

CONDITIONS

CONDITIONS CONSISTENT WITH OPERATING SCHEDULE
The premises licence holder will notify 28 days in advance of any event with Police Licensing that all arrangements are in place.
A site security, communication control room will be provided on site for events over 1000 people. Access will be made available to any Responsible Authority.
Written information shall be provided, prior to the start of the event of the number of SIA Security personnel or Marshalls to be employed on site during the period the premises is open for licensable activities.
The Premises Licence Holder or DPS or any person nominated by them in writing for the purpose, shall maintain a register of staff on site for any event, which shall be kept on the premises showing the names and addresses of the door supervisors and their badge numbers. The register shall be made available on demand for inspection by any Responsible Authority.
All security and stewarding personnel will be readily identifiable by means of a hi-visibility clothing and no person shall perform the role of Stewarding/Marshalling without wearing hi-visibility clothing.
An incident log must be kept at the premises and made immediately available on request to any Responsible Authority. The log will record all crimes reported at the venue, all ejections of patrons, any complaints received, any incidents of disorder and any visit by a relevant authority or emergency service.
Each bar will be run by a bar manager/supervisor and this person under the direction of the DPS will be fully in control of the sale of alcohol from that bar.
All staff will be fully trained prior to undertaking any sale of alcohol on the premises. The training shall include drug awareness, conflict resolution, selling to underage persons and selling to persons under the influence of alcohol. Such training will be recorded, and records shall be kept at the premises which will be produced to an authorised officer of the licensing authority or police on demand.
Secure and safe systems are to be in place for the storage of items seized. These systems are to include secure methods of storing drugs, legal highs (or similar) or weapons seized or found and procedures for handling the items over to the responsible authority where required. In addition, records of seizures will be kept in the incident book and made available to the licensing authority on demand or to the police on authority of the operational commander during the duration of any event or to any authorised person of the police post event.

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At least one personal licence holder shall always be present at any alcohol serving area during the event. Signed/countersigned documentation for briefings for the challenge 25 refusals and all personal licence holder authorisations 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 on demand.

A Traffic Management Plan (TMP) will be drawn up for events and will be provided to relevant agencies prior to events taking place, such plans shall be agreed by the Safety Advisory Group if deemed necessary. The TMP will cover all aspects of vehicle and pedestrian access to and egress from the site during the load in and load out as well as for the event itself.

Off sales will only take place for events such as farmers markets, when produce may be purchased as off sales and then only when sold in sealed containers.

The premises licence holder will appoint an Event Safety Consultant who will be able to authorise and supervise safety measures for all events over 1,000 people.

The Event Safety Consultant will be responsible for monitoring of contractors, liaising with contractors, checking of method statements and risk assessments, preparation and monitoring of site rules, safety inspections and audits, collection and checking of completion certificates, communication of safety information to contractors and employees, monitoring and coordinating safety performance, coordinating safety in response to a major incident, liaison with nominated officers from Leicester City Council.

Temporary electrical wiring and distribution systems shall be signed off by a competent person prior to any licensable activity taking place at the premises. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority.

Any additional electrical work required after the event has commenced shall be signed off by a competent person. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority. The sign off certificates shall be available for inspection in the Event Office located on the licensed premises.

The Premises Licence Holder will ensure that all temporary structures and any other elements of infrastructure or artistic installation have been inspected and signed off as being safe prior to the commencement of its use.

A copy of each safety sign off certificate shall be kept at the Event Office and shall be made available to an authorised local authority officer.

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<p>All enclosed structures that the public have entry to will have designated entry/exit points. The numbers of these entry/exit points will be determined by the occupancy capacity and will be listed in the Tent Exit Calculation document submitted in the EMP. In this licence "enclosed structures" are classed as a structure whether tented or not, which has less than 25% of its sides open to the atmosphere (excluding entrances and exits) and which are accessible to the public when regulated entertainment is provided.</p>
<p>The installation and use of laser beams, pyrotechnics or real flames, explosive or highly flammable or smoke/foam producing agent, for any purpose shall not be permitted without prior notification to the Licensing Authority. A detailed description of the method of use, shall be made to the Licensing Authority.</p>
<p>Paper lanterns will not be sold on site and will be listed within the ticketing terms and conditions as items that may not be brought to the venue.</p>
<p>A Sanitation Management Strategy will be provided to the satisfaction of Leicester Council's Environmental and Trading Standards Service prior to commencement of each event. Once agreed, the strategy will be implemented throughout the events.</p>
<p>A Noise Management strategy will be provided before the commencement of each event. The Premise Licence Holder must comply with the Noise Management Strategy.</p>
<p>The Noise Consultant shall be available for meetings with EHO Officers from Leicester Council.</p>
<p>The Premises License Holder will maintain a noise log, and these will be kept in the Event Office and will always be available.</p>
<p>A noise hotline will be installed and publicised so that local residents can report any noise issues directly to the Event organiser. All calls will be logged by time, location and contact number and address will be requested. The log will be kept in the Event Office.</p>
<p>After the event has closed, the event organiser will pass the noise complaints register to the event consultant. The log will be available at all times for inspection in the Event Office. The noise hotline number will be operational throughout the hours of regulated entertainment.</p>
<p>The goal of the Lost Children Policy is to reunite each lost child with its parents or guardians. However, if there is any evidence or suspicion of abuse or neglect of children, then this must be reported to the appropriate authority.</p>
<p>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 the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of the Council. Prominent, clear and legible signage shall also be displayed at all alcohol serving areas advertising the scheme operated.</p>

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Proof of the attainment of 18 years of age will be required through production of a full or provisional photo card driving licence, by a passport, PASS card or by a national identity card with a hologram photo prior to any alcohol sale taking place or entry to age restricted areas.

