

## **Annex 1 –Mandatory Conditions**

LICENSING ACT 2003  
Sec 24

### **PREMISES LICENCE**

**Receipt:** WPSR00213727

**Premises Licence Number:** LN/000013775

*This Premises Licence has been issued by:*

**The Licensing Authority, London Borough of Haringey,  
6<sup>th</sup> Floor Alexandra House, 10 Station Road,  
Wood Green, London, N22 7TR**

**Signature:** .....

**Date:** 3<sup>rd</sup> February 2015

#### **Part 1 – PREMISES DETAILS**

**Postal Address of Premises or, if none, Ordnance Survey map reference or description:**

**HORNSEY TOWN HALL ARTS CENTRE  
HORNSEY TOWN HALL  
THE BROADWAY  
CROUCH END  
LONDON N8 9JJ**

**Where the Licence is time limited, the dates:**

**Until 31<sup>st</sup> January 2016**

**Licensable activities authorised by the Licence:**

**Regulated Entertainment:** Plays, Films, Indoor Sporting Events, Live Music, Recorded Music, Performance of Dance and Anything of a Similar Description

**Supply of Alcohol**

**Late Night Refreshment**

**The times the Licence authorises the carrying out of licensable activities:**

**Supply of Alcohol**

**Monday to Thursday 1200 to 2330**

**Friday to Saturday 1200 to 0130**

**Sunday 1200 to 2245**

**Late Night Refreshment**

**Friday to Saturday 2300 to 0130**

**Plays, Indoor Sporting Events, Performance of Dance**

**Monday to Thursday 1000 to 2300**

**Friday to Saturday 1000 to 0100**

## **Annex 1 –Mandatory Conditions**

**Sunday 1000 to 2215**

LICENSING ACT 2003  
Sec 24

### **Films**

**Monday to Thursday 1000 to 2300**

**Friday to Saturday 1000 to 0130**

**Sunday 1000 to 2215**

### **Live Music**

**Monday to Saturday 1000 to 2300**

**Sunday 1000 to 2200**

### **Recorded Music**

**Monday to Thursday 1000 to 2300**

**Friday to Saturday 1000 to 0145**

**Sunday 1000 to 2245**

### **Anything of a Similar Description**

**Monday to Thursday 1000 to 2330**

**Friday to Saturday 1000 to 0130**

**Sunday 1000 to 2245**

### **The opening hours of the premises:**

**Monday to Thursday 0700 to 0000**

**Friday 0700 to 0200**

**Saturday 0800 to 0200**

**Sunday 0800 to 2315**

### **Where the Licence authorises supplies of alcohol whether these are on and/or off supplies:**

Supply of alcohol for consumption **ON** the premises

## **Annex 1 –Mandatory Conditions**

### **Part 2**

**Name, (registered) address, telephone number and e-mail (where relevant) of holder of Premises Licence:**

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

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

**Personal Licence number and issuing authority of personal licence held by designated premises supervisor where the Premises Licence authorises for the supply of alcohol:**

1. No supply of alcohol may be made under the Premises Licence –
  - (a) At a time when there is no Designated Premises Supervisor in respect of the Premises Licence; or
  - (b) At a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made, or authorised by a person who holds a Personal Licence.
3. (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;

## **Annex 1 –Mandatory Conditions**

- 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).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (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 licences 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.
6. 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) 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.

### **Minimum Drinks Pricing**

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

## **Annex 1 –Mandatory Conditions**

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

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 authorises a 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 the 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.

### **Door Supervisor:**

All individual(s) at the premises for the purpose of carrying out a security activity must

- (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
- (b) be entitled to carry out that activity by virtue of section 4 of that Act..

## **Annex 2 – Conditions consistent with the Operating Schedule**

### **THE PREVENTION OF CRIME AND DISORDER**

CCTV Cameras will be sited to observe the entrance door and external back door

Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification.

Provide a linked record of the date, time of any image.

Provide good quality images - colour during opening times.

Have a monitor to review images and recorded quality.

