

Stonham Aspal Football Club Conditions for Clubhouse Licence

As an accredited club with the Football Association we have in place a Child and Vulnerable Adult Policy which requires nominated volunteers to be suitability vetted via the Football Association's DBS system.

The Football Club shall ensure that relevant members of staff receive and complete suitable and sufficient training to include licensing law, offences in relation to prohibited sales and good practice in relation to promotion of the licensing objectives, with written records retained of training undertaken and made available for inspection by the Police or an authorised officer of the Licensing Authority upon reasonable request. An appropriate training manual shall be operated and retained at the licensed premises. Refresher training shall be undertaken at least once every 12 months, with any new member of staff to be trained within six weeks of taking their position and prior to undertaking any direct duties. For the avoidance of doubt this training may be administered in-house/on-line in accordance with the relevant criteria.

A maintained CCTV system is to be installed and maintained with cameras covering the licensed premises. Recordings shall be accurately timed and dated and shall be retained for a minimum period of 31 days. Recordings shall be made available to an authorised officer of the Police or Licensing Authority upon request, and a member of staff competent at downloading/accessing images shall be on duty at the premises whilst it is open to the public. Notices specifying CCTV surveillance is operating shall be displayed prominently at the premises. any use or disclosure of personal information caught on CCTV will be carried out in line with the data protection principles, which shall override any conflicting element of this condition.

The Football Club will adopt a 'Challenge 25' proof of age scheme. The Football Club will operate a requirement for the production of a passport, UK photocard driving licence or PASS accredited photocard, where the individual requesting the supply of alcohol appears to be under the age of 25.

All external doors and windows to rooms in the building in which amplified music/speech is played shall be kept shut during the licensed entertainment activity, save to permit emergency access to and egress from the building.

There will be no adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

The car park will be adequately illuminated during the hours of darkness whilst licensable activities are taking place on the premises.

Notices shall be prominently displayed and maintained on the premises advising of the maximum safe occupancy limit for the building. The capacity of persons on the premises shall be monitored and controlled to ensure compliance.

For events involving licensable activities, the Football Club has a number of members trained in first aid and first aid equipment is available to cover any scale of the event.

Lighting and emergency lighting is installed and maintained to ensure good levels of visibility whilst the premises are being used for licensable activities and the public are on the premises. External lighting is installed and positioned to give adequate lighting for access and egress without causing any public nuisance by light pollution.

The Football Club has a hiring process and agreement in place for third party hiring requests to include licensable activities, so as to ensure promotion of the licensing objectives.

Notices are displayed and maintained on the premises asking patrons to leave the premises and the area quietly.

The Football Club shall implement arrangements with all hirers, as well as for its own functions, to ensure that hirers/users are clearly advised of the following,

- Public safety measures;
- Emergency equipment and evacuation procedures;
- The need to ensure that attendees do not engage in any activities or conduct which may cause, or contribute towards, public nuisance or anti-social/disorderly behaviour;
- Contact telephone numbers for the nominated Club individual overseeing the event;
- Premises licence terms, hours and conditions, and any limits on capacity as set under Fire Safety Regulations.
- Keeping exit routes clearly identified and free from obstruction or hazard; and
- That any fire doors are not wedged open, and that emergency lighting, exit signs and alarms are not tampered with or made inoperative whilst an event is in progress.

A responsible individual nominated by the Football Club, will be available on the premises during all hirings of the premises for licensed activities.

The Football Club will ensure that suitable and satisfactory public safety risk assessments are undertaken with outcomes to be legibly recorded in a log-book maintained for that purpose.

The Football Club will ensure that the outdoor area as marked on the premises licence plan with the use of the garden/outdoor drinking area ceases at 23.00 hours on any given day.

The Football Club will ensure that close residents are kept informed of the programme of events to be held at the licensed premises. The programme will be published on the Club website and displayed and kept updated in the immediate vicinity of the premises.

Bottles or glassware shall not be used for consumption of alcohol in outdoor areas of the licensed premises. For the avoidance of doubt, smokers shall not be permitted to take bottles or glasses out of the building whilst observing smokefree regulations.

Crime prevention posters shall be prominently displayed and maintained in the Clubhouse relating to any prevalent crime and disorder issues in the local area.

During operating hours on days on which a licensed event is held, the Football Club's nominated person shall be available to receive and respond to nuisance-related complaints. A contact number shall be made readily available for that purpose.

The Football Club will ensure that volume levels of music are monitored by a responsible person throughout the duration of the activity. Monitoring shall take place both inside and outside of the licensed premises and due regard shall be had to whether the activity may lead to excessive noise at neighbouring properties. Appropriate remedial steps shall be taken, and recorded, in the event of any excessive noise levels being experienced.

The volume control of any amplification equipment being used on the licensed premises shall be kept under the direct control of the Football Club's responsible individual on all occasions. At the direct request of an authorised officer of the local authority or police, the volume level shall be decreased immediately.