

PREMISES LICENCE

Issued under the Licensing Act 2003

Part A

Premises Licence Number

PRM 0348

Part 1 - Premises Detail

Postal Address of Premises, or if none, ordnance map reference or description

The Chapel
 11 Horsefair
 BANBURY
 Oxfordshire
 OX16 0AA

Telephone: 01295 265906

Licensable activities authorised by the licence

Provision of Regulated Entertainment

- Boxing or wrestling entertainments
- Recorded Music
- Live Music
- Performances of dance

Provision of Entertainment Facilities for

- Making Music
- Dancing

Provision of late night refreshment

Sale (By Retail) of alcohol

The times the Licence authorises the carrying out of licensable activities

LICENSABLE ACTIVITY	DAY	START	FINISH
Sale (By Retail) of Alcohol	Monday	11:00	01:00
	Tuesday	11:00	01:00
	Wednesday	11:00	01:00
	Thursday	11:00	04:00
	Friday	11:00	04:00
	Saturday	11:00	04:00
	Sunday	11:00	04:00
	Bank Holidays, Christmas Eve, New Years Eve and Easter Holiday from 11:00 to 04:00		
Every Sunday of each Bank Holiday Weekend from 11:00 until 04:00 the following morning.			

LICENSABLE ACTIVITY	INDOORS	✓	DAY	START	FINISH
	OUTDOORS				
	BOTH				
Provision of Regulated Entertainment <ul style="list-style-type: none"> Boxing or wrestling entertainments 			Monday	18:00	22:00
			Tuesday	18:00	22:00
			Wednesday	18:00	22:00
			Thursday	18:00	22:00
			Friday	18:00	22:00
			Saturday	18:00	22:00
			Sunday	18:00	22:00
			Bank Holidays, Christmas Eve, New Years Eve and Easter Holiday from 11:00 to 03:00		
			The venue may hold 15 youth events per calendar year, giving the Police and Licensing Authority 14 days notice and subject to the approval of both authorities. Such events will run no later that 00:00 hours and are subject to the conditions contained in the youth policy at Annex 2.		

LICENSABLE ACTIVITY	INDOORS	✓	DAY	START	FINISH
	OUTDOORS				
	BOTH				
Provision of Regulated Entertainment <ul style="list-style-type: none"> Live Music Recorded Music Performance of Dance Provision of Entertainment Facilities for <ul style="list-style-type: none"> Making Music Dancing 			Monday	11:00	01:00
			Tuesday	11:00	01:00
			Wednesday	11:00	01:00
			Thursday	11:00	04:00
			Friday	11:00	04:00
			Saturday	11:00	04:00
			Sunday	11:00	04:00
			Bank Holidays, Christmas Eve, New Years Eve and Easter Holiday from 11:00 to 04:00		
			The venue may hold 15 youth events per calendar year, giving the Police and Licensing Authority 14 days notice and subject to the approval of both authorities. Such events will run no later that 00:00 hours and are subject to the conditions contained in the youth policy at Annex 2.		

LICENSABLE ACTIVITY	INDOORS		DAY	START	FINISH
	OUTDOORS				
	BOTH	✓			
Provision of late night refreshment			Monday	11:00	01:00
			Tuesday	11:00	01:00
			Wednesday	11:00	01:00
			Thursday	11:00	04:00
			Friday	11:00	04:00
			Saturday	11:00	04:00
			Sunday	11:00	04:00
			Bank Holidays, Christmas Eve, New Years Eve and Easter Holiday from 11:00 to 04:00		
			The venue may hold 15 youth events per calendar year, giving the Police and Licensing Authority 14 days notice and subject to the approval of both authorities. Such events will run no later that 00:00 hours and are subject to the conditions contained in the youth policy at Annex 2.		

Opening Hours of the Premises

DAY	START	FINISH
Monday	11:00	01:30
Tuesday	11:00	01:30
Wednesday	11:00	01:30
Thursday	11:00	04:30
Friday	11:00	04:30
Saturday	11:00	04:30
Sunday	11:00	04:30
Bank Holidays, Christmas Eve, New Years Eve and Easter Holiday from 11:00 to 04:30		
The venue may hold 15 youth events per calendar year, giving the Police and Licensing Authority 14 days notice and subject to the approval of both authorities. Such events will run no later than 00:00 hours and are subject to the conditions contained in the youth policy at Annex 2.		

Where the licence authorises alcohol whether these supplies are on and/ or off supplies

Sale (By Retail) of Alcohol - On Premise

Part 2**Name (registered) address, telephone number and email (where relevant) of the holder of premises licence**

Fridays Banbury Ltd

Registered number of holder, for example company number, charity number (where applicable)

6969055

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mr Ryan Thomas Williams-Mold

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Licence No: PSL0575
Authority: Cherwell District Council



N A Barnes
Licensing & Vehicle Parks Manager

24 November 2005

Annex 1 - Mandatory conditions

Sale of alcohol

1. No supply of alcohol may be made under this licence-
 - a) at a time when there is no designated premises supervisor in respect of it, or
 - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—
 - (i) the outcome of a race, competition or other event or process, or
 - (ii) the likelihood of anything occurring or not occurring;
 - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
6. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

