

## Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<ol style="list-style-type: none"> <li>1. An incident log shall be kept at the premises, and made available on request to an authorised officer of the City Council or the Police. It must be completed within 24 hours of the incident and will record the following:               <ol style="list-style-type: none"> <li>(a) all crimes reported to the venue</li> <li>(b) all ejections of patrons</li> <li>(c) any complaints received concerning crime and disorder</li> <li>(d) any incidents of disorder</li> <li>(e) all seizures of drugs or offensive weapons</li> <li>(f) any faults in the CCTV system, searching equipment or scanning equipment</li> <li>(g) any refusal of the sale of alcohol</li> <li>(h) any visit by a relevant authority or emergency service.</li> </ol> </li>   <li>2. Occupants permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.</li>   <li>3. The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as offices.</li>   <li>4. Outside of the hours authorised for the sale of alcohol and whilst the premises are open, the licence holder shall ensure that all alcohol within the premises which is dispensed by the licence holder is secured so as to prevent access to the alcohol by both members and staff.</li>   <li>5. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Greater Manchester Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.</li>   <li>6. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.</li> </ol>	N/A	Applicant

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<p>7. The supply of alcohol shall only be to members of the WeWork group of companies or employees of member companies, or their bona fide guests.</p> <p>8. The sale or supply of alcohol shall be restricted to the area cross hatched in green as shown on the plan.</p> <p>9. The Wework Community Manager responsible for the premises shall ensure that the area of the premises where alcohol is supplied under this licence shall be regularly patrolled by community management and housekeeping teams during the hours that supply of alcohol is permitted to ensure compliance with the Licensing Act 2003 and the Wework Responsible Alcohol Management Plan</p>		
<b>Conditions proposed by objectors</b>	<b>Agreed</b>	<b>Proposed by</b>
<p>1. All staff should be trained in the following before they commence paid duty at the premise:</p> <ul style="list-style-type: none"> <li>Relevant age restrictions</li> <li>Recognising signs of drunkenness</li> <li>How to refuse service</li> <li>The conditions inforce under this licence</li> <li>Company policies and reporting procedures</li> </ul> <p>2. Documented records of training completed shall be kept for each member of staff. Training shall be regularly refreshed and at no greater than 6 monthly intervals. Training records shall be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.</p> <p>3. The premise shall have a documented Duty of Care policy for managing intoxicated and vulnerable people at the premises.</p> <p>4. There shall be no self-serve wine &amp; spirits on the premises.</p> <p>5. SIA registered door staff shall be employed at the premises, in accordance with a risk assessment to be carried out by the DPS on an event by event basis. When employed, door staff will wear high visibility armbands.</p> <p>When employed, a register of those door staff employed shall be maintained at the premises and shall include:</p>	No	Licensing and Out of Hours

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<p>a) the number of door staff on duty; b) the identity of each member of door staff; c) the times the door staff are on duty.</p> <p>6. The premise shall display signage indicating at the point of sale that the challenge 21 scheme is in operation.</p> <p>7. The premise shall display signage indicating at the point of sale that is an offence to buy, or attempt to buy, alcohol for a person under the age of 18.</p> <p>8. An incident log (which may be electronically recorded) shall be kept at the premises for at least 6 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:</p> <ul style="list-style-type: none"><li>a) all crimes reported to the venue, or by the venue to the police.</li><li>b) all ejections of patrons</li><li>c) any incidents of disorder</li><li>d) any refusal of the sale of alcohol</li></ul> <p>9. Before commencement of this licence the applicant must provide the authority with an accurate plan detailing which floor(s) alcohol will be supplied from and the number of taps on each floor.</p>		
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