

**PROPOSED CONDITIONS FOR HAYMARKET THEATRE  
1 GARRICK WALK  
LEICESTER  
LE1 3AF**

1. A CCTV system with recording equipment shall be installed following advice from Leicestershire Police and maintained in accordance with the Information Commissioners CCTV Codes of Practice. All recordings used in conjunction with CCTV shall be retained for a minimum period of 30 consecutive days.
2. The premises licence holder shall ensure that there is always a member of staff on the premises whilst it is open to members of the public who are trained to operate and provide images from the CCTV system to Police Officers and Responsible Authorities. Any request for CCTV outside of these times will be made within 48 hours of the request being made.
3. A bound and sequentially paginated incident/accident book or electronic record shall be kept to record all instances of disorder, damage to property and personal injury at the premises. Such records are to be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request, and all such records are to be retained at the premises for at least 12 months.
4. A bound and sequentially paginated refusals book or electronic record shall be kept at the premises to record all instances where admission or service is refused.  
Details to show:
  - a. The basis of the refusal;
  - b. The person making the decision to refuse; and
  - c. The date and time of the refusalSuch books/records to be retained at the premises for at least 12 months, and shall be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.
5. Training records shall be kept to record staff training and advice including the following areas:
  - a) preventing underage sales of alcohol
  - b) preventing proxy sales of alcohol to underage persons
  - c) preventing sales of alcohol to a person who is drunk
  - d) vigilance in preventing the use and sale of illegal drugs
  - e) prevention and control of any potential issues of violence and disorder
  - f) protection of children and vulnerable adultsThese records shall be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request and all such records are to be retained at the premises for at least 12 months.
6. Clear notices shall be prominently displayed requesting customers to leave the premises and the area in a quiet and orderly manner.

7. A Challenge 25 scheme shall operate at the premises. Any person who appears to be under 25 years of age shall not be served alcohol unless they produce an acceptable form of identification (passport, driving licence, Military Identity card or PASS accredited card).
8. Challenge 25 notices will be displayed in prominent positions throughout the premises.
9. Door supervisors shall be employed at the premises on occasions as deemed necessary by the Designated Premises Supervisor and/or premises management following a risk assessment and on occasions when requested by, and following consultation with the Police.
10. The Designated Premises Supervisor or nominated person shall ensure that any door supervisors employed at the premises wear, and clearly display, their Security Industry Authority registration badge at all times whilst on duty.
11. A bound and sequentially paginated book or electronic record shall be maintained at the premises containing the names, home addresses, dates of birth and Security Industry Authority registration number of door supervisors employed on any particular day. These records shall be kept at the premises for at least 12 months and shall be made available for inspection and copying by the Police immediately upon request.