

APPENDIX A – CONDITIONS

A responsible individual nominated by the management committee, shall be on duty to monitor/supervise the activities during all hirings of the premises for licensed activities and shall be readily contactable by means of direct phone number during any periods when he/she is not physically on the premises.

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

No illegal drugs shall be permitted on the premises, and all hirers/users made aware of a zero tolerance to drugs on the premises. Notice shall be prominently displayed and maintained in respect of this matter.

All requests for hirings of the licensed premises for licensable activities shall be scrutinised by the premises licence holder prior to a decision on whether the hiring shall be permitted or not. The nature of the event, numbers anticipated, audience age and profile and any previous history linked to the hirer or event shall be diligently reviewed as part of this determination and record kept of that process.

The premises licence holder shall ensure that a robust hiring process and agreement is in place for third party hiring requests to hire the licensed premises for licensable activities, so as to ensure that the licensing objectives are promoted.

The premises licence holder shall implement robust hiring arrangements with all hirers, as well as for its own management committee functions, to ensure that hirers/users are clearly advised of the following, both in writing and through the booking secretary:

- (a) Public safety measures;
- (b) Emergency equipment and evacuation procedures;
- (c) 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;
- (d) Contact telephone numbers for committee members;
- (e) Premises licence terms, hours and conditions, and any limits on capacity (as set by the 'responsible person' under Fire Safety Regulations);
- (f) Keeping exit routes clearly identified and free from obstruction or hazard;
- (g) 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/hiring is in progress;
- (h) That noise control measures are well managed so as to minimise disturbance to neighbouring properties;
- (i) Key licensing offences particularly in terms of underage sales, proxy sales and alcohol sales to or for drunk persons; and
- (j) Stewarding and security arrangements.

The premises licence holder shall ensure that all members of the premises management committee shall undertake suitable and sufficient training in respect of

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licensing law, offences in relation to prohibited sales and good practice in relation to promotion of the licensing objectives. For the avoidance of doubt this training may be administered in-house/on-line in accordance with the relevant criteria. Training records shall be accurately and legibly maintained and produced upon demand to an authorised officer of the Police or Licensing Authority. Refresher training shall be undertaken at least once every 12 (twelve) months to ensure committee members are up to date with the latest legislation, with any new member of the management committee to be trained within 8 (eight) weeks of taking their position on the management committee and prior to undertaking any direct duties in relation to the sale or supply of alcohol.

The premises licence holder or their appointed representative of the management committee shall ensure that the consumption of alcohol is restricted to the areas identified on the plan attached to the premises licence (Annex 4).

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

Notices shall be prominently displayed and maintained on the licensed 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.

All exit doors are maintained so as easily opened, in the event of an emergency evacuation situation, and do not require the use of a key, card, code or similar device. Doors at such exits shall be regularly checked to ensure that they function satisfactorily and a record of the check is kept.

The premises licence holder shall ensure that notices detailing emergency evacuation procedures shall be prominently displayed and maintained on the licensed premises. Adequate arrangements shall be in place to ensure the safe evacuation of any disabled persons on the premises.

Waste from the licensed premises shall be removed in a timely manner (outside of the hours between 21:00 and 07:00hrs) to an appropriate waste disposal facility, so as to minimise the risk of public nuisance.

Notices shall be prominently displayed and maintained on the licensed premises asking patrons to leave the premises and the area quietly.

There shall 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.

Children shall only be permitted on the licensed premises during licensed activities or events when accompanied and/or under the supervision of an adult.

If the majority of the audience/attendees for an event are under 16 years of age, the number of attendants shall not be less than 1(one) attendant per 25 (twenty-five) children present.

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The premises licence holder shall adopt a 'Challenge 25' proof of age scheme. The premises licence holder shall 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.

The premises licence holder shall take all reasonable steps and precautions to minimise the risk of disturbance or nuisance to local residents caused by events or attendees at the licensed premises (whether through people noise, entertainment noise, vehicular noise, waste disposal, event set-up or breakdown, littering or noxious odour).

The premises licence holder shall ensure that close residents are kept informed of the programme of events to be held at the licensed premises. It is recommended that the programme be published on any website for the premises and be displayed and kept updated in the immediate vicinity of the premises.

The premises licence holder shall ensure that volume levels from both live and recorded 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.

All doors and windows shall be kept closed (save for access or egress) whilst regulated music activity is taking place after 23.00.