

Licensable activities authorised by the licence:	
Recorded Music – (indoors)	Tuesday to Thursday 12:00 – 23:00 Friday and Saturday 12:00 – 00:00 Sunday 12:00 – 18:00
Recorded Music (outdoors)	Tuesday – Thursday 12:00-22:00 Friday and Saturday 12:00-22:00 Sunday 12:00-18:00
Late Night Refreshment (indoors)	Friday and Saturday 23:00 – 00:00
Sale of Alcohol	Tuesday to Thursday 12:00-23:00 Friday and Saturday 12:00-00:00 Sunday 12:00-18:00

  

Opening hours of the premises:	
Tuesday to Thursday	12:00 – 23:00
Friday to Saturday	12:00 – 00:00
Sunday	12:00 – 18:00

## Annex 2 – Conditions consistent with the Operating Schedule

1. The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol shall undertake and complete a relevant programme of training prior to them being authorised to sell or supply alcohol. Such training shall consist of providing staff with an understanding of:
  - a) The need to ensure the responsible sale and supply of alcohol
  - b) The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage
  - c) The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 18 years old.
2. The training provided through the SWERCOTS NPOANS, the BII Responsible Alcohol Retailing Course, the Certificate for Personal Licence holders or any other course agreed with the Licensing Authority will be deemed to satisfy these requirements. Records of the training programme shall be maintained and made available to Authorised Officers upon request. The Premises Licence holder shall provide a "refresher" training session to all relevant staff members as and when deemed necessary on a case by case evaluation, but as a minimum requirement the refresher training session shall be provided to all staff on at least one occasion every six months.
3. Any incident at the premises which impacts any of the four licensing objectives shall be recorded in a register kept at the premises and shall contain the following information:
  - a. time and date
  - b. exact location
  - c. nature of incident
  - d. name of staff members or door supervisors involved
  - e) name of customers involved (where known)

- e. action taken as a result of the incident (if applicable) g) name of member of staff recording the incident. This record must be retained at the premises for a period of not less than six months (except where removed for the purpose of photocopying) and be available on request by any authorised officer of the council or Thames Valley Police.
- 4. A refusal register (written or electronic) shall be maintained at the premises (except where removed for the purpose of photocopying) to record sales of age restricted products that have been refused. The register is to be made available upon request by Thames Valley Police and Licensing Officers. The register should include details of the time, date, member of staff refusing the sale, reason for refusal (for example intoxication or underage) and a brief description of the person refused.
- 5. When the premises is open for trade beyond 23:00 hours, the premises licence holder or any other responsible member of staff will carry out and implement a written risk assessment regarding the need (if at all) for SIA licenced door supervisors. This will be for day to day standard operations as well as for any special one off events over and above that of normal trade. The risk assessment will be made readily available to the police upon request and where subsequent issues or concerns related to the security risk assessment are brought to the premises licence holder's attention by the police, the premises licence holder will make amendments as appropriate.
- 6. Where the premises does employ SIA door staff;
  - a. there will be no fewer than 2 on duty and further door staff employed at a ratio of 1:100 customers.
  - b. All door staff will wear at all times whilst on duty high visibility fluorescent yellow coats/tabards or armbands to clearly identify them as working that role.
  - c. Any items seized by security staff employed at the premises shall be recorded in a logbook
  - d. The name, SIA number, start and finish time of anyone employed in a security role for that day shall be recorded in a logbook.
  - e. Any use of force by SIA registered staff in the effective management of the premises or in ejecting persons from the premises (to include date, time, member of staff involved, reason for force as well as a brief physical description of the person refused) shall be recorded in a logbook
- 7. Only sealed vessels of alcohol shall be sold to customers who intend to take that alcohol off the premises. Customers who do not wish to finish a bottle of alcohol that has been purchased and unsealed whilst being consumed may take this away from the premises, but the premises will have a means of either decanting this into a sealed container/or closing the existing vessel or provide the customer with an alternative plastic vessel for the customer to transport away from the venue. Staff shall request that customers do not take any glasses or open bottles from the premises. Signage shall be displayed at the main exit to inform customers of this.
- 8. No person shall be admitted to the premises less than 30 minutes before latest time authorised for a licensable activity.
- 9. Prominent, clear notices shall be displayed at all public exit points to advise customers to respect the needs of the local community and of acceptable behaviour in public spaces.
- 10. The Premises Licence Holder or designated premises supervisor shall ensure that fully functioning CCTV cameras are installed at the premises. CCTV cameras shall be kept operational at all times the premises is open to members of the public for licensable activities. At least 1 member of staff shall be on site at all times the premises is open to members of the public who is able to assist police in viewing CCTV footage.

11. CCTV recordings in a playable format shall be supplied by the premises to the police for collection within 24 hours of request, except where the premises are closed, in which case such recordings shall be supplied within 48 hours, subject to data protection laws. CCTV recordings shall be retained for a period no less than 21 days.
12. The 'Challenge 25' scheme will be adopted in compliance with the age verification condition. Customers who appear to be under 25 years of age will be required to prove their age when purchasing alcohol. Suitable forms of identification will be a passport, 'pass' card or other identification recognised by the licensing authority in its statement of licensing policy.

### **Annex 3 – Conditions attached after a hearing by the licensing authority**

Following a Panel Hearing on 16 June 2021 the following conditions have been added:

1. All outside areas shall be closed to customers after 22:00 with the exception of the customers in transit to and from the external toilet area.
2. The outside area shall be monitored, when in use, by the DPS or nominated staff to ensure noise is kept to a minimum.
3. The management of the premises shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance, amounting to a nuisance, to a local resident or business.