

Richard Barnett

From: Corrigan Lockett
Sent: 06 June 2018 16:27
To: Hammond, Matt
Cc: Stephenson, Jenny; Richard Barnett; gjoka233@gmail.com
Subject: RE: Olympus theatre

Hi Matt

I have now received confirmation from client on the following basis.

3. Agreed

6. My client is happy to agree to an SIA Door supervisor but on the basis that this is only functions or events they may arrange.

14. This has not yet been carried out until we know what we are agreeing with the various parties.

The rest of the conditions are agreed as set out. I have copied the various parties including Richard Barnett who is away until Monday. If you can confirm your agreement.

Should you have any questions, please do not hesitate to contact me.

Kind Regards,

Corrigan Lockett

We believe this e-mail is virus free but we cannot guarantee this. Recipients should therefore check for viruses and similar harmful devices and we cannot accept liability for any which may occur.

From: Hammond, Matt
Sent: 05 June 2018 15:18
To: Corrigan Lockett <corrigan@lockett.uk.com>
Subject: RE: Olympus theatre

Hi

I have looked at the email you sent Jenny and have made some amendments shown in RED which hopefully we can make some progress with ..

I have copied the below for your agreement At present the Council licensing department are looking at a revised hearing date of the 21st June but as we agreed before it will hopefully be that agreement has been reached before this is organised.

Regards Matt

Matt Hammond

OFFICIAL

1. A CCTV system shall be installed which will cover all areas of the premises. The CCTV system shall be maintained in good working condition. It will be recording 24 hours every day. Recordings are to be retained for a minimum of 28 days and are to be made available within 48 hours to the Police, Trading Standard or Council officers upon request and be of evidential quality.
2. The CCTV system is required to be a local system with the hard drive being within the premises (i.e. not a remote system)
3. Staff working at the premises will be trained in the use of the equipment and a log will be kept to verify this. (Agree change to DPS but it would be good to have someone else trained)
4. Cameras on the entrances must capture full frame shots of the heads and shoulders of ALL people entering the premises & the shots must be suitable for ID purposes.
5. Should the CCTV become non-functional this will be reported immediately to the Licensing Authority.
6. SIA trained door staff are to be employed at the premises every Friday, Saturday & Bank Holiday Sunday evenings from 8pm until closing time. They are to be kept on until every customer has left to ensure quiet & trouble free

dispersal. The ratio of door staff required will be 1:100 with a minimum of 2. (would this sit better if we said only applicable if more than 100 patrons are present)

7. The licensee to adopt a "Challenge 25" policy where all customers who appear to be under the age of 25 and attempt to purchase alcohol or other age-restricted products are asked for proof of their age. The licensee should prominently display notices advising customers of the "Challenge 25" policy. The following proofs of age are the only ones to be accepted: • Proof of age cards bearing the "Pass" hologram symbol • UK Photo Driving licence • Passport.

8. The licensee to keep a written record of all staff authorised to sell alcohol, the record to contain the full name, home address, date of birth and national insurance number of each person so authorised. The staff record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police....(ask)

9. The licensee to ensure that each member of staff authorised to sell alcohol has received adequate training on the legislation with regard to age restricted products and that this has been properly documented and training records kept. The training record is to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.

10. The licensee to ensure that each member of staff authorised to sell alcohol is fully aware of their responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.(covered by 9 so delete)

11. The licensee to ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge under 18's attempting to purchase alcohol.

12. The licensee to keep a register of refused sales of all age- restricted products (Refusals Book).

13. The DPS shall be on the premises at all times that it is engaging in licensing activities ie sale of alcohol.

14. The occupancy shall be restricted to XXXX persons in the premises including performers and staff. The Premises Licence Holder shall ensure that there are appropriate management controls to ensure that the occupancy figure is not exceeded at any time. Appropriate controls shall be put in place to ensure that the occupancy of the premises / specified areas are not exceeded at any time.

(Has this been done ?)

15. The premises licence holder shall ensure that documented security arrangements are implemented at the premises to discourage the sale and consumption of controlled substances. Security arrangements shall include having a member of staff regularly check toilet areas, the date and times of all checks to be recorded in a book kept for that purpose and to be produced upon request to Police, Trading Standards or Council officials. Signage shall also be placed in the toilet areas advising patrons that checks are conducted regularly.

16. A minimum of 28 days' notice shall be given to Police for all events and a Promotion Risk Assessment form shall be completed & submitted to Police Licensing.

17. Each event shall be risk assessed with a view to employing additional SIA trained security staff. If they are required it will be at the ratio of 1:100 with a minimum of 2 staff.(can be deleted as covered by 16)

18. All glassware used at the venue is to be safety glass or polycarbonate.