

Conditions for Masquerade.

1. Adequately sign and light premises entrances and exits.
2. Adequate internal and external lighting shall be provided.
3. An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include (i) the date and time of refusal; (ii) the reason for refusal; (iii) details of the person refusing the sale; (iv) description of the customer; (v) any other relevant observations. The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority. All entries must be made within 24 hours of the refusal.
4. An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details.
 - i. Any incidents of disorder or of a violent or anti-social nature.
 - ii. All crimes reported to the venue, or by the venue to the police.
 - iii. Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.
 - iv. Records must be completed within 24 hours of any incident, and will contain the time, date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.
 - v. The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.
 - vi. The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority.
 - vii. All entries must be made within 24 hours of the refusal
5. Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.
6. There shall be zero tolerance to anti-social behaviour, drunken, quarrelsome and violent persons.
7. Deliveries of goods necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.
8. The licensee will ensure that staff who arrive early morning or depart late at night (for example, for unpacking, pricing newly delivered goods)

when the business has ceased trading, conduct themselves in such a manner to avoid causing disturbance to nearby residents.

9. There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a *Challenge 25* proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:
 - A photo driving licence
 - A passport
 - An identification card carrying the PASS hologram
 - MOD Form 90 (ID Card).
 - Unless such identification is produced the sale of alcohol must be refused.

- 10 A "Challenge 25" sign shall be provided, which is a retailing strategy the encourages anyone who is over 18, but looks under 25, to carry acceptable ID (a card bearing the PASS hologram, a photographic driving licence or a passport) if they wish to buy alcohol.

- 11 There shall be no children on the premises.

- 12 There shall be no entry to the public after 00.00 Hrs.

- 13 Customers will be asked not to stand around loudly talking in the street outside the premises.

- 14 The movement of bins and rubbish outside the premises will be kept to a minimum after 11.00pm. This will help to reduce the levels of noise produced by the premises.

- 15 A minimum of *two (2)* SIA licensed door supervisors shall be always on duty at the premises whilst it is open for business on Thursday, Fridays, and Saturdays from 2200 Hours until close. The following details for each door supervisor will be contemporaneously entered into a register kept for that purpose:
 - (i) Full name
 - (ii) SIA licence/badge number, and registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation)
 - (iii) (iii) The date and time they began their duty
 - (iv) (iv) The date and time they completed their duty
 - (v) (v) The full details of any agency through which they have been allocated to work at the premises if appropriate

- (vi) The register shall be available for inspection and copying at all reasonable times by an authorised officer of a responsible authority.
- (vii) The register shall be always kept at the premises and be so maintained as to enable an authorised officer to establish the particulars of all door supervisors engaged at the premises during the period of not less than 12 months prior to the request.
- (viii) SIA licensed door supervisors will be responsible for ensuring the safe, quiet, and orderly dispersal of customers from the premises and the immediate vicinity of the premises.

16 The premises shall install operate and maintain a comprehensive digital colour CCTV system to the satisfaction of the Police and Local Authority.

All public areas of the licensed premises including entry and exit points will be covered, including any outside areas under the control of the premises licence holder.

The system must record clear images permitting the identification of individuals and enable facial recognition images (a clear head and shoulder image) of every person entering and leaving in any light condition.

The CCTV system will continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises.

All equipment must have a constant and accurate time and date generation.

All recordings will be stored for a minimum period of 31 days with date and time stamping.

The CCTV system will be capable of downloading images to a recognisable viewable format.

There will be security measures in place to ensure the integrity of the system to prevent the tampering with, and deletion of, images

Viewable copies of recordings will be provided on request to the Police and local authority officers as soon as is reasonably practicable and in accordance with the Data Protection Act 2018 (or any replacement legislation) OR a staff member from the premises who is conversant with the operation of the CCTV system, shall be on the premises at all times when the premises are open. This staff member must be able to provide an authorised officer of a responsible authority, copies of recent CCTV images or data with absolute minimum of delay when

requested in accordance with the Data Protection Act 2018 (or any replacement legislation).

17 All staff engaged in licensable activity at the premises will receive training and information in relation to the following.

- i. The *Challenge 25* scheme in operation at the premises, including the forms of identification that are acceptable.
- ii. The hours and activities permitted by *the premise's licence* issued under the Licensing Act 2003 and conditions attached to the *licence*.
- iii. How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).
- iv. Recognising the signs of drunkenness.
- v. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
- vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed at no greater than *12 Month* intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.

Training records will be retained for at least 2 years.

18. The premises will remain open for no more than 30 minutes after the end of the period during which the retail sale of alcohol is permitted, as a "wind-down" period.

19. No Adult Entertainment.