7. The responsible person shall ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml; and
 - (b) customers are made aware of the availability of these measures.
8. Alcohol shall not be sold or supplied except during permitted hours.
9. The above restrictions do not prohibit:-
- (a) the consumption of the alcohol on the premises by person taking meals there during the first thirty minutes after the above hours, if the alcohol was supplied for consumption ancillary to those meals;
 - (b) consumption of the alcohol on the premises by, or, the taking, sale or supply of alcohol to any person residing in the licensed premises;
 - (c) the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
 - (d) the sale of alcohol to a trader or club for the purposes of the trade or club;
 - (e) the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces;
 - (f) the taking of alcohol from the premise by a person residing there;
 - (g) the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied; or
 - (h) the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

Door Supervision

10. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
- (a) unauthorised access or occupation (eg through door supervision), or
 - (b) outbreaks of disorder, or
 - (c) damage

Provision of Regulated Entertainment and Provision of Entertainment Facilities as detailed above

11. The licence-holder shall comply with the requirements of the Cherwell District Council (Public Entertainment) Regulations 1997 **Category A** in so far as these are applicable consistently with the provisions of the Licensing Act 2003 and any statutory regulations made under that Act.

Admittance to the Premises

12.

CD6	No person shall be newly admitted to the premises less than one hour before cessation of the last licensable activity.
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Maximum Numbers of Persons Present

13. The maximum number of persons present on the premises at any one occasion shall be limited to:-

Ground Floor – 250

First Floor – 100

Total capacity to include the outside area - 410

Number of Doorstaff Required

14. A minimum of 2 registered door supervisor/attendants, all individually registered with the Security Industry Authority, shall be present when licensable activity occurs. Door staff shall be employed to supervise the premises until 30 minutes after the premises have closed or until they have been completely vacated by all patrons.

CCTV Monitoring

15. The premises when in use shall be monitored by a CCTV system. The images shall be recorded onto tapes, which shall be kept for one month from their recording date. One camera shall be so positioned to record details of all persons admitted to the premises. The Licensee shall, on demand, where required to do so by the Licensing Authority, give up such recorded tapes to the Licensing Authority which shall be able to retain the tapes until such time as it no longer requires them.

Nuisance

16. (a) The Licensee shall ensure that all persons resorting to the licensed premises for the first time are provided with a written code of the behaviour, which is expected of persons using the premises. Such written information will include reference to the likelihood of persons being banned from the licensed premises if they do not conduct themselves in an appropriate manner and of the fact that any ban will be vigorously enforced by the staff controlling admission to the premises.
- (b) The Licensee shall ensure that reasonable action is taken to identify persons who cause disturbance within the premises, or those who may cause a nuisance or annoyance to residents or passers-by upon arriving at or leaving the premises. Such persons must be formally warned about their conduct and advised in writing if and when they are banned temporarily, or permanently, from attending the licensed premises and are asked not to do so. The staff who supervise the admission to the premises shall be kept advised by management of the identities of persons whose access is temporarily or permanently restricted in order that such staff may exercise the controls referred to in condition 2.1.
- (c) Noise from amplified music, or voices, shall not be such as to cause a nuisance to occupants within residential properties (with the windows open in the normal manner for ventilation) within the vicinity of the licensed premises.
- (d) The Licensing Authority may stipulate that live or recorded music be played at levels which it has previously notified to the Licensee either for one particular occasion or a series of occasions.
- (e) All doors and windows to be kept closed during entertainment events.

Management Policy and Protocols

17. (a) Queue Management

- (i) The Licensee shall operate a queue management policy which is acceptable to the Licensing Authority. The Licensing Authority may require, subject to the views of the Police and/or Highway Authority, barriers to be provided as part of any queue management policy, or any other devices which may facilitate the necessary controls agreed with the Licensing Authority.
- (ii) Without prejudice to any other matters referred to in the policy, there should be provision for the identification of potential under-age persons by the production of suitably reliable forms of identification.
- (iii) The policy shall be produced for approval to the Licensing Authority.

(b) Participation in Pubwatch

- (i) The licensee, or a person employed in a management capacity at the premises shall attend the local meetings of "Pubwatch" on each occasion they are convened in order to participate in the arrangements which are decided in relation to persons who shall not be allowed into premises with on-licences . The decisions relating to those who are banned from entering premises under the Pubwatch arrangements shall be vigorously enforced by the licensee.
- (ii) In the event the Licensee is unable to participate in any meeting of Pubwatch a management level deputy shall attend in their stead.
- (iii) The participation in the Pubwatch scheme shall require the provision by the licensee of a radio or radios to be used at the premises in connection with the passage of information to similar establishments in connection with the exchange of information under the Pubwatch scheme. The availability of, and operational capability to use the radios, shall be demonstrated to the Licensing Authority.

(c) Protocol for Intervention Management

The Licensing Authority shall be provided with a written protocol by the Licensee which sets out how the venue will be suitably controlled so as to ensure that all appropriate staff are aware of the need to prevent the excessive consumption of alcohol, and that a system is in place which can provide for the Police to be called to intervene if necessary in any developing problems within the premises, which are likely to have effect on public order.