Bar staff must ask for proof of age ID whenever the customer appears to be under 25. If there is any doubt as to the age of the customer, they will be refused service.

A written register of refusals is to be kept including a description of the people who have been unable to provide required identification to prove their age. Such records will be kept for a period of 12 months. It will be collected and reviewed on a daily basis by a personal licence holders or designated premises supervisor 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 the Council on demand.

The Designated Premises Supervisor will brief bar security staff that they should take reasonable steps to monitor the final destination of the drinks and where it would appear that supply is being made by proxy to a person under the age of 18 years take steps to prevent the consumption by that person.

No persons serving alcohol shall be under the age of 18 years.

The Designated Premises Supervisor, the bar manager and other bar supervisors will monitor the performance of the serving staff to ensure adherence to the licensing laws.

Any underage persons found arriving at or on the Licensed Premises with alcohol will have the alcohol confiscated by security.

A selection of soft drinks will be available to buy, along with an ample supply of free drinking water.

CONDITIONS CONSISTENT WITH THE REPRESENTATION FROM THE LICENSING ENFORCEMENT MANAGER

The cease times for all activities to be 22:30 hours on all days.

A calendar of events booked or planned at the venue will be served on the Police Licensing Office, the Licensing Enforcement Team of the Licensing Authority, the Noise Pollution Team and the Festivals & Events Team at Leicester City Council at least 30 days in advance in an agreed format and delivery.

Any event that is assessed to be deemed a risk event by any of the responsible authorities, the Licensing Authority will require the implementation by the Licence Holder of the Event Management Plan Process (EMPP) and the related conditions.

All Live music or recorded music events (limited to 12 in a calendar year) that involve a band, music artist or DJ will be automatically be required to implement the event management plan process (EMPP).

The licence is subject to Leicester City Council's Standard Conditions for Places of Public Entertainment, published on the Licensing Authority's website www.leicester.gov.uk/licensing

The licence is subject to the licence holder, when the EMPP is implemented, in satisfying the deadlines set in relation to submission of any event plans, risk assessments or any other documents or plans required by the Authorities/Agencies. If

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these deadlines are not adhered to satisfactorily as deemed by the Licensing Authority, the licence is deemed null and void and all licensable activities will not be licensed.
When the EMPP is implemented, the licence holder must submit a fully documented event management plan to the Licensing Authority which must be completed within the agreed timelines. The plan must include full details relating to at the very least; event management structure and contact details, site plans, programme timings, attendance estimations, site, staging and facilities provisions, Emergency risk assessments and access, public communications, insurances and any other areas of consideration. Consultation must take place between the licence holder and the Responsible Authorities to achieve this and will be adhered to in full.
The Licensing Authority will consult with all the required authorities/agencies to ensure that all of the conditions are complied with in full in regards to the terms of the EMPP and inform the licence holder if this is not the case which will require immediate compliance and if not the condition/s relating to deadlines will come into force.
The time restrictions of activities stated on the licence are the maximum allowed, however the time limits stated within the event management plan or risk assessments would be those applicable.
The licence holder will comply with all reasonable actions or steps directed by or an officer acting on behalf of the Licensing Authority.
The licence holder will submit to Leicestershire Police (Operations planning department or as directed) any documents that they require as part of a documented plan or risk assessment that must be submitted in line within agreed deadlines of the EMPP.
The licence holder will complete any reasonable requests or instructions issued by the police in relation to the event/s.
Full consideration and assessment must take place of the security provision. This must be done in consultation with the police and the Licensing Authority. The authorities must be satisfied that the provisions are in place, meet the requirements of any event/s and will be adhered to in full.
Any personnel that require to be SIA registered must be correctly licensed and must always display their SIA identification prominently during any event/s.
The Licence Holder must ensure that all staff (paid or unpaid) selling alcohol are trained on the law with regards to age restricted sales, in particular what identification can be accepted and that this is properly documented.
A comprehensive noise risk assessment must be completed in consultation with the noise pollution team of the local authority. The authority must be satisfied with this assessment and that it will be adhered to in full.
The licence holder will take all reasonable steps in order to reduce the chances of any event causing a public nuisance.
The licence holder will monitor and not exceed the maximum safe capacity for any event. This will be determined by the local authority in consultation with partner agencies and detailed on the event management plan.
The licence holder will take into account public safety in all aspects of any events and this must be documented within the event management plan and any other risk assessments or documents submitted to the satisfaction of the relevant part of the local authority.
The licence holder will consult and comply with any required public safety actions directed by the relevant parts of the local authority.
The licence holder will consult with the Traffic Management/Highways or relevant parts of the local authority if required and submit a management plan in relation to traffic/highways management. This must be to the satisfaction of the local authority and complied with in full.

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If alcohol is being served or sold, then the age verification scheme 'Challenge 25' must be operated and complied with by all staff members. Staff members must be trained in the scheme and specifically what identification can be accepted. Notices advertising that the premises operates a Challenge 25 scheme must be displayed in a clear and prominent position at the entrance to the event and inside the event at all bar serving areas where alcohol is being served or sold.

A refusals log shall be in operation at each area where the sale of alcohol is being conducted. The refusals log shall be maintained throughout the event and be made available immediately to the police or Licensing Authority on request.

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