

**Conditions agreed with North Yorkshire Police**

1. The Sale of alcohol shall cease 30 minutes prior to the venue closing.
2. The premises shall operate for pre booked private events and weddings only.
3. An event manager shall be allocated to each event and consideration shall be given to the need for an event management plan (EMP).
4. It is the responsibility of the Designated Premises Supervisor /Manager on duty for risk assessing the need for Door Supervisors at the premises for all events held.
5. Documented staff training will be given regarding staff's obligation under the Licensing Act in respect of the:-
  - Retail sale of alcohol
  - Age verification policy
  - Conditions attached to the Premises Licence
  - Permitted Licensable activities
  - The Licensing objectives and
  - The Opening Times of the venue.
  - Such training will be refreshed (and documented) every six months and the documented records shall be kept for a minimum of one year.Such records shall be kept for a minimum of one year and will be made available immediately upon request from any Responsible Authority.
6. A Refusals Register and Incident Report Register will be kept. Such documents will record incidents of staff refusals of alcohol sales to under-age or drunk people as well as incidents of any anti-social behaviour and ejections from the premises.
  - Such records shall be kept for at least one year. [For the avoidance of doubt, the one year period relates to each respective entry in the log book and runs from the date of that particular entry]: They will be made available immediately upon a reasonable request from any responsible authority.
7. A digital colour CCTV system will be installed to cover the premises.
  - It will be maintained, working and recording at all times when the premises are open.  
The recordings should be of good evidential quality to be produced in Court or other such hearing.  
Copies of the recordings will be kept available for any Responsible Authority for 28 days. Subject to Data Protection requirements.
  - Copies of the recordings shall be made available to any Responsible Authority within 48 hrs upon request. Subject to Data Protection requirements.

Copies of the recordings will display the correct time and date of the recording.

- It is the responsibility of the management to ensure that there are sufficient members of staff available during the hours of operation to be able to download evidence from the cctv system at the request of the police or responsible authority. Subject to Data Protection requirements.
8. The licence holder will operate a Challenge 25 Age Verification Policy.
- The only acceptable proof of age identification shall be a current Passport, photo card Driving Licence, Military ID card, or identification carrying the PASS logo.