

Kedington Community Centre - Special Conditions of Hire

Special Conditions of Hire to comply with the Premises Licence issued under the Licensing Act 2003

Operating Schedule

The Hirer hereby acknowledges receipt of a copy of the Conditions attached to the Premises Licence as shown in **Appendix SC1** The Hirer is responsible for providing a copy the Operating Schedule together with a copy of these Special Conditions to the nominated Personal Licence Holder (PLH).

Areas of Licensable Activity

The Hirer acknowledges receipt of the plan showing the Licensable Areas within the Community Centre for the Retail Sale/Supply and Consumption of Alcohol and Regulated Entertainment – **Appendix SC2**

Location of Bar

The Hirer acknowledges that the Committee /Kitchen area of the Centre is the **only** area where the sale and supply of alcohol may take place at the Community Centre. If the Hirer requires an alternative location for this the permission of the Centre Coordinator will be required before doing so.

Proof of Age

The Hirer **and** PLH will ensure that 'Challenge 25' proof of age scheme is practised and complied with as per the Conditions of the Premises Licence..

Children on Licensed Premises

All children under 16 years of age **must** be accompanied by an adult at all times when the premises are open for the retail sale and/or supply of alcohol. Otherwise there is no age restriction.

Where children are performing in productions the Hirer will ensure that they are kept under adult supervision at all times and that the requirements of the Children (Performances) Regulations 1968 and the Independent Safeguarding Authority are fully complied with.

Restriction on Consumption of Alcohol

The Hirer and PLH will ensure that all persons are prevented from taking drinks from the Community Centre in open containers.

Attendants

There shall, in addition to the Hirer, be a minimum of three (3) competent attendants on duty on the premises to assist people entering and leaving, none of who shall be less than 18 years of age. If most of the audience is under 16, the number of attendants shall be not less than five (5). All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergency including attention to disabled persons, the location and use of the fire fighting equipment available. How to call the fire brigade and evacuation procedure.

Capacity

The number of persons permitted on the Licensed Premises at any one time **shall not exceed:-**

160

We recommend that if everyone is to be seated at tables **100** max.
and **120** when used for dancing or closely seated audience

Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied.

Dangerous and Prohibited Performances

Performances involving danger to the public shall not be given.

There shall not be any exhibition, demonstration or performance of hypnotism by any person.

There shall not be any striptease, lap dancing or similar performance given on the premises.

The use of Strobe lighting and other potentially dangerous special effects will not be used without the consent of West Suffolk District Council and/or the Suffolk Fire Authority.

Explosives and Flammable Substances

Highly Flammable substances shall not be brought into or used in any part of the community centre. No internal decoration of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Association.

Heating

No additional heating appliances shall be used on the premises when open to the public without the consent of the Booking Clerk. Portable Liquefied Propane Gas (LPG) including heating appliances shall not be stored or used on the premises.

Hours of Opening

The premises shall not be used for the retail sale or supply of alcohol or the provision of regulated entertainment except in accordance with the Permitted Hours and Conditions within the Operating Schedule attached to the Premises Licence, details of which have been provided to the Hirer.

Failure to comply with any condition is a criminal offence and may result in a prosecution against the person or persons permitting such an offence.

WE WISH YOU A HAPPY AND SUCCESSFUL FUNCTION

Annex 1 - Mandatory Conditions

Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.

New Mandatory Conditions effective 1 October 2014

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to -
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise):
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective:
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective:
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner:
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request before being served alcohol, identification bearing their photograph, date of birth and either -

A holographic mark, or
An ultraviolet feature

Continued over

4. The responsible person must ensure that -

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Mandatory Licence Condition from 28 May 2014

1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2) In this condition:-

‘permitted price is the price found by applying the formula $P = D + (D \times V)$ where-

P is the permitted price

D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol:

‘duty’ is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

‘relevant person’ means, in relation to premises in respect of which there is in force a premises licence-

the holder of the premises licence,

the designated premises supervisor (if any) in respect of such a licence, or

the personal licence holder who makes or authorises a supply of alcohol under such a licence;

‘relevant person’ means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

‘value added tax’ means value added tax charged in accordance with the Value Added Tax Act 1994.

3) Where the permitted price would not be a whole number, the permitted price shall be taken to be the price rounded up to the nearest penny.

4) Where the permitted price on a day (‘the first day’) would be different from the permitted price on the next day (‘the second day’) as a result of a change to the rate of duty or value added tax, the permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2 Conditions consistent with the Operating Schedule

General

1. All staff/volunteers engaged in the retail sale and supply of alcohol should have previous experience and must be authorised in writing by a Personal Licence Holder.
2. The Licensing activity of the sale and/or supply of alcohol will only take place when Kedington Community Centre has been previously booked, and such booking accepted by, the Booking Clerk duly appointed to that position by Kedington Community Association in that capacity.
3. The Personal Licence Holder or appointed member of staff shall provide or have the unhampered use of a telephone on the premises for use in an emergency during licensable activities

Prevention of Crime and Disorder

4. CCTV shall be provided in the form of a recordable system, in areas where the sale/supply of alcohol occurs covering at least the main entrance. Equipment must be maintained in good working order, be correctly time and date stamped and be able to record to 14 days minimum. The premises licence holder must ensure at all times the DPS or staff member is capable and competent at downloading CCTV footage in a viewable format on disc or storage device to Police/Local Authority within 36 hours of request. The recording equipment and discs shall be kept in a secure environment and a weekly log must be maintained to check the operation of the equipment.
5. The premises licence holder will keep an incident/refusals book of all incidents recorded. This shall be completed as soon as possible and in all cases by close of business on the day of the incident and produced to Police/Local Authority on request.

