

Mandatory Conditions:

- (1) No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence or when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
- (2) Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
- (3) 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. For the purposes of this condition,
 - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (b) “permitted price” is the price found by applying the formula $P = D + (D+V)$ where –
 - i) P is the permitted price,
 - ii) D is the rate 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
 - iii) 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;

Where the permitted price given by this formula is not a whole number, it should be rounded up to the nearest penny.
 - (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence:
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence; and
 - (d) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
 - (e) (i) Sub-paragraph (ii) applies 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.
 (ii) 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.
- (4) 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. “Responsible person” means the holder of a premises licence, the designated premises supervisor under such a licence or any individual aged 18 or over who is authorised to sell alcohol by a licence holder or designated premises supervisor. 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 a disability).
- (5) The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- (6) (a) The premises licence holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (b) 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.
- (c) 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
- (i) holographic mark or
 - (ii) an ultraviolet feature
- (7) 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.
- (8) Admission of children to the exhibition of any film shall be restricted in accordance with the film classification recommended by the British Board of Film Classification or recommended by this licensing authority as appropriate.
- (9) All persons guarding premises against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority.

Conditions consistent with the Premises Operating Schedule:

- (10) The premises licence holder will be an active member of Pubwatch.
- (11) Any person who appears to be intoxicated or aggressive will be refused permission to enter the premises.
- (12) Prominent, clear and legible notices are to be displayed and maintained at all exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.
- (13) Any incident at the premises which impacts on the crime and disorder licensing objective 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 any offender
- (f) action taken as a result of the incident
- (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 and be available on request by any authorised officer of the Licensing Authority or Police.

- (14) A written record shall be kept in respect of all door supervisors working at the premises containing the following information:
- (a) name, address, and telephone number;
 - (b) registration number;
 - (c) name, address, and telephone number of the agency (where the door supervisor in question is not employed directly by the premises);
 - (d) dates and times at which he/she commences and finishes work at the premises
 - (e) details of any incident in which the door supervisor is involved, including calls to police and any police action taken.

This record must be retained at the premises for a period of not less than six months and be available on request by any authorised officer of the Licensing Authority or Police.

- (15) Where under-18s are permitted entry to the premises, there shall be at least one door supervisor per exit and a minimum of one female door supervisor on duty at the premises at all times during opening hours.
- (16) The management of the premises shall devise and implement a written policy relating to the prevention of illegal drugs and offensive weapons. This policy shall include: staff training, searching, confiscation, storage and disposal of seized items.
- (17) No customers carrying open containers of alcohol shall be admitted to the premises at any time when the premises are open to the public.
- (18) Customers shall be prevented from taking any glasses or open bottles from the premises.
- (19) Drinking vessels shall be made of toughened glass or plastic and shall be designed not to have a sharp edge when broken.
- (20) A digital CCTV system shall be installed and maintained in accordance with current Home Office Guidelines relating to UK Police Requirements for Digital CCTV Systems. The system shall ensure all licensed areas of the premises (except toilet facilities) are monitored, including all entry and exit points and external areas, and should ensure frontal identification of every person entering and in any light condition. All cameras shall continually record whilst the premises are open to the public and the recordings shall be kept and available for a minimum of 31 days with accurate time and date stamping. Any breakdown or system failure will be notified to the Police immediately and remedied as soon as practicable. A member of staff trained in data retrieval and viewing from the CCTV system shall be available at all times when the premises is open to the public. Recordings shall be made available to an authorised officer of Thames Valley Police or an authorised officer of Bracknell Forest Council together with facilities for viewing. The recordings for the preceding two days shall be made available immediately on request. Recordings outside this period shall be made available within 48 hours. Any request from Thames Valley Police or Bracknell Forest Council for a copy of the CCTV recording to be made for evidential purposes must be carried out within 48 hours.
- (21) The management of the premises shall devise and implement a written policy to monitor and control the access and exit of persons to and from the premises, including ejections and dispersal.
- (22) The supply of alcohol shall cease 15 minutes prior to the closure of the premises and a winding down period with quieter music shall be implemented.

