



**Temporary Event Notice**

Before completing this notice please read the guidance notes at the end of the notice. If you are completing this notice by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary.

You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

<b>1. The personal details of premises user (Please read note 1)</b>			
<b>1. Your name</b>			
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	Frodsham		
Forenames	Steven		
<b>2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)</b>			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
<b>3. Your date of birth</b>		Day	Month
<b>4. Your place of birth</b>			
<b>5. National Insurance Number</b>			
<b>6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)</b>			
Post town		Post code	
<b>7. Other contact details</b>			
<b>Telephone numbers</b>			
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail Address (if available)			

8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)

KRO Hotels Manchester M1 Ltd, t/a Velvet Hotel, Restaurant & Bar, 2 Canal St

Post town Manchester

Post code M1 3HE

9. Alternative contact details (if applicable)

Telephone numbers:  
Daytime

Evening (optional)

Mobile (optional)

Fax number (optional)

E-Mail Address  
(if available)

## 2. The premises

Please give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references)  
(Please read note 2)

Velvet Hotel, Restaurant & Bar, 2 Canal St, Manchester M1 3HE

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.

Premises licence number

Club premises certificate number

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)

We intend to use and restrict access to the cobbled pavement, outside of the premises across the street and separately, the area directly under our bar windows, which is in the same area as our table & chairs license covers (210001)

Please describe the nature of the premises below. (Please read note 4)

Velvet – Hotel, Restaurant & Bar

Please describe the nature of the event below. (Please read note 5)

- A. Manchester Pride (28 Aug – 31st Aug 2020) – Velvet’s outdoor entertainment
- b. Erection of Stage area on the cobbled pavement opposite the premises (27 Aug / 4pm) which will remain until its demolition (01st Sep prior to 11am)
  - i. Staging area will be 4m x 2.5m, made from responsibly sourced timber with a fire proof protective coating.
  - ii. Staging will have an advertising board at the back no

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3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please mark an "X" next to the licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input checked="" type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 7)	<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)	
Friday 28th Aug – Monday 31st Aug 2020	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9)	
12:00 – 23:00	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 10)	200
If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please mark an "X" next to the appropriate box). (Please read note 11)	On the premises only <input type="checkbox"/>
	Off the premises only <input type="checkbox"/>
	Both <input checked="" type="checkbox"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment. (please read note 12)
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4. Personal licence holders (Please read note 12)		
Do you currently hold a valid personal licence? (Please mark an "X" in the box that applies to you)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority	Manchester City Council	
Licence number	138329	
Date of issue	18/08/2011	
Date of expiry	01/01/2049	
Any further relevant details	N/a	

5. Previous temporary event notices you have given (Please read note 13)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the number of temporary event notices you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 14)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices your associate(s) have given for events in the same calendar year	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)		
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

<b>7. Checklist (Please read note 15)</b>	
I shall (Please mark the appropriate boxes with an "X" )	
Send at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Send a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Send a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, send at least one copy of this notice to each additional licensing authority	<input checked="" type="checkbox"/>
If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police	<input checked="" type="checkbox"/>
If the premises are situated in one or more local authority areas, send a copy of this notice to each additional local authority exercising environmental health functions	<input checked="" type="checkbox"/>
Make or enclose payment of the fee for the application	<input checked="" type="checkbox"/>
Sign the declaration in Section 9 below	<input checked="" type="checkbox"/>
<b>8. Condition (Please read note 16)</b>	
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.	

<b>9. Declarations (Please read note 17)</b>	
The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence: (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.	
Signature	S Frodsham
Date	11/03/2020

Name of Person signing	Steven Frodsham
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For completion by the licensing authority

10. Acknowledgement (Please read note 18)	
I acknowledge receipt of this temporary event notice. <b>Helen</b>	
Signature	<b>Howden</b> Digitally signed by Helen Howden DN: CN = Helen Howden email = premises.licensing@manchester.gov.uk C = GB O = Manchester City Council
Date	18/03/2020 OU = Premises Licensing Team Date: 2020.03.18 17:23:32 Z
Name of Officer signing	Helen Howden



Section 2

Premises Licence Number - 113702

Section 2

Please describe the nature of the event below:

- a. Manchester Pride (28th Aug – 31st Aug 2019) – Velvet’s outdoor entertainment
- b. Erection of Stage area on the cobbled pavement opposite the premises (27th Aug @ 4pm) which will remain until its demolition (01<sup>st</sup> Sep prior to 11am)
  - i. Staging area will be 4m x 2.5m, made from responsibly sourced timber with a fire proof protective coating.
  - ii. Staging will have an advertising board at the back no longer than the width 4m and no higher than 2.5m
  - iii. Staging will have power supplied via Velvet Bar from over head armoured power cables connected to a weather proof junction box at the stage area
- c. Erection of bunting and power supply overhead to the cobbled area opposite the premises (27th Aug, 4pm) which will remain until its demolition (01<sup>st</sup> Sep prior to 11am)
- d. During the pride event outside entertainment in the form of live music performances, and pre-recorded music from DJs will be limited between the hours of:
  - i. Friday 28th Aug 11am – 11pm
  - ii. Saturday 29th Aug 11am – 11pm
  - iii. Sunday 30<sup>th</sup> Aug 11am – 11pm
  - iv. Monday 31st Aug 11am – 6pm
- e. We will have portable bar running next to the side of the staging area on the cobbled pavement opposite the premises and directly under our windows and to ensure all licensing conditions are adhered to the bar will be managed by one of Velvets management team and team member with additional security at the venue provided by serenity security, the portable bars will be stored away inside the venue when not being used and when outside of the operational hours detailed below:
  - i. Friday 28th Aug 11am – 11pm
  - ii. Saturday 29<sup>th</sup> Aug 11am – 11pm
  - iii. Sunday 30<sup>th</sup> Aug 11am – 11pm
  - iv. Monday 31st Aug 11am – 6pm