

Kelham Hall, Newark, Notts, NG23 5QX**Premises Licence**

Premises licence number 000182

Part 1 – Premises details**Postal address of premises, or if none, ordnance survey map reference or description**

Kelham Hall Kelham			
Post town	Newark on Trent	Post code	NG23 5QX
Telephone number	07976112233		

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

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| Licensable activities authorised by the licence | |
| 1. | Regulated Entertainment |
| a. | Plays |
| b. | The exhibition of films |
| c. | Indoor Sporting events |
| d. | Boxing or wrestling entertainment |
| e. | The provision of live music |
| f. | The provision of recorded music |
| g. | Performances of dance |
| h. | The provision of facilities for making music |
| i. | The provision of facilities for dancing |
| j. | Provision of facilities for entertainment of a similar description to h or i above |
| 2. | Late Night Refreshment |
| 3. | The supply of alcohol |

The times the licence authorises the carrying out of licensable activities

- A Standard Times
1. Regulated Entertainment
 - a, b & c above
Monday to Sunday – 09:00 to 00:00
 - d above
Monday to Sunday – 19:00 to 00:00
 - e, f, g, h, i & j above
Sunday to Wednesday – 10:00 to 00:00
Thursday to Saturday – 10:00 to 02:00 the following day
 2. Late Night Refreshment
Sunday to Wednesday – 23:00 to 00:00
Thursday to Saturday – 23:00 to 02:00
 3. The supply of alcohol
Sunday to Wednesday – 09:00 to 00:00
Thursday to Saturday – 09:00 to 02:00
- B Non Standard Times
- Live & Recorded Music
31st December – 10:00 to normal terminal hour for 1st January
 - The Supply of alcohol
31st December – 09:00 to normal terminal hour for 1st January

The opening hours of the premises

- A Standard Times
Sunday to Wednesday – 09:00 to 00:00
Thursday to Saturday – 09:00 to 02:00 the following day
- B Non Standard Times
31st December – 09:00 to normal closing hour for 1st January

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

On Sales only

Part 2

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence

Kelham Hall Limited
Hollingwood Hall
Cedar Street
Chesterfield
S43 2LF
Telephone Number: 07976112233
E-Mail: jonathanjpc@aol.com

Registered number of holder, for example company number, charity number (where applicable)

Company Registration Number: 8414286

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Jonathan Mark Pass

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

Personal Licence Number: PA0324

Issuing Authority: Eden District Council

Annex 1 - Mandatory conditions

1.—(1) The responsible person shall take all reasonable steps to 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—

(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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(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;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

(i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;

(e) 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.

2. The responsible person shall ensure that no alcohol is dispensed 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).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

4.—(1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) 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 a holographic mark.

5. The responsible person shall 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) customers are made aware of the availability of these measures.
6. No alcohol may be supplied under this Licence:
 - a at any time when there is no Designated Premises Supervisor in respect of these Premises; or
 - b at any time when the Designated Premises Supervisor does not hold a personal licence or his/her personal licence is suspended.
7. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
8. The admission of children to any exhibition of film on the premises is to be restricted in accordance with the film classification given to any film by the British Board of Film classification or if no such classification is made then in accordance with any recommendation made by Newark & Sherwood District Council as Licensing Authority.
9. Any person exercising a security activity (as defined by paragraph 2(1)(a) of schedule 2 of the Private Security Industry Act 2001) shall be licensed by the Security Industry Authority. Any such person shall be employed at the premises at the discretion of the Licence Holder/Designated Premises Supervisor and shall display their name badge at all times when on duty.