- (23) Provision will be made for customers leaving the premises to be able to book licensed private hire or hackney carriage vehicles.
- (24) The management of these premises shall devise and implement a written policy for the provision of appropriately qualified and trained staff at the premises.
- (25) All staff responsible for alcohol sales shall be able to converse with members of the public and relevant agencies in English.
- (26) A suitable method of determining the number of persons on the premises at any one time shall be employed to ensure that the maximum permitted capacity is not exceeded.
- (27) A notice shall be displayed prominently at the entrance to the premises indicating the maximum number of persons permitted on the premises (or any particular part of the premises) at any one time.
- (28) All exit doors shall be available at all times when the premises is open to the public without the use of a key, code, card or similar. Exit doors shall be regularly checked to ensure they function satisfactorily.
- (29) Safety checks shall be carried out before the admission of the public, and these should be recorded in a log book available on request to an authorised officer of the licensing authority.
- (30) Staff with specific responsibilities in the event of fire or other emergency shall receive training and written instruction appropriate to their role and documented records of such training and instruction shall be kept.
- (31) Access routes for emergency vehicles shall be kept clear and free from obstruction.
- (32) During any regulated entertainment, all external doors (including lobby doors) and windows to the premises shall remain closed, other than for access and egress.
- (33) All reasonable steps shall be taken to ensure that people entering or leaving the premises do so in an orderly manner and do not in any way cause annoyance to residents and people passing by the premises.
- (34) Regulated entertainment shall only take place within the premises and no speakers shall be provided in external areas of the premises.
- (35) The external smoking area shall be monitored by the DPS or nominated staff to ensure noise is kept to a minimum so as not to cause disturbance.
- (36) The external areas of the premises shall be monitored by the DPS or a nominated person every 30 minutes from the start of any regulated entertainment and for a further 30 minutes after the permitted closing time of the premises, to ensure there is no noise which is likely to cause a nuisance to local residents.
- (37) All external monitoring and actions taken as a result of such monitoring shall be recorded and made available to authorised officers on request.
- (38) Flashing or bright lights which cause a nuisance to nearby properties shall not be permitted.
- (39) Noxious smells shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.
- (40) No poster, advertisement, or similar which is unsuitable for general exhibition shall be displayed in a public place. If the licensee is notified by the Licensing Authority in writing that it objects under this rule to a poster, advertisement or similar it shall not be displayed, sold or supplied.
- (41) The licensee shall ensure that the footway and public space in the vicinity of the premises is swept and kept free of litter at regular intervals whilst the premises are open and at the close of business, and litter and sweepings disposed of in an appropriate manner.

- (42) Notices shall be exhibited in prominent positions on the premises to ask patrons to dispose of their rubbish in the bins provided.
- (43) An adequate number of waste receptacles for use by patrons shall be provided and emptied at appropriate intervals.
- (44) The licensee shall ensure that all waste is properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
- (45) All refuse and bottles shall be disposed of in bins quietly so as not to disturb local residents. There shall be no disposal of glass bottles outside between 23:00 hours and 07:00 hours.
- (46) During entertainment presented especially for under-18s, a member of staff shall be stationed in each area occupied by children, and in the vicinity of each exit, so that on each level occupied by children, the minimum number of responsible adult members of staff on duty shall be one for every 50 children per part thereof.
- (47) Any supervisors and chaperones at performances for children shall be appropriately checked by the Disclosure and Barring Service. Measures shall be put in place to ensure that the children can be accounted for at all times in case of an evacuation or emergency.
- (48) The licensee shall adopt and maintain a Challenge 25 Policy as part of their policy relating to alcohol sales. Clear signage relating to the policy shall be displayed at the premises.
- (49) All staff employed in the sale of alcohol shall be trained in respect of the law relating to the sale of alcohol, the company's proof of age policy and the procedure on handling and recording refusals. Training shall be documented in writing and details made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers. Training shall be reviewed and updated on a regular basis.
- (50) An alcohol refusal register shall be maintained at the premises and kept up to date. The register is to be made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers. The register should include details of the time, date, member of staff, reason for refusal and a brief description of the person refused.