Be regularly maintained to ensure continuous quality of image capture and retention.

Staff trained in operating CCTV.

Digital images must be kept for 31 days. The equipment must have a suitable export method, e.g. CD/DVD writer so that Police can make an evidential copy of the data they require. Copies must be available within a reasonable time to Police on request.

An incident log shall be kept at the premises, it will be in a hardback durable format handwritten at the time of the incident or as near to as is reasonable and made available on request to the Police, which will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) seizures of drugs or offensive weapons
- (f) any faults in the CCTV system or searching equipment or scanning equipment
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service.

### **PUBLIC SAFETY**

A strike partnership will be maintained with local taxi companies to ensure taxis are readily available for customers.

Stewarding staff will be compliant with SIA licensing requirements

The Licensee will ensure all emergency exits are well maintained, clear of obstruction and clearly signed.

All staff, security and stewards will be briefed on emergency evacuation procedures.

All relevant signage will be maintained

All electrical equipment will undergo a PAT test before use.

A First Aid kit will be made available and staff briefed.

An accident book will be maintained on the premises.

No animals apart from guide dogs will be permitted on the premises.

SIA door Supervisors will log and report incidents at ticketed events

All temporary structures or stands built will be risk assessed.

## **Annex 2 – Conditions consistent with the Operating Schedule**

### **THE PREVENTION OF PUBLIC NUISANCE**

No drinking vessels are permitted to leave the premises

No smoking will be permitted outside the main entrance after 10pm. They smoking are will be sited in the enclosed courtyard at the back of the premises.

SIA Security will disperse any large groups of people when leaving the venue.

#### Prevention of nuisance from noise / vibration

All doors and windows will remain closed during the licensed regulated entertainment activities or in any event after 11pm.

Entry to the premises will be restricted to the main front doors whilst the premises is being used for regulated entertainment licensed activity

#### Structure borne noise

All speakers are mounted on anti-vibration mountings to prevent vibration transmission of sound energy to adjoining properties

#### Sound limits

The licensee shall ensure that no music played in the licensed premises is audible at or within the site boundary of any residential property

#### Outside Areas

No music will be played in, or for the benefit of patrons in external areas of the premises

No form of loudspeaker or sound amplification equipment is to be sited on or near the exterior premises or in or near any foyer, doorway, window or opening to the premises

Signs shall be displayed in the external areas/on the frontage requesting patrons to recognise the residential nature of the area and conduct their behaviour accordingly. The management must reserve the right to ask patrons to move inside the premises or leave if it is felt that they could be disturbing neighbours

#### Collections

Empty bottles and non-degradable refuse will remain in the premises at the end of trading hours and taken out to the refuse point at the start of the working day rather than at the end of trading when neighbours might be unduly disturbed

#### Plant and machinery

All plant and machinery is correctly maintained and regularly serviced to ensure that it is operating efficiently and with minimal disturbance to neighbours arising from noise

#### Dealing with Complaints

A complaints book will be held on the premises to record details of any complaints received from neighbours. The information is to include, where disclosed, the complainant's name, location, date time and subsequent remedial action undertaken. This record must be made available at all times for inspection by council officers

#### Patrons entering/exiting premises

Where people queue to enter the premises a licensed door supervisor shall supervise and ensure the potential patrons behave in an acceptable manner

#### Prevention of Nuisance from Odour

## **Annex 2 – Conditions consistent with the Operating Schedule**

All ventilation and extraction systems shall be correctly maintained and regularly serviced to ensure that it is operating efficiently and with minimal disturbance to neighbours arising from odour.

### Prevention of nuisance from light

Illuminated external signage shall be switched off when the premises is closed

Security lights will be positioned to minimise light intrusion to nearby residential premises

## **THE PROTECTION OF CHILDREN**

The 'Challenge 21' policy will be implemented

All staff and visiting companies will be CRB checked

The premises will implement a comprehensive 'Lost Child' procedure.

Children only toilets will be supplied at events when required.

The Licensee will ensure access to films will be in accordance with film classifications.

Child based events will be separately risk assessed and additional control measures put in place.

