

**LICENSING ACT 2003
Part A – Club Premises Certificate**

**Club premises certificate number CP00063 (App to Vary Club Premise Certificate)
Club details**

Name of club in whose name this certificate is granted and relevant postal address of club LEOMINSTER SPORTS & SOCIAL CLUB	
Address SOUTH STREET	
Post town LEOMINSTER	Post code HR6 8JQ
Telephone number 01568 612660	

If different from above the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description Not Applicable
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Where the club premises certificate is time limited the dates Not applicable
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Qualifying club activities authorised by the certificate Plays (Indoors) Films Indoor sporting event Live music (Indoors) Recorded music (Indoors) The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club – on and off the premises The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place. Further details (Performance of a play) Annual Christmas pantomime with live or recorded music. (One performance on a Sunday during the Christmas/New Year period.) (A performance of live music) Musical or comedy acts with live or recorded music once or twice a week. We want to retain our two live performers in the bar option. The ballroom to maintain its current situation. (Any playing of recorded music) Old time dancing on Tuesday evenings. Occasional senior discos for club members only on Friday evenings and at weekends.

The times the certificate authorises the carrying out of qualifying club activities

Performance of a play:

Annual Christmas pantomime (One performance on a Sunday during the Christmas/New Year period between 14:00 – 19:00)

Films:

Monday-Thursday, Sunday: 10:00 - 23:30

Friday-Saturday: 10:00 - 01:00

Live Music:

Friday-Saturday: 19:00 - 01:00

Sunday: 19:00 - 23:30

Recorded Music

Tuesday & Sunday: 19:00 - 23:30

Friday-Saturday: 19:00 - 01:00

Supply/Sale by retail of alcohol:

Sunday - Thursday: 10:00 - 23:30

Friday-Saturday: 10:00 - 01:00

Additional outside area licensed until 22.30 (as per plan submitted on 22.8.07)

Non Standard Timings:

Live & Recorded music; Supply by retail of alcohol

A further additional hour into the morning following every: -

Friday, Saturday, Sunday and Monday for each May Bank Holiday, spring/Whitsun Bank Holiday and every August Bank Holiday weekend.

Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.

Christmas Eve and Boxing Day.

Club Christmas Draw and party night 10.00 to 00.30 next day.

A performance of live music

Christmas draw and party night

Christmas Day 11.00 to 13.00, 19.00 to 22.30

Supply of alcohol: End of permitted hours on New years Eve until the start of permitted hours on New Years Day

Seasonal variations:

Performance of a play - Annual Christmas pantomime with live or recorded music. (One performance on a Sunday during the Christmas/New Year period between 14:00 – 19:00)

Where the certificate authorises supplies of alcohol whether these are on and/or off supplies

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club – on and off the premises

The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place.

The opening hours of the club

Sunday – Thursday 10:00 – 24:00

Friday – Saturday 10:00 – 01:30

Non-Standard Timings

End of permitted hours on New years Eve until the start of permitted hours on New Years Day

Sunday before a bank Holiday until 01:00

Part 2

Irresponsible Drinks Promotions

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).

Free Drinking Water

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

Age verification

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 of alcohol 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) a holographic mark, or

- (b) an ultraviolet feature.

Small Measures

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;
 - (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.

Below Cost Price

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.

Mandatory conditions where licence authorises supply of alcohol

No supply of alcohol may be made under the premises licence-

- (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
- (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Door supervision

Each individual required to carry out a security activity must be licensed by the Security Industry Authority

Mandatory condition: exhibition of films

Admission of children to the exhibition of any film must be restricted in accordance with any recommendation made by the film classification body or that body specified in the licence unless

- (a) the film classification body is not specified in the licence, or
- (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question

admission of children must be restricted in accordance with any recommendation made by that licensing authority

In this section-

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Certificate authorising supply of alcohol for consumption on the premises

1. The supply of alcohol must be made at the time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on and off the premises.
2. Any alcohol supplied for consumption off the premises must be in a sealed container.
3. Any supply of alcohol for consumption off the premises must be made to a member of the club in person.

Annex 2 - Conditions consistent with the Club Operating Schedule**Licensing objectives****General****Prevention of Crime & Disorder:**

CCTV will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition.

Cameras shall encompass all ingress and egress to the premises, outside areas, and all areas where the sale/ supply of alcohol occurs.

Equipment MUST be maintained in good working order, be correctly time and date stamped, recordings MUST be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on demand.

The Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format EITHER DISC or VHS to the Police/Local Authority on demand.

The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police on contact number 0300 333 3000 immediately.

The Premise Licence Holder will employ SIA doorstaff at appropriate times when risk assessment dictates door supervision to be necessary. Door supervisors will be required to wear appropriate clothing to enable them to be clearly identified.

The Premises Licence Holder or a person nominated by them in writing for the purpose shall maintain a register of Stewards (and door supervisors if applicable) which shall be kept on the premises showing the names and addresses of the stewards (door supervisors) and shall be signed by the Stewards (door supervisors) as they commence and conclude duty. The register shall be made available on demand for inspection by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), or the Police or an authorised officer of the SIA.