Annex 2 - Conditions consistent with the Operating Schedule

1. This licence is granted on the condition that the restrictions contained within the enactments specified under Licensing Act 2003 Schedule 8 (6) are adhered to except as specifically varied by this licence.
2. The supply of alcohol shall be restricted to persons attending dances, banquets, buffets, conferences, receptions and social functions of a similar nature
3. These conditions apply to any exhibition of film which is not exempt under the Licensing Act 2003 i.e. one whose main purpose is to
 - a. demonstrate any product,
 - b. to advertise any goods or services, or
 - c. to provide information, education or instruction.
4. The Licence Holder, shall throughout the whole time the premises are open for entertainment, ensure that a sufficient staff of competent attendants specially instructed by the Licence Holder, or a person nominated by him/her, as to their duties in the event of any emergency. Where required by this Licence, Door Supervisors must be employed at the Premises.

5. The Licence Holder shall allow any Authorised Officer, Fire Authority or Police to enter all parts of the Premises at all reasonable times and the Licence Holder shall comply with any reasonable request of an Authorised Officer, Fire Authority or Police.
6. The Licence Holder shall take all due precautions for the prevention of any accident and shall not commit any act, which is likely to cause fire or danger to the public
7. No exhibition, demonstration or performance of hypnotism shall be given without the Council's written consent.
8. No public music, dancing, exhibition, recitation or Entertainment of a like kind shall take place in the Premises which is offensive, obscene, immoral, licentious, indecent or likely to produce riot, tumult or a breach of the peace, and the operation of the Premises shall be carried out in such a way to prevent such conduct.
9. Table dancing, lap dancing, pole dancing and all forms of Entertainment, dancing, or displays that include nudity or sexual performances of any kind are prohibited.
10. Lasers, strobes and any form of pyrotechnic or fireworks are not to be used without the written consent of the Council, a warning sign to the effect that a laser or strobe is to be used in the Premises must be clearly displayed at all public entrances to the Premises such that the public can see the warning sign before entering.
11. The total number of persons allowed on the Premises, is as follows

Lady Chapel	65 persons
Carriage Court	200 persons
Civic Suite	200 person
Dome	<u>735 persons</u>
Total	<u>1200 persons</u>
12. The Licence Holder shall ensure that an effective system for determining the number of persons on the Premises at any one time is used at all times when the Premises are open for Entertainment. Staff responsible for monitoring and controlling access to the Premises and management staff are to be aware of the maximum occupancy figure of the entire Premises and where appropriate specific areas within the Premises. These staff members must be instructed as to how the occupancy figure is to be monitored and the action to be taken when the maximum occupancy figure is reached.
13. The Licence Holder shall not allow the stated maximum occupancy figure to be exceeded.
14. The Licence Holder shall maintain and keep good order and decent behaviour on the Premises.
15. Free and unrestricted access to cold drinking water shall be provided at a location, which is readily accessible to customers. The water shall be provided without any charge.
16. Rest areas, which are cooler, quieter and preferably separate from the main dance area(s) shall be provided. Adequate seating shall be provided with rest facilities.
17. Adequate first aid provision shall available at all times to include having at least one nominated Trained First Aider on the Premises at all times whilst Regulated Entertainment is taking place. Where Wrestling or Boxing Entertainment is taking place the Licence Holder shall ensure that a qualified medical practitioner is in attendance

