

PLYMOUTH ARENA

PARKING POLICY

VERSION: 2.0

DATE: 06/11/2025

REFERENCE NUMBER: PA/IND13/2025/PARP

RESPONSIBLE PERSON: RICHARD FINDLAY

DATE FOR RENEWAL: NLT 5 YEARS

**ICONIC.
INDEPENDENT.
YOURS.**

PARKING POLICY

PURPOSE

The purpose of this policy is to ensure that all employees understand the correct procedure for parking at Plymouth Arena for their working shift on show and non-show days. It is important to note that parking is never guaranteed at Plymouth Arena, Management will do their utmost to provide parking on site free of charge where possible.

SCOPE

This policy and procedure applies to all employees that work for Plymouth Arena.

POLICY

The Parking Policy is central to the way we operate and as such, the overall responsibility for its implementation rests with the Chief Executive and Management Team.

The Chief Executive and Management Team will, through the delivery and implementation of this policy and associated tools, ensure that all managers receive appropriate instruction to support their understanding of The Parking Policy and enable them to consistently apply the principles therein.

The Chief Executive and Management Team will:

- Endorse and support the policy
- Ensure all line managers and employees are made aware of the policy and their responsibilities within it
- Review the policy annually and amend as necessary to reflect legislative or best practice changes

AVAILABILITY OF THE POLICY

A copy of this policy is available to all current employees:

- As part their staff induction
- On the administration drive

ENFORCEMENT

EMPLOYEE

Members of staff should only park as dictated by their parking pass. Whether they are contracted or casual members of staff, spaces on the lower service deck area should be used as the first option in order to maximise car park usage. Should a member of staff have requirement for more than one car pass (i.e. multiple vehicles) only one car is to be onsite at any one time. Car passes are to be displayed on the vehicle prominently, either on the front windscreen or dashboard. Pavilion's House Officers are responsible for issuing notices for non-display of passes in the service deck areas and the service roads at the front of the Plymouth Arena, including the coach bays.

Please ensure that if you leave the organisation or sell/dispose of your car that your car park pass is returned to control.

MANAGERS, SUPERVISORS AND COORDINATORS

It is the responsibility of managers, supervisors and coordinators to ensure all members of staff are aware of this policy. Managers, supervisors and coordinators should also adhere to this policy.

PROCEDURE

Employees wishing to use their vehicles to commute to work and park on site need to request a car pass from control:

CAR PARK PASSES

These passes are for all members of staff and are issued on an individual request basis. This permits members of staff to park onsite at Plymouth Arena in a designated area.

Please note that the best and safest point of access into the building from the lower service deck area is through the plant room entrance, please speak to a member of staff if you are unsure how to enter the building using this entrance.

Application forms are available on request from Control. Passes are approved and issued by the lead house officer on duty at the time.

UPPER SERVICE DECK PARKING

Several staff members are allocated parking spaces on the top service deck. These spaces are controlled by a coded barrier system and overseen by the House Officers. Although allocated to individuals, these spaces are often utilised by touring companies or allocated to corporate clients. The house officer team will communicate to staff members if these parking spaces are not available on event days.

If these spaces are not available, then staff are to park in the alternative area as designated by their car pass.

ADDITIONAL INFORMATION

Failure to adhere to this policy, or information given out by control could have a severe effect on touring productions and shows. As a result, any members of staff seen in direct violation of this policy could face disciplinary action. It is important to note that management reserves the right to restrict parking to any part of the premises at any time. Management will always do their utmost to ensure parking is available to staff free of charge where possible, however this is not guaranteed.