

Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<ol style="list-style-type: none"> 1. Strong management controls and effective training: All staff and volunteers are fully trained to understand the terms of our license and the absolute necessity to uphold the four licensing objectives. 2. An intruder alarm system is installed. A Centre Manager or Duty Manager will be on hand and monitoring operation on a daily basis. 3. All staff shall be briefed and be aware of their responsibilities before starting paid or voluntary duty at the premises, including being vigilant against the use of illegal drugs, and not to serve alcohol to drunk or intoxicated customers. 4. All staff shall be trained in recognising signs of drunkenness, how to refuse service and the premises duty of care 5. Any person who appears to be intoxicated or who is behaving in a disorderly manner shall not be allowed entry to the premises. 6. Documented records of training completed shall be kept for each member of staff. 7. Training shall be regularly refreshed and at no greater than 12 monthly intervals. 8. Training records shall be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council. 9. The Centre Manager and Board of Trustees shall carry out reviews of security incidents at the premises. Such reviews shall be documented and conducted at least quarterly and include details of any remedial action identified and implemented. Copies of the security review shall be made available upon inspection by a responsible authority, police officer, or authorised officer. 10. Queuing outside of the building for events shall be prohibited in favour of indoor queuing space being provided if necessary. 11. An incident log (which may be electronically recorded) shall be kept at the premises for at least six months, and made available on request to the police or an authorised officer of the licensing authority, which will record the following incidents including pertinent details: 	N/A	Applicant

Schedule of Licence Conditions

<p>(a) all crimes reported to the venue, or by the venue to the police</p> <p>(b) all ejections of patrons</p> <p>(c) any complaints received</p> <p>(d) any incidents of disorder</p> <p>(e) seizures of drugs, offensive weapons, fraudulent ID or other items</p> <p>(f) any refusal of the sale of alcohol</p> <p>(g) any faults in the CCTV system, searching equipment or scanning equipment</p> <p>(h) any visit by a relevant authority or emergency service</p> <p>12. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of Manchester City Council at all times while the premises are open.</p> <p>13. 28 days' notice shall be given to Greater Manchester Police of any events held that are organised by an external promoter, including full details of the nature of the event and of the promoter.</p> <p>14. The Board of Trustees and Centre Manager shall ensure that a written notice of authority is kept at the premises for all staff who sell alcohol. The notice shall be made available for inspection upon request of the police or an authorised officer of the licensing authority and all staff selling alcohol must be in possession of formal identification to verify their identity against the notice.</p> <p>15. Open containers of alcohol shall not be removed from the premises, except for consumption in any delineated external area as shown on the plan attached to the licence.</p> <p>16. The on-site supervisor shall ensure that tables are cleared of all bottles and glasses on a regular basis during trading hours to avoid an accumulation of glassware.</p> <p>17. The number of persons permitted in the premises at any one time including staff shall not exceed 180 persons, and this number shall be prominently displayed by each entrance to the premises. The duty supervisor shall ensure a suitable method of calculating the number of people present during licensable activities is in place, and that the results are securely recorded in a logbook for a period of at least 12 months.</p>		
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Schedule of Licence Conditions

<p>18. All staff on duty at the premises shall be trained in the Fire Safety and Evacuation procedures for the premises and aware of their individual responsibilities.</p> <p>19. All parts of the premises and its fittings and apparatus therein, door fixings, lighting, heating, electrical equipment, sanitary provisions, furniture and the building itself are maintained at all times, in good order and in a safe condition.</p> <p>20. Equipment shall be PAT tested.</p> <p>21. All staff and volunteers are provided with health & safety training (including: handling broken glass, placement of wet floor signs, manual handling techniques, correct storage & environment safety checks).</p> <p>22. First aid boxes are at multiple accessible sites in the building and all staff and volunteers will be made aware of their location as well as signs displayed. The Centre Manager is responsible to ensuring the First Aid Kits are well stocked and replenished.</p> <p>23. Illuminated fire exit signs are installed and there is a fire risk assessment.</p> <p>24. We shall keep a record of all inspections and incidents.</p> <p>25. Live and music will cease by 22:00 on weeknights, before 00:00 on Saturdays, and before 23:00 on Fridays and Sundays.</p> <p>26. All windows and external doors shall be kept closed from 22:00 or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.</p> <p>27. Staff shall monitor customers smoking outside the premises on a regular basis and ensure patrons do not cause a public nuisance.</p> <p>28. Speakers and lighting are positioned away from windows facing residential properties to the front. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises that gives rise to a nuisance.</p> <p>29. Customers vacating the premises after 22:00 will be asked to leave quietly and out of the rear door. Signage to this effect is displayed along with local taxi numbers.</p> <p>30. The premises and immediate surrounding area shall be kept clean and free from litter at all times the premises are open to the public. Litter bins shall be provided at the premises in sufficient capacity to ensure that customers can adequately</p>		
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Schedule of Licence Conditions

