

Proposed Annex 2 Additional Conditions of Licence – Elephant on the Green, 14 St Lawrence Green, Crediton, EX17 3LL

GENERAL

Open to the public Monday to Sunday 08:00-23:00

Monday to Sunday 12:00 -22:00hrs (supply of alcohol, **on sales only**)

No customers will be permitted to take open bottles or glasses from the premises.

There will be a zero tolerance regarding the supply/use of drugs on the premises.

Alcohol will served as an ancillary to a meal, exception being pre booked events such as;

- i. The screening of a film
- ii. Pre booked music recital
- iii. Pre booked social function
- iv. Or other pre booked ticketed events.

All alcohol to be consumed seated with table service.

Entry to all evening screenings, events, pre booked events and functions is by ticket/invitation only (free or otherwise)

The definition of an event in this case is;

A thing that happens or takes place, especially one of importance.

A planned public or social occasion

The courtyard at the rear of the premises shall be licenced for the sale and consumption of alcohol until 21:00hrs after which the area will be cleared, and the door closed save for access and egress in an emergency.

No amplified music to be played on the premises or in the courtyard area.

PREVENTION OF CRIME AND DISORDER

The condition detailed below ensures all staff are aware and working to the same standard.

STAFF TRAINING

All staff engaged in licensable activity at the premises will receive training and information in relation to the following:

- i. The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.
- ii. The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence.

Proposed Annex 2 Additional Conditions of Licence – Elephant on the Green, 14 St Lawrence Green, Crediton, EX17 3LL

- iii. How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).
- iv. Recognising the signs of drunkenness.
- v. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
- vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 6 month intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.

Training records will be retained for at least 12 months.

PROTECTION OF CHILDREN FROM HARM

CHALLENGE 25

Signage will be clearly displayed regarding Challenge 25.

There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol must be refused.

This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.

This condition can be included as part of an incident book or as a standalone.

REFUSALS REGISTER

An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:

- i. the date and time of refusal
- ii. the reason for refusal
- iii. details of the person refusing the sale
- iv. description of the customer
- v. any other relevant observations.

The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority.

Proposed Annex 2 Additional Conditions of Licence – Elephant on the Green, 14 St Lawrence Green, Crediton, EX17 3LL

All entries must be made within 24 hours of the refusal.

This condition can be included as part of a refusal register or as a standalone.

INCIDENT LOG

An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details.

- i. Any incidents of disorder or of a violent or anti social nature
- ii. All crimes reported to the venue, or by the venue to the police
- iii. All ejections of patrons
- iv. Any complaints received
- v. Seizures of drugs or offensive weapons
- vi. Any faults in the CCTV system
- vii. Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.

Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.

SIA DOORSTAFF

SIA licensed door staff shall be employed at the premises at the discretion of the designated premises supervisor/Holder of the Premises license subject to a risk assessment being carried out for each event. The risk assessment will be recorded in a Risk Assessment folder which will be available upon request. These will be employed at the ration of a min of 1 for the first **** persons (dependant of DSFR decision regarding capacity)** Immediate action will be taken should there be seen to be evidence to suggest SIA trained Door staff are required.