18. No person shall be employed or otherwise engaged on the Premises as a Door Supervisor unless he/she holds a current registration from the Security Industry Authority (SIA).
19. At all times when engaged as a Door Supervisor a person shall wear and clearly display the photograph and registration badge issued by the SIA.
20. A logbook shall be maintained on the Premises in which the names of all Door Supervisors, their registration number and details of all serious incidents identifying the Door Supervisors involved, shall be entered for each day that they are engaged at the Premises. The logbook shall be kept for a period of at least two years from the date of the last entry and be readily available for inspection by an Authorised Officer or by a Police Officer.
21. In the case of seated audiences, adequate gangways of not less than 1.05 metres (3ft. 6 ins.) wide shall be provided for the free passage of the audience. These gangways shall not be occupied or obstructed in any manner and must be arranged opposite exit doors wherever possible.
22. Where the Premises are to be used for a seated audience (except lunches or dinners) exceeding 250 persons, all seats shall be securely fixed to the floor, or secured together in groups of four and twelve. Where more than 400 persons are to be accommodated, the seats adjoining front, back or across the gangways and seats adjoining exits shall be securely fixed to the floor. The seats shall be so arranged that no seat or part of a seat shall be more than 4.57 metres (15 feet) from a gangway, measured in line of seating. Seating arrangements should comply with current British Standards and Codes of Good Practice.
23. The dance floor shall be clearly delineated and shall be positioned in such a way as to ensure the safety of persons using the dance floor.
24. The arrangements for access around the dance floor and seating in the vicinity of the dance floor shall be such that neither dancers nor patrons, seating or otherwise, are put at risk of physical injury.
25. All gangways, staircases and exits shall be kept clear of obstruction, be well illuminated and free from any trip hazard whilst the Premises are open for Entertainment.
26. On each anniversary of the granting of this Licence an annual report signed by a qualified electrical engineer who is an approved contractor on the roll of the National Inspection Council for Electrical Installation and Contracting (NICEIC), or the Electrical Contractors Association, or the Electrical Contractors Association of Scotland, shall be submitted to the Authority to the effect that the electrical system, the Emergency Lighting, if any, and the fire alarm system installed at the Premises, if any have been examined and tested and are in a safe working condition. Entertainers shall only be permitted to use electrical sockets fitted with residual current device protection, complying with the current British Standard. Such sockets must be maintained in good working order and marked "audio equipment only".
27. All parts of the Premises to which the public have access shall have the lighting system tested every month and the results recorded in the fire logbook. Where a secondary system of lighting is provided by the provision of hand lamps, these shall be maintained in a sufficient working order and made available to staff whose duties it is to facilitate the evacuation of the Premises.

28. Emergency exit notices must be illuminated at all times the Premises are occupied, and be legible and in the event of failure of normal lighting such signs must be illuminated by the Emergency Lighting supply.
29. The fire alarm system shall be tested weekly and the results recorded in a log book. The system shall be maintained in efficient working order.
30. Testing and maintenance shall be carried out on all fire equipment, which shall be maintained in efficient working order.
31. Portable fire extinguishers shall be examined at least once annually and tested by a British Approval for Fire Equipment Board (BAFE) Registered Extinguisher Engineer.
32. A notice or notices clearly indicating the position of the nearest telephone by which the emergency services may be summoned must be provided in suitable locations. If the Premises are to be used for the regular provision of indoor sporting entertainment, a telephone must be installed.
33. The Fire Authority, the Police and the Authority shall be informed of any fire, however slight that occurs on the Premises.
34. A fire log book must be kept which records details of test, examinations and fire drill instructions. The logbook must be readily available and produced for inspection by an Authorised Officer, a member of the Fire Authority or a Police Officer upon request.
35. All members of staff must receive written instruction and training appropriate to their responsibilities in the event of an emergency. The training and instruction of staff on fire safety must include actions on discovering a fire, raising the alarm, location and use of fire fighting equipment, evacuation of the public and staff, calling the Fire Authority. This training is to be carried out immediately to new staff as part of an induction programme and periodically repeated no less than twice per year.
36. The Licence Holder shall take all reasonable steps to ensure that patrons awaiting entry to the Premises or leaving the Premises do not cause annoyance or nuisance to any other person in the vicinity of the Premises.
37. Sound insulation or control equipment which is installed to prevent noise nuisance to the occupiers of neighbouring premises shall be maintained in satisfactory working order.
38. Any noise produced or associated with the Entertainment must not be audible at the façade of the nearest residential, commercial or industrial premises.
39. No film shall be exhibited unless it has received a "U", "PG", "12A", "15" or "18" Certificate from the British Board of Film Classification.
40. A representation or written statement of the terms of any certificate given by the British Board of Film Classification shall be shown on the screen immediately before the showing of any film to which it relates, and the representation or statement shall be shown for long enough and in a form large enough for it to be read from any seat in the auditorium.
41. The nature of any certificate received in respect of a film from the British Board of Film Classification shall be clearly indicated by the figure "U", "PG", "12A", "15" or "18" in any advertisement of the film displayed at the premises.
42. The licence holder shall ensure that children are only admitted to exhibitions of films in accordance with the British Board of Film Classification categories "12A", "PG", "15" and "18". For the purpose of this condition

