

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

<b>Premises licence number</b> 001958
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**Part 1 – Premises details**

<b>Postal address of premises, or if none, ordnance survey map reference or description</b> 18 Castle Gate
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<b>Post town</b> Newark	<b>Post code</b> NG24 1BG
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<b>Telephone number</b>
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<b>Where the licence is time limited the dates</b>
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Not applicable

<b>Licensable activities authorised by the licence</b>
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|----|--|
| 1. | Regulated Entertainment  |
| a) | Plays  |
| b) | Indoor sporting events   |
| c) | Live music   |
| d) | Recorded music   |
| e) | Performances of dance  |
| f) | Anything of a similar description to that falling within (e), (f) or (g) |
| 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:  
Sunday to Thursday: 08:00 to 00:30 the following day  
Friday and Saturday: 08:00 to 02:45 the following day
2. Late night refreshment:  
Sunday to Thursday: 23:00 to 00:30 the following day  
Friday and Saturday: 08:00 to 02:30 the following day
3. The Supply of alcohol  
Sunday to Thursday: 08:00 to 00:30 the following day  
Friday and Saturday: 08:00 to 02:30 the following day

**B Non Standard Times**

1. Regulated Entertainment (categories c, d, e and f in the above box)  
New Years Day: 00:00 to 23:59  
Christmas Day: 00:00 to 23:59  
Start of British Summer Time: 00:00 to 04:30 the following day and 08:00 to 23:59
2. Late night refreshment:  
New Years Day: 00:00 to 05:00 and 23:00 to 23:59  
Christmas Day: 00:00 to 05:00 and 23:00 to 23:59  
Start of British Summer Time: 00:00 to 04:30 the following day and 23:00 to 23:59
3. The Supply of alcohol  
New Years Day: 00:00 to 23:59  
Christmas Day: 00:00 to 23:59  
Start of British Summer Time: 00:00 to 04:30 the following day and 08:00 to 23:59

**The opening hours of the premises**

**A Standard Times**

Sunday to Thursday 08:00 to 01:00 the following day  
Friday to Saturday 08:00 to 03:00 the following day

**B None Standard Times**

New Years Day: 00:00 to 23:59  
Christmas Day: 00:00 to 23:59  
Start of British Summer Time: 00:00 to 04:30 the following day and 08:00 to 23:59

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

Both on and off sales

**Part 2**

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

Activ Red Ltd  
10 Broad Street  
Spalding  
Lincs  
PE11 1TB

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

08694382

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

Matthew Campbell Clark

**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: PA0112  
Issuing Authority: South Holland District Council

**Annex 1 - Mandatory conditions**

**Designated Premises Supervisor**

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.

**Authorisation By Personal Licence Holders**

Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.

**Irresponsible Promotions**

(1) 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.

(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—

(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 disability).

### **Potable Water**

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

### **Age Verification**

(1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) 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.

(3) 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—

- (a) a holographic mark, or
- (b) an ultraviolet feature.

**Small Measures**

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;

(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.”

**Sales Of Alcohol Below The Permitted Price**

(1) 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.

(2) For the purposes of the condition set out in paragraph 1—

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(6);

(b) “permitted price” is the price found by applying the formula—

$$P = D + (D \times V)$$

where—

- (i) P is the permitted price,
- (ii) D is the amount 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;

- (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 authorizes the supply of alcohol under such a licence;
  - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994
- (3) Where the permitted price given by Paragraph (b) of paragraph (2) would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- (4) (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 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.
- (2) 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

### **Exhibition of Films**

Admission of children (i.e. persons under the age of 18 years) to any exhibition of film must be restricted in accordance with any certificate and/or recommendation relating to that film made by the British Board of Film Classification

### **Door Supervision**

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. All members of staff shall be fully trained in the retail sale of alcohol. The training shall be ongoing and each member of staff shall be reviewed every six months. All details of

