

The licence holder shall provide the Licensing Authority, and other relevant authorities, with a suitable and sufficient Event Management Plan (EMP) for each and every licensable event with an anticipated attendance of 500 or more persons on the licensed premises at any one time. The licence holder shall endeavour to provide a draft of the EMP to the Licensing Authority a minimum of 56 days in advance of the event (i.e. it is to be provided at the time of the notification of the event, as far as possible) with any revisions or modifications to the EMP to be provided to the Licensing Authority as soon as reasonably practicable, and in any case within 5 working days of any such revision or modification being made.

The premises shall install and maintain a comprehensive CCTV system. CCTV will cover all public areas where licensable activities take place, including entry and exit points. The CCTV system shall continually record whilst the premises is open for licensable activities and when customers remain on the premises. All recordings shall be stored for a minimum period of 30 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or an Authorised Officer. A staff member who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member will be able to show recordings to Police or an Authorised Officer with minimum delay when requested and be able to download relevant footage which can be played back on a computer or other digital retrieval system. The CCTV system must be checked each week to ensure that it is functioning correctly and endorsed by signature in a log. In the event of technical failure of the CCTV equipment, the Premises Licence Holder or DPS will report the failure to the Police and Licensing Authority immediately.

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, driving licence or other bona fide form of identity carrying a photographic image, where the individual requesting the supply of alcohol appears to be under the age of 25.

An incident book(s)/refusals register shall be kept and maintained on the premises at all times. The book(s) shall detail all incidents of injury/ejection/refusals/drug misuse/seizure/age challenge. Such matters shall be timed, dated and signed by the author and produced to police or an authorised officer of the licensing authority on demand. In the case of refusals register, there shall be one at each bar area, or any other area utilised for the supply of alcohol.

The premises licence holders shall ensure that all 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. 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 months, with any new member of staff to be trained within six weeks of taking their position and prior to undertaking any direct duties in relation to the sale or supply of alcohol. For the avoidance of doubt this training may be administered in-house/on-line in accordance with the relevant criteria.

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.

The premises licence holder shall ensure that suitable and satisfactory public safety risk assessments are undertaken with outcomes to be legibly recorded in and stored electronically on the premises.

Waste from the licensed premises shall be removed in a timely manner (outside of the hours between 17:30 hrs and 09:00hrs) to an appropriate waste disposal facility, so as to minimise the risk of public nuisance.

The premises licence holder shall ensure that notices detailing emergency evacuation procedures for events of 500 people or more on the licensed premises at any one time 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.

For events of 500 people or more on the licensed premises at any one-time notices shall be prominently displayed and maintained on the premises requesting that attendees/users of the licensed premises leave the premises and the vicinity quietly and with respect to the needs of neighbouring properties.

Lighting and emergency lighting shall be installed and maintained so as to ensure that good levels of visibility are maintained whilst the premises are being used for licensable activities and the public are on the premises. External lighting should be of such specification and positioning so as to meet this objective without causing any public nuisance by light pollution.

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.

For events of 500 people or more on the licenced premises at any one-time bottles or glassware shall not be used for consumption of alcohol in outdoor areas of the licensed premises.

No illegal drugs shall be permitted on the premises, and all hirers/users made aware of a zero tolerance to drugs on the premises. For events of 500 people or more on the licensed premises at any one-time notices shall be prominently displayed and maintained in respect of this matter.

Adequate provision of first aid materials and trained personnel shall be on duty at the premises during licensable activities, and in accordance with the premises licence holders risk assessment.

Staff shall monitor the activity of patrons leaving the premises and remind them to act in a responsible manner and consider the needs of neighbours.

The premises licence holder shall have in place a Child and Vulnerable Adult Policy which shall require all relevant volunteers to have been suitability vetted for criminal records and barring from working with children or vulnerable adults. Groups or clubs specifically for children shall have a specific Child and Vulnerable Adult Policy in place and observed.

Children under 16 shall be accompanied by a responsible adult at all times.

The premises licence holder shall operate a suitable and sufficient and clearly communicated Lost Child Policy. The member of staff responsible for supervising the lost child point shall have been adequately vetted including criminal record checks.

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.

The premises licence holder shall take all reasonable steps and precautions to minimise the risk of disturbance or nuisance to 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 maximum capacity for any events shall not exceed 4999 persons.

For the avoidance of doubt 4999 shall include all event management team, staff, crew, contractors, performers, artists and stallholders.

When an organised event takes place the premise licence holder shall ensure all organisers, stewards and security staff shall be on site for the duration of the event.

Exits and access routes will be signposted and illuminated at night.

For all events the requirement for SIA registered door supervisors shall be risk assessed by the premise licence holder.