The premises will be effectively and responsibly managed.

Alcohol may only be sold to individuals over the age of 18 with valid proof of identification with one of the following:

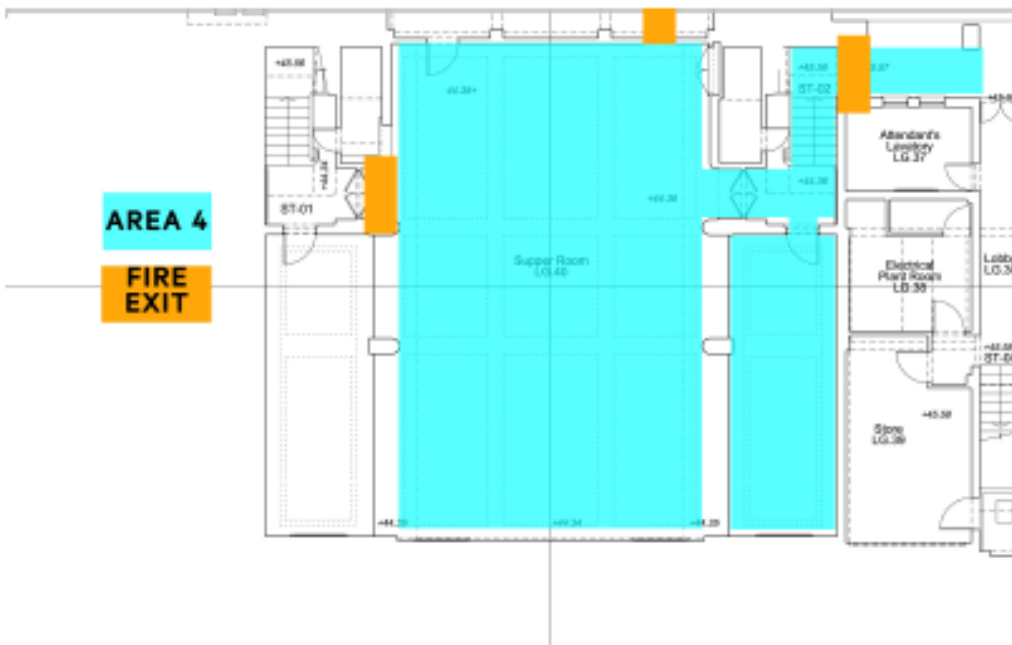
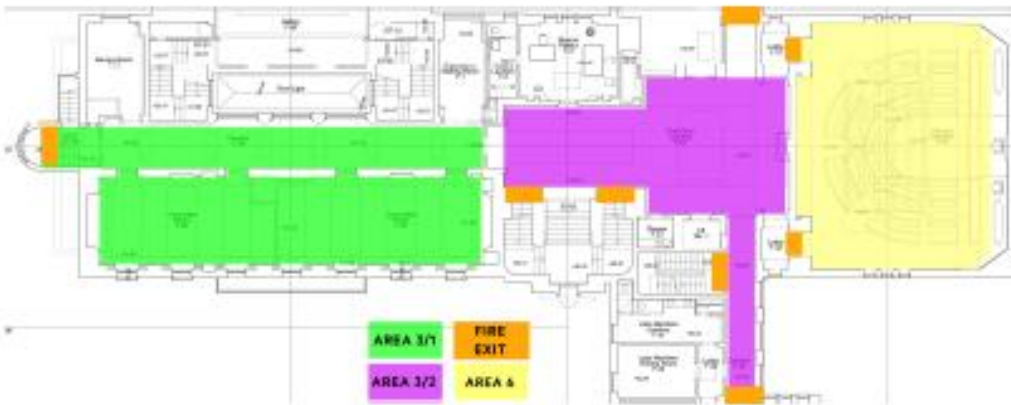
- A valid passport
- A photo driving license issued in a European Union Country
- A proof of age standard card system
- A citizen card, supported by the Home Office



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

Not applicable

# Annex 4 – Plans



# Annex 4 – Plans