<p>dispose of any litter.</p> <p>31. While live or recorded music takes place, the duty manager shall undertake regular monitoring of noise levels at the nearest noise-sensitive locations. A record shall be kept of any monitoring, including the date, time and location of monitoring; the name of the monitor; and any action taken.</p> <p>32. Staff shall monitor customers smoking outside the premises on a regular basis and ensure patrons do not cause a public nuisance.</p> <p>33. There shall be no admittance or readmittance to the premises after 22:00 hours.</p> <p>34. Local residents shall be invited to regular residents meetings held by the board of trustees to resolve any problems associated with the carrying on of licensable activities at the premises. The minutes of the meeting and any action to be taken shall be lodged, recorded and made readily available for inspection.</p> <p>35. Staff are trained in Challenge 25 policy and acceptable forms of identification for age verification.</p> <p>36. No events solely for those under the age of 18 will be permitted on the premises without adult supervision.</p> <p>37. If films are screened, audience members' IDs will be checked to comply with BBFC certification.</p> <p>38. No persons under 18 shall be permitted on the premises at any time that adult entertainment is provided at the premises.</p>		
Conditions proposed by objectors	Agreed	Proposed by
<p>1. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises that gives rise to a nuisance.</p> <p>2. Staff shall monitor customers in the external areas of the premises on a regular basis and ensure patrons do not cause a public nuisance.</p> <p>3. There shall be a documented dispersal policy, as agreed with the relevant responsible authorities, implemented at the</p>	No	Licensing and Out of Hours

Schedule of Licence Conditions

<p>premises and a copy lodged with the Council's Licensing Unit.</p> <ol style="list-style-type: none"> 4. From no later than 1 hour before the premises closes to the public, a member of staff shall be dedicated to monitor the dispersal of customers and ensure patrons do not contribute to anti-social behaviour in the vicinity. They will be easily identifiable by way of their uniform or high visibility jacket / vest; will have a detailed knowledge of all transport options in the area and provide directions for patrons who may be loitering in the vicinity of the premises. 5. Use of the external areas for regulated entertainment will not be permitted after 18:00 Sunday – Thursday and after 19:00 Friday – Saturday. 6. Use of the external areas will not be permitted after 21:00 Sunday – Thursday and after 22:00 Friday – Saturday. 7. Local residents shall be invited to quarterly residents meetings held by the premises licence holder to resolve any problems associated with the carrying on of licensable activities at the premises. 8. The premises shall install and maintain a comprehensive digital CCTV system. All public areas of the licensed premises, including all public entry and exit points, and the street environment will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record while the premises are open to the public and recordings shall be kept available and unedited for a minimum of 31 days with the date and time stamping. 9. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public and must be able to produce/download/ burn CCTV images upon request by a police officer or an authorised officer of the licensing authority. Any footage must be in a format that can be played back on a standard personal computer or standard DVD player. Where the recording is on a removable medium (ie. compact disc, flash card etc), a secure storage system to store those recording mediums shall be provided. 10. In addition to any other training, the premises licence holder shall ensure that all staff are trained to prevent underage sales, are aware of and prevent proxy sales, recognising signs of drunkenness & refusing the sale, complying with licence conditions, maintain the refusals log, and that they monitor staff 		
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Schedule of Licence Conditions

<p>to ensure their training is put into practice.</p> <p>11. All training will be documented, signed and dated and refreshed at least every 12 months, and will be made available to the police or authorised officer from Manchester City Council upon request.</p> <p>12. The Premises Licence holder and all employees will ensure that no children under the age of 16 will be allowed on the premises after 22:00hrs unless accompanied by adult.</p> <p>13. 28 days' notice shall be given to Greater Manchester Police and the local authority of any events held that are organised by an external promoter, including full details of the nature of the event and of the promoter.</p> <p>14. Should the venue be hired out for use by a third party, a representative of the Birch Community Association, in a supervisory capacity, shall be in attendance at all times when licensable activities are taking place to oversee that the conditions of the licence are adhered to.</p> <p>15. There must be a documented security assessment, which must incorporate counter terrorism measures for the premises. The assessment shall be routinely reviewed and must be reviewed following the elevation of the change of the national threat level. All reviews shall be documented.</p> <p>16. All public facing staff must be clear about what to do if the public report suspicious activity or unusual behaviour to them. Any and all suspicious behaviour by customers or members of the public close to the venue must be noted and be reported promptly so that investigations can be made and action taken, if appropriate.</p>		
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