Public Safety

6. Capacity will be monitored to avoid overcrowding.
7. All exit doors will be regularly checked and all fire doors maintained, unobstructed and effectively self-closing. All fire fighting equipment will be regularly checked to ensure they function correctly and updates are recorded in a log book at least on a monthly basis.
8. Staff will routinely check the premises before and during opening hours to ensure that the premises is clean and tidy, including the toilets.
9. Staff will ensure that empty glasses will be regularly collected and any spillage dealt with as soon as practicable.
10. Complete first aid kits must be located in the premises and readily available to all staff at all times. Kits will be inspected weekly and replenished in the event of an item being used.

Public Nuisance

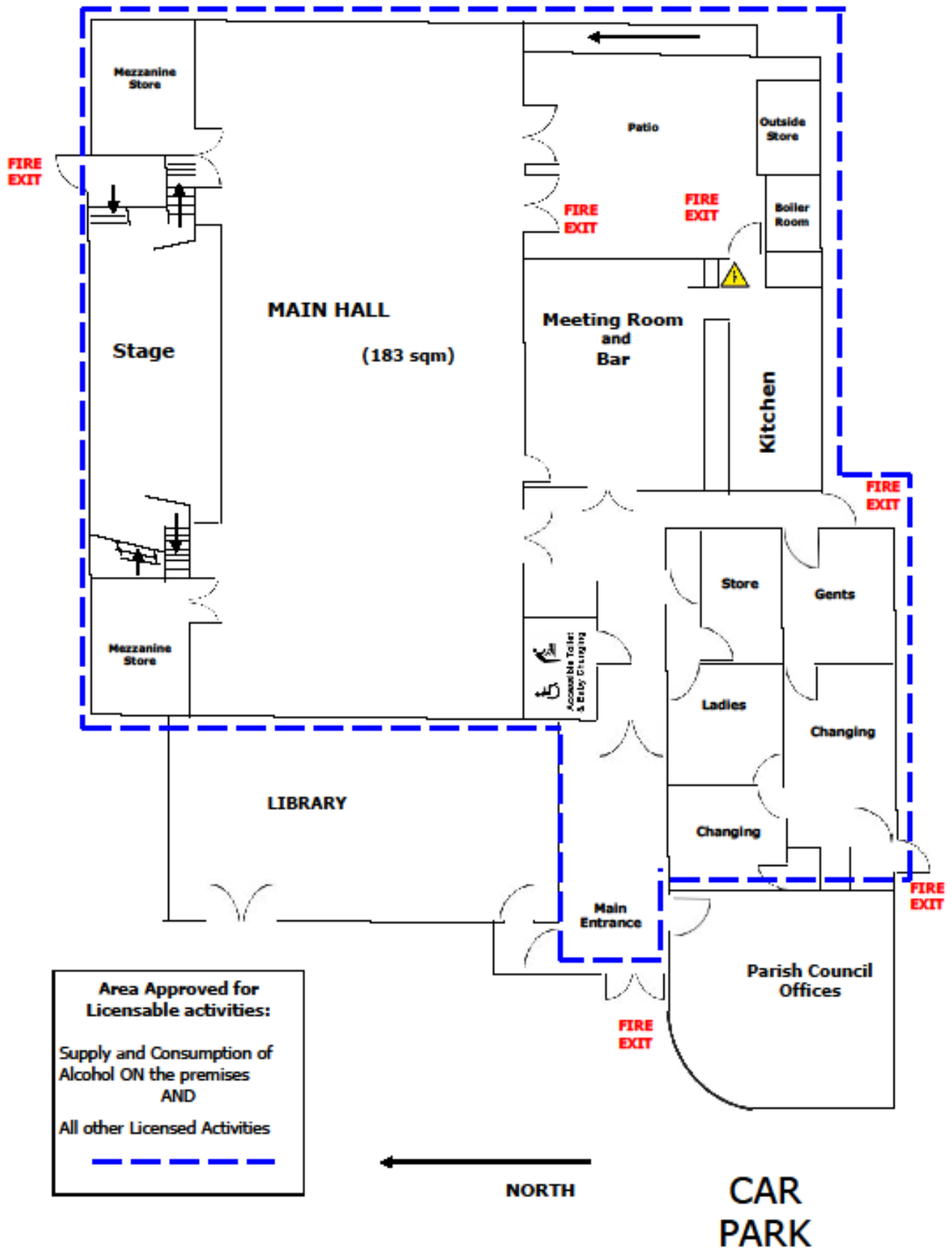
11. At all times, there shall be appropriate signage at the premises requesting the customers to leave quietly.
12. The premises licence holder shall take appropriate measures to ensure that patrons leave the premises quietly; ensuring staff are trained and briefed on how to disperse customers safely and quietly.
13. Premises licence holder will ensure that all doors and windows to remain closed, whenever possible, except for access and egress, whilst amplified music is being played. This would not include 'background music' that which cannot be heard outside the façade of the property.
14. Action must be taken to reduce noise nuisance in the event of such a complaint being made either directly or indirectly.

Protection of Children from harm

15. Children must be accompanied by a responsible adult at all times whilst on the premises.
16. Challenge 25 proof of age scheme is adopted. The premises licence holder will 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. All staff will be fully trained on the scheme, including proxy sales, and sign their training records.

Kedington Community Centre
Arms Lane
Kedington
CB9 7QQ

Premises Licence PLO 1742



Area Approved for Licensable activities:
 Supply and Consumption of Alcohol ON the premises
 AND
 All other Licensed Activities

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