- the level of training will be recorded in a bound and sequentially paginated book or electronic record. This information shall be made available for inspection and copying by the Police or any other authorised person immediately on request and all such books shall be retained at the premises for at least 12 months.
2. A bound and sequentially paginated incident book or electronic record shall be kept to record all instances of disorder, damage to property and personal injury at the premises. The Incident book shall contain the following details;
    - Time, date and location of incident.
    - Nature of Incident
    - Action taken
    - Each entry signed by the DPS or other responsible person employed at the premises and so authorised by the DPS.The Incident book shall be made available for inspection and copying by the Police or any other authorised person immediately upon request, and all such books shall be retained at the premises for at least 12 months.
  3. A tamper proof CCTV system shall be installed, maintained in working order and operated at the premises in liaison with and to the satisfaction of Nottinghamshire Police and the Licensing Authority and shall be used to record during all hours that the premises are open to the public including one hour before opening and one hour after closing (condition attached by the licensing authority at the hearing)
  4. An internal and external CCTV system with recording equipment shall be installed internally and external and maintained at the premises and noted on the plan. All recorded images shall:
    - Be of evidential quality in all lighting conditions; and
    - Indicated the correct time and date; and
    - Be retained for a period of at least 31 consecutive daysSufficient staff must be trained to use the system, as recorded images must be made available for inspection and downloading immediately on responsible authority request. All downloaded images must be provided in a format that is viewable without the need for specialist equipment and/or software (condition attached by the licensing authority at hearing)
  5. All members of staff shall be fully trained in respect of the company's Drugs Policy. The training shall be ongoing and each member of staff shall be reviewed regularly. All details of the level of training will be recorded in a bound and sequentially paginated book or electronic record; detailing the following:
    - Name of the member of staff
    - Name of the trainer
    - Date the training was completed
    - Staff member and trainer to sign the authenticity of the record.This information shall be made available for inspection and copying by the Police or any other authorised person immediately on request and all such books shall be retained at the premises for at least 12 months.
  6. Notices shall be displayed advising customers that searches may be carried out and admission will be refused to customers who do not give their consent to be searched. A bound and sequentially paginated book or electronic record shall be kept recording

- details of anyone refusing to be searched, showing the date and time of the refusal and either the name or a description of the person refusing to be searched. Such record shall be made available for inspection and copying by the Police or any other authorised person immediately upon request.
7. Any seizure of drugs, weapons or other property shall be recorded in a bound and sequentially paginated book or electronic record, together with details of how and where the article was seized, and, where practicable the name and address of the person found with this article. This record shall be retained at the premises for at least 12 months, and shall be available for inspection and copying by the Police or any other authorised person immediately upon request.
  8. The toilets at the premises to be checked hourly for drugs use and evidence of supply taking place. A bound and sequentially paginated book or electronic record shall be kept of the result of the checks, detailing how and when any illegal substance was found. The record to be retained at the premises for at least 12 months and made available for inspection and copying by the Police or any other authorised person immediately upon request.
  9. Any Drug Amnesty box used shall be a strong metal box, which is lockable and securely attached to the floor or wall inside the premise; it shall be constructed so that items may be placed within, without any person coming into contact with the contents of the box. It shall be opened and emptied with the Police upon Police request with reasonable notice given. It shall be lockable and securely attached to the floor or wall within easy reach of the main entrance to facilitate ease of depositing items within.
  10. A legible record containing names, addresses and Security Industry Authority badge numbers of door supervisors shall be maintained and kept for a period of 12 months and be available for inspection by the police, the licensing authority and SIA.
  11. Each door supervisors licence number will be verified by the DPS or their agent using the internet SIA website, on the occasion of each door supervisor's initial employment at the premise. Thereafter, a weekly check shall be carried out to ensure the licence status remains unchanged. This verification check will be recorded in the logbook required in condition 10 and signed appropriately by the DPS or their agent.
  12. The management will work in conjunction with Nottinghamshire Police to update the company's Drug Policy as required.
  13. Signage shall be displayed advising customers to be respectful to residents and to leave the area in a quiet and orderly manner.
  14. The disposal of empty bottles shall not be undertaken externally from 21:00 until 09:00 on the following day; every day of the week.
  15. A Challenge 25 or similar policy will be implemented and enforced at all times. Any person who appears to be under 25 years of age shall not be allowed to purchase alcohol unless they produce an acceptable form of photo identification. (e.g. passport, driving licence, or PASS accredited card)