All bar staff engaged in the sale of alcohol to be trained in Responsible alcohol retailing to the minimum standard of BIIAB level 1 or any other training recognised and agreed with Herefordshire Council Trading Standards. (All existing staff shall be trained within one month of the date that this condition appears on this licence. Training records shall be kept on the premises and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

Appendix F

An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police, which must record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) any refusal of the sale of alcohol
- (f) any visit by a relevant authority or emergency service

Public Safety:

First aid

A HSE Compliant Industrial High Response First Aid Kit for 21-50 people shall be kept fully stocked at the premises and kept behind the bar. Such kit shall contain:

- 1 x Guidance Leaflet
- 60 x Washproof Plasters
- 6 x Eye Pads with Bandage
- 8 x Triangular Bandages
- 12 x Safety Pins
- 16 x Assorted Sterile Dressings
- 20 Moist Wipes
- 3 Pairs Disposable Gloves

Electrical & Gas Installations

All electrical wiring and distribution systems shall be tested at least once a year and signed off by a competent person whose name is shown within the Local Authority Building Control Part P Competent Persons Register (<http://www.competentperson.co.uk/search.asp>). The sign off certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

Any and all gas appliances (except cellar gas) used in the premises must be tested at least once a year and signed off by a competent person whose name appears within the current Gas Safety register (GSR). The sign off certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

Maintenance, Repair and Cleanliness

All parts of the premises and all fixtures and fittings therein including seating, door fastenings, notices, floors, carpets and furniture shall be kept clean and maintained in good order.

Automatic emergency lighting, powered by an independent source, shall be provided. Any emergency lighting batteries shall be fully charged before the admission of the public, members or guests. In the event of the failure of normal lighting, arrangements shall be in place to ensure that the public, members or guests leave the premises within the period of one-third of the total predicted life of the emergency lighting battery, unless within that time normal lighting has been restored and the battery has been fully re-charged.

Curtains, hangings, decorations and upholstery

No curtain, temporary decoration or item of a similar description shall obstruct any exit

Capacity limits

The maximum permitted numbers of persons in the premises including staff shall not exceed the numbers set within the fire risk assessment for the premises.

The capacity limit for the premises shall be: 500

Prevention of Public Nuisance:

Noise and vibration shall not emanate from the premises so as to cause a public nuisance.

All doors and windows at the premises shall be kept closed after 2300 except during immediate access and egress.

Any speaker within the premises shall be directed away from any residential property

Where regulated entertainment is provided in the Bar area, the nominated steward will monitor noise emanating from the premises at least hourly to ensure that no noise nuisance is being caused and where there is shall cause the noise to be reduced. A written record shall be kept on the premises detailing the name of the person carrying out the monitoring, the monitoring locations, the date and time and the result obtained. Such record shall be made available on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or police.

Any musical amplification system/equipment located in the Hall, prior to use, shall be wired through a sound limiting device located in a separate and remote lockable cabinet. The level shall be pre-set by a responsible person in charge of the premises to ensure that no noise nuisance is caused to local residents. The operational panel of the noise limiter shall then be secured. The keys securing the noise limiter cabinet shall be held by the premises licence holder or authorised (in writing) manager only, and shall not be accessed by any other person.

No waste such as bottles or refuse shall be placed outside the premises between 23:00hrs and 08.00hrs

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to any beer garden, patio area, smoking area or similar, requesting the public to respect the needs of local residents and to be quiet.

Protection of Children from Harm:

Persons under the age of 18 years shall not be admitted to the club premises unless accompanied by a parent or responsible adult over 18 year.

No person under the age of 18 years shall be eligible for membership.

The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the police or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.

A written register of refusals will be kept including a description of the people who have been unable to provide required Identification to prove their age. Such records shall be kept for a period of 12 months and will be collected on a daily basis by the Club Steward or Relief Steward and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

Appendix F

No adult entertainment or services or activities must take place at the premises (Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally include topless bar staff, striptease, lap-table, or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language).

Annex 3 - Conditions attached after a hearing by the licensing authority

Not applicable

Annex 4 – Plans

As Attached and amended 22.8.07 drawing no 1589 variation for the provision of a smoking area

**LICENSING ACT 2003
Part B – Club Premises Certificate Summary**

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Club details**

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Friday-Saturday: 10:00 - 01:00

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Recorded Music

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Supply/Sale by retail of alcohol:

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Friday-Saturday: 10:00 - 01:00

Additional outside area licensed until 22.30 (as per plan submitted on 22.8.07)

Non Standard Timings:

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Friday, Saturday, Sunday and Monday for each May Bank Holiday, spring/Whitsun Bank Holiday and every August Bank Holiday weekend.

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The opening hours of the club

Sunday – Thursday 10:00 – 24:00

Friday – Saturday 10:00 – 01:30

Non-Standard Timings

End of permitted hours on New years Eve until the start of permitted hours on New Years Day

Sunday before a bank Holiday until 01:00

State whether access to the club premises by children is restricted or prohibited

Persons under the age of 18 years shall not be admitted to the club premises unless accompanied by a parent or responsible adult over 18 years.

No person under the age of 18 years shall be eligible for membership.

The premises shall operate a Challenge 25 Policy

No adult entertainment or services or activities shall take place at the premises.