43. Where the Licensing Authority has given notice in writing to the licensee of the premises prohibiting the exhibition of a film on the ground that it contains matter which, if exhibited, would offend against good taste or decency or would be likely to encourage or incite crime or to lead to disorder or to be offensive to public feeling, that film shall not be exhibited in the premises unless the permission in writing of the Licensing Authority is first obtained and any conditions of such permission are complied with.
44. Where the Licensing Authority has given notice in writing to the licensee of the premises objection to an advertisement on the ground that , if displayed, it would offend against good taste or decency or be likely to encourage or incite crime or to lead to disorder or to be offensive to public feeling that advertisement shall not be displayed at the premises unless the permission in writing of the Licensing Authority is first obtained and any conditions of such permission are complied with.
45. The provisions of this Condition shall apply in relation to film which does not exceed sixteen millimetres in width.
 - a. No inflammable substance shall be used in repairing or jointing film in the auditorium or in any other part of the premises to which the public are admitted while the public are present there.
 - b. If a film projector is placed in the auditorium or elsewhere than in a projection room—
 - i. the film projector shall be surrounded by a clear space at least three feet wide which persons, not authorised by the person in charge of the projector or under section four of the Cinematograph Act, 1909 (which relates to powers of entry for inspection), are prevented from entering by the erection of a barrier or other effective means;
 - ii. no smoking shall be permitted within the said clear space;
 - iii. the film projector shall be in the charge of a competent person who shall be present within the said clear space whenever the projector is working;
 - iv. no illuminant, other than electric light in hermetically sealed lamps, shall be used in the film projector and the illuminant shall be separately encased in such a easy as to prevent it accidentally coming in contact with the film;
 - v. electrical conductors used for the film projector shall be suitably insulated and provided with a suitable protective covering over the insulation and shall, so far as practicable, be placed out of reach of the public.
46. Projection and rewinding rooms
 - a. Film which exceeds sixteen millimetres in width shall not be projected, rewound, cleaned or otherwise manipulated except in a projection or rewinding room to which the public are not admitted.
 - b. Projection rooms shall be large enough to enable the operators to work freely at the film projectors and any other equipment therein.
 - c. Whenever a film projector is working in a projection room a competent person shall be in charge of, and present in, the projection room.
 - d. Notices prohibiting smoking in projection rooms, rewinding rooms or in rooms where film is stored shall be permanent and shall be in block letters on a contrasting background, such letters being not less than 2 inches high on notices inside the rooms and 4 inches high on notices outside the rooms.

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

1. The Licence Holder will notify local residents of any function to be held on the premises that will finish after midnight and/or which will include any firework display. Any such display shall not end later than 22:00
2. The Licence Holder shall provide notices, to be legible from within any vehicle, requesting coach and taxi drivers collecting persons attending functions on the premises to use a designated parking area and to turn off their engines while waiting.
3. One member of the Licence Holder's staff shall be responsible for ensuring compliance with the above condition.
4. Clear, prominent and legible notices are to be provided on the internal side of all exits asking customers to leave the premises and area quietly and respect the rights of neighbours.
5. The 'Sentry' noise limiting system, which has been suitably programmed and installed in the Dome must be operated at all times in accordance with the agreed procedures as follows:
 - a. The 'over limit ' setting, signified by the lighting of the three red segments on the Bar Graph Meter should not be triggered
 - b. If this occurs the orange warning light behind the drinks bar must illuminate.
 - c. When the orange light is lit then the person appointed by the Licence Holder to be in charge of the premises at that time must require that the level of noise be reduced below the level at which the orange light is triggered.

Annex 4 – Plans

Attached