

## Operating Schedule

**Mittel River Terrace**  
**York Guildhall Restaurant Lendal, York, YO1 8AA**

### Hours

Supply of Alcohol: 10:00-23:30hrs daily (with a 30 minute 'drink up time' thereafter) in line with planning permission

### Sale of alcohol

~~08:00 to 01:00 daily~~

### Late Night refreshment

23:00 to ~~04:00~~ **00:00** daily

### Opening Hours

08:00 to ~~04:30~~ **00:00** daily

### Conditions

Outside terrace areas closed by 23:00hrs daily any non-fixed tables and chairs will be rendered unusable if accessible by members of the public.

Minimum seating capacity at the premises when the premises is open and operating as follows:

Lower floor – 60

Upper Floor – 20

Outside terrace areas - where the minimum number of seats provided for customer use when the terraces are fully open to the public (when the weather permits) are: lower terrace 20 and upper terrace 40

1. A documented staff training programme shall be provided to all members of staff at the premises in respect of the:

- retail sale of alcohol;
- age verification policy;
- conditions attached to the premises licence;
- the licensing objectives;
- opening times for the venue;

With such records being kept for a minimum of one year. For the avoidance of doubt the one year period relates to each entry in the log book and runs from the date of the particular entry.

2. On days when race meetings are held at York Racecourse (save for the family meeting held in September and the first meeting in May) a minimum of 2 door supervisors shall be provided at the premises from 19.00 hours to the close of business. **On Saturday from midday, a minimum of one door supervisor will be on duty until the premises closes to the public.** At all other times the need for SIA licensed door staff shall be determined in accordance with a risk assessment, to be carried out by the Designated Premises Supervisor and / or the Premises Licence Holder. When employed, door staff will wear high visibility arm bands.

3. Customers shall not be permitted to take drinks outside the premises or away from any external areas licensed by way of tables and chairs permission, with the exception of sealed off-sales.

4. A colour digital CCTV system shall be installed within the premises and be operational and recording at all times when licensable activities take place.

5. The CCTV equipment shall have constant time / date general which must be checked on a daily basis for accuracy.
6. CCTV cameras shall be installed to provide adequate cover of all public areas in the premises and entrances / exits and outside designated smoking areas (excluding toilets).
7. The CCTV system recordings must be kept for a minimum of 28 days.
8. North Yorkshire Police or a Responsible Authority (as defined in the Licensing Act 2003) may at any times request a recording. This should be complied with within 24 hours of the request being made.
9. 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.
10. All CCTV recordings will have sufficient clarity / quality / definition to allow facial recognition.
11. Where door supervisors are on duty they shall sign in and out of the premises log book, providing full details of their name and SIA number.
12. The premises shall possess and use the local night time economy radio system (where this system is in operation). The radio shall be turned on and used by staff at the premises at all times the venue is open for licensable activities.
13. A refusal register / incident report record shall be maintained for the premises. Such registers, electric or otherwise stored, will record incidents of staff refusals of underage or drunk people as well as incidents of any anti-social behaviour and ejections from the premises. Such registers shall be kept for a minimum of one year. (for the avoidance of doubt the one year period relates to each entry in the log book and runs from the date of the particular entry.)
14. Alcoholic drinks purchased on the premises may only be taken off the premises in sealed containers.
15. The DPS/ manager will undertake a weekly inspection of the public areas of the premises to identify anything might present an identifiable risk to public safety. Any risks identified that are deemed to be unreasonable must be rectified at the earliest possible opportunity.
16. Staff will be trained in first aid.
17. Adequate and appropriate first aid equipment and materials will be kept on site, regularly checked and kept in an easily accessible place for staff.
18. Public Areas will be maintained free from obstruction and trip hazards.
19. All exit routes will be kept unobstructed, with non-slippery and even surfaces, free of trip hazards and clearly signed.
20. All doors and windows shall be closed between 23:00 and 08:00 each day other than for ingress and egress.
21. Signs shall be displayed near the exits reminding customers to respect the needs of those living nearby and to leave the premises as quietly as possible.

**No outdoor speakers will be used at any time.**

**Deliveries of alcohol will be made to from Ledal and shall not be made down the side of Guildhall.**

No bottles to be removed from the premises into outside bottle bins during office hours Monday to Friday when this could disturb local businesses.

The manager will ensure that each day an area laid out to tables and chairs on the lower terrace (as agreed with the Landlords) will be set aside and reserved for staff of businesses overlooking the terrace from 9am to 5pm Monday to Friday for the consumption of their own food and soft drinks.

22. All highway and public spaces in the vicinity of the premises will be kept free from litter to the satisfaction of the council.

23. Refuse such as bottles will be placed into receptacles outside the premises at times that will minimise the disturbance to nearby properties.

24. The venue shall operate a Challenge 25 Age verification police and display posters confirming such in prominent locations throughout the venue.

25. As a minimum, in all parts of the premises where alcohol is sold or supplied for consumption on the premises substantial food and non-intoxicating beverages including water shall be available to order between midday and 21:00 hours. For the avoidance of doubt, a substantial food menu shall be available to order between these hours each day.

26. Appropriate fire safety measures will be installed and maintained as shown on the plan reference LN\_PV\_1240/01