on the 696 and provide proof of certificate.**

After your event if there were any incident(s) or you have any information please notify [SCD9ProactiveLicensingIntelligence@met.police.uk](mailto:SCD9ProactiveLicensingIntelligence@met.police.uk) and your local licensing unit. We feel strongly that you do notify us of any incidents in an effort that we can work together to promote safe and enjoyable events in the future.

**We have moved offices from Charing Cross to 17th Floor Empress State Building, Lillie Road, West Brompton, SW6 1TR please make all enquiries through the above email address for all future correspondence. The previous telephone number at Charing Cross is no longer in use.**

Kind regards,

Promoters Desk

**[REDACTED] Detective Constable  
TP C&S Central Licensing Team  
Clubs Promoters Desk**

E-mail: [\[REDACTED\]](mailto:[REDACTED])

***Protect your important property - Register at:  
[www.immobilise.com](http://www.immobilise.com)***

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**From:** [REDACTED]  
**Sent:** 06 October 2015 16:50  
**To:** SCD9 Mailbox - Proactive Licensing Intelligence; MD Mailbox - Southwark Licensing; MD - Borough Night Time Economy Team; [Kristie.Ashenden@SOUTHWARK.GOV.UK](mailto:Kristie.Ashenden@SOUTHWARK.GOV.UK)  
**Subject:** 07.11.2015/696

Yours sincerely

**[REDACTED]**  
28 New Kent Road  
London SE1 6TJ  
Tel: 020 7701 1500  
Fax: 0207 701 1300

[www.coronetlondon.co.uk](http://www.coronetlondon.co.uk)

**CORONET**

**Total Policing is the Met's commitment to be on the streets and in your communities to catch offenders, prevent crime and support victims. We are here for London, working with you to make our capital safer.**

DATE/EVENT: 7/11/15 House of Silk			
	IN	OUT	TOTAL
16:00			
17:00			
18:00			
19:00			
20:00			
21:00			
22:00			
23:00	304	—	304
00:00	800	6	794
01:00	1256	11	1245
02:00	1784	30	1754
03:00			
04:00			
05:00			
06:00			
07:00			
ANY COMMENTS			
02			

05

06

07:00

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

01.01.15	WE Party	1268	
24.01.15	Hosue of Silk	2309	
30.01.15	Outlook Festival	1405	
31.01.15	Another Party	490	5472
01.02.15	Demarco Concert	584	
05.02.15	Boxing	400	
06.02.15	F Me Students	1804	
07.02.15	Innovation	1176	
13.02.15	A Curious Invitation	851	
14.02.15	Torture Garden	1648	
20.02.15	Love 2 Party	1325	
28.02.15	Back to the 90's	790	8578
06.03.15	Soca Reggae	661	
07.03.15	Sefado	1400	
08.03.15	Naktines Personos Concert	362	
13.03.15	Audio Whore	1370	
14.03.15	Audio Whore	1780	
27.03.15	F Me Students	1055	
28.03.15	Latin Fest	409	7037
02.04.15	WE Party	1684	
03.04.15	UKG Fest	1370	
04.04.15	UKG Fest	726	
05.04.15	Jungle Mania	1747	
10.04.15	Dubwise	429	
17.04.15	Anselmo Ralph Concert	909	
23.04.15	Bodyprobe	330	
24.04.15	Unleash	2029	
25.04.15	EGG - Goldfish	2841	12065
01.05.15	Insomnia	775	
02.05.15	WE Party	1506	
03.05.15	Siesta	754	
08.05.15	A Curious Invitation	839	
09.05.15	Torture Garden	2091	
16.05.15	Dancehall v Soca	996	
23.05.15	Definition	1226	
29.05.15	Nelson Freitas Concert	399	
30.05.15	The Masters	234	8820
06.06.15	Nocturnal EDM	375	
13.06.15	The Big Noise Festival	750	
20.06.15	DJ Markee	451	
27.06.15	WE Party	2257	3833
04.07.15	Dancehall v Soca	1157	
11.07.15	Siesta	1165	
16.07.15	The Big Clash	1135	
18.07.15	Recon	1132	
31.07.15	Lady Saw	1033	5622
01.08.15	Back to the 90's	643	
07.08.15	Insomnia	780	
08.08.15	GASS Club Reunion	1387	
14.08.15	Soundman History Tour	183	

15.08.15	Love 2 Party	1508	
28.08.15	Carnival Friday	1385	
29.08.15	Sefado	1234	
30.08.15	Breakin Science	3032	10152
05.09.15	Rep Ur MAS Band	733	
11.09.15	Heaven Circle	669	
12.09.15	Ceremony After Party	680	
16.09.15	Toga Party	230	
18.09.15	Saxon Studio	1347	
19.09.15	Queer as Queer Fest	494	
22.09.15	NEON	2076	
25.09.15	F Me Students	2722	
26.09.15	Sun City	1200	
29.09.15	Battle of the Unis	1106	11257
02.10.15	Rumpus	2448	
03.10.15	Beyond Birthday	1315	
09.10.15	Unleash	1977	
16.10.15	Melendi Concert	1572	
17.10.15	Back to the 90's	624	
20.10.15	Boombox Concert	596	
23.10.15	Multitalented	808	
24.10.15	Torture Garden	1761	
29.10.15	F Me Students	2303	
30.10.12	A Curious Invitation	2005	
31.10.15	Torture Garden	2111	17520
06.11.15	United Nations of Dub	791	
07.11.15	House of Silk	1784	2575
			92931