16. Challenge 25 notices will be displayed in prominent positions throughout the premises.
17. Apart from an under 18 events or private event, after 2100 hours, entry will be restricted to those aged 18 years or over and ID will be check in accordance with the Challenge 25 policy.
18. During under 18 events, only patrons aged under the age of 18 will be permitted entry. Alcohol will be removed from view. Tobacco sales will not take place and gaming machines will not be in use.
19. The upper tier of the garden will only be used after 22:00 for the purposes of smoking.
20. A defined area (dance floor) shall be provided for dancing, performances of dance and any entertainment of a similar description.
21. A warning sign to the effect that a laser or strobe is used in the premises must be clearly displayed at all public entrances to the premise.

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

1. With the exception of private functions none glassware will be used after 22:00 on the ground floor and first floor with the exception of champagne bottles, champagne glasses and wine glasses.
2. Glassware Management Policy as attached as Annex 5 to apply to the basement.
3. There shall be provided at the premises a minimum of 1 door supervisor between the hours of 20:30 and 22:00 and a minimum of 3 door supervisors between 22:00 until the premises closes on a Friday and Saturday opening.
4. A written risk assessment shall be carried out to determine the number of door staff who shall be on duty for each public opening, private functions and for under 18 events. This will be made available on request to the Police and Licensing Authority.
5. Sound insulation and noise control equipment will be installed and it shall be maintained in satisfactory working order.
6. During under 18 events, persons under 18 will be allowed on the premise until 23:00. On the occasion of any pre-arranged under 18 only function/event, at least 14 working days written notice must be given to the Chief Officer of Nottinghamshire Police.
7. No alcohol purchased from the premises shall be removed from the curtilage of the premise and garden.

**Annex 4 – Plans**

Attached: Dated August 2014

**Annex 5 – Glassware Management Policy**

Attached

**Annex 5 – Glassware Management Policy**

**Introduction**

This policy covers the controlled use of glassware in our venues ensuring the safety of all employees and customers.

The following standards have been agreed:

- Type of vessels used:
  - All pint and half pint glassware will all be of toughened standard
- Reduction of glass vessels used
  - Decanting will be encouraged with bottled products
- Removal of glass vessels from public area
  - There will be designated glass collection staff employed on the ration of at least one per room
  - Bottle banks will be positioned throughout the venue at least one per room
  - These will be well signed to encourage use by customers

### **Additional Staff Training**

All staff will undergo full training which will be recorded and regularly monitored to ensure that they are fully aware of the importance of:

- The swift removal of used and abandoned vessels
- The clearance of broken glass and spillages

For the avoidance of doubt ALL staff whether management, security, bar staff or cleaning staff will have a responsibility for actioning or managing the removal of any risk they come across in respect to glassware.

### **Risk assessments**

It may be necessary to carry out a risk assessment for example on a high attendance events, or when we believed another risk would be prevalent, NYE may be an example of this.

The result of the risk assessment may result in partial or total removal of glassware from being in circulation.

### **Risk Categories**

We have identified that there are different risk categories for different vessels, listed in order of least likely to cause serious harm and frequency of likelihood;

1. 'Shot' glasses
2. Champagne bottles
3. Spirit bottles
4. Toughened glassware
5. Champagne and Cocktail glasses
6. Bottle products (consumed from the vessel)
7. Non-toughened glassware

Certain areas within the venue are less likely to present a risk these are as follows, again in least likely first,

1. VIP lounge
2. Private booth
3. Private table
4. General public area
5. Dancefloor

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