18. No bottles or glasses containing alcohol are to be taken from the premises.

No Drinks Promotions

19.

CD35	Alcoholic drinks shall not be supplied in such a way which will enable or which is intended to enable persons to consume unlimited quantities of alcoholic drinks on payment of a single payment or payment arrangement which is not related to the amount or number of alcoholic drinks supplied.
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20. The Licensing Authority may specify any further conditions which are not otherwise specified herein, and which are deemed necessary to facilitate the control and functioning of the premises.

Annex 2 - Conditions consistent with the operating Schedule

The Chapel Operating Schedule

There are several key areas, which need to be looked at by the management team to ensure safety of clients and staff whilst the business is operating. Due to the nature of the business the importance of making sure these areas are covered adequately is paramount.

The main points, which are to be followed, are:

Seek to discourage binge drinking, drunken disorderly and antisocial behavioural patterns. We are aware that excessive drinks promotions will encourage our patrons to drink more heavily and this should be discouraged. We actively price our drinks so to compete openly with the other clubs in the area without promoting binge drinking. Any appropriate promotions will be carefully planned to make sure that no persons should be at risk and the promotion complies with guidelines laid down by the Licensee's Association.

Within the scope of drunken disorderly and antisocial behaviour, the staff and management are fully aware of the issues which come with serving intoxicated individuals, the door staff are aware that any offenders which have had bans from the establishments in the area should be handled with extreme care. The police and door staff should deal with any problems, which arise from these persons, and the pub watch initiative should be advised of any updates of the licensees, which could affect other licensees in the area.

A big factor, which will affect the club, is that any criminal conduct should be discouraged wholeheartedly in particular the use of illegal substances and the carting of weapons. This is going to be ongoing and long term goal of the management team. To try to counteract this unfortunate trend a search procedure may be conducted as a condition of entry to premises, recording full details of the circumstances surrounding any seizure of drugs, weapons or other articles that may be required for evidential purposes, if required. All offences pertaining to this behaviour will be reported to the police.

Other door policies, which we are to have in place, are that:

- Entry will be refused to anyone who is drunk, violent or using threatening behaviour.
- Entry may be refused to any person who has been convicted of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
- Ensure that ongoing risk assessments are carried out to minimise risk to staff and customers on their premises.
- Accept the legal responsibility to ensure effective procedures are in place to prevent underage purchase, sale and consumption of intoxicants to underage persons or customers who are drunk. This is to be counteracted by placing an over 21 policy and having an open ID policy on the bar that if an individual looks under 21 that ID must be produced to serve them any alcohol.
- The venue will have CCTV system, which will cover all areas of the bar, toilets, seating areas, stairs and outside area.
- Providing a suitable receptacle for the safe retention of illegal substances and informing police so appropriate disposal can be arranged.
- Retaining any property that may be of an evidential nature and informing the police of its existence.
- Becoming a member body 'Pub Watch' recognised by Thames Valley Police, whose principle aims include reduction of crime, disorder and antisocial behaviour connected with licensable activities

- Providing suitable receptacles for the safe and secure disposal of glass and other sharp objects. Premises that sell bottled alcoholic drinks should consider the use of secure bottle bins. Smaller secure bottle bins should be located near the main entry/exit doors. Door staff should show due diligence in preventing bottles and glasses being taken from or onto the premises.
- Maintaining a daily incident register and signing on/off sheet for all staff that are registered by the Security Industry Authority employed at venues.
- Operating an appropriate communication system aims at cascading and exchanging information between licensed venues that is acceptable to Thames Valley Police and at a standard that complies with the service provider's instruction and training.
- The toilets will be monitored by door staff, glass collectors and management. This will reduce criminal activity within the premises. All checks will be recorded. The cloakroom will be monitored by staff when open.
- Regular collection of glasses, bottles and ashtrays will prevent them being used inappropriately.
- We intend to allow persons under 18 on the premises; we have a policy put in place to control these events, solely for under 18's.

The management are aware of the safety of their clients, staff and members of the general public are paramount importance and that an ongoing relationship between the venue, the police, the council and pub watch to continually improve our policies to ensure safety issues are covered.

General – all four licensing objectives

- Existing arrangements will apply.
- Providing registered door supervisor
- A Personal Licence holder will be contactable at all times and staff made aware of this person at the start of every shift.
- Staff training on licensing issues
- Installing a CCTV system
- Front door staff to wear high-visibility attire

The prevention of crime and disorder

- Existing arrangements will apply.
- Drugs policies and notices
- Membership of a local pubwatch scheme
- Age restrictions
- Bottle ban
- Any drinks promotions would be worked out with Safer Drinking e.g. persons who are drunk and disorderly will be asked to leave and refused to be served if drunk.
- All of our glassware is now polycarbonate
- We'll continue with our new door staff policy numbers and levels as previously agreed by TVP
- An intoximeter will be used on all under 18's events
- We'll be using two glass collectors on Saturday nights and other nights when we are expecting a higher number of customers
- We'll add extra bins to our public areas to speed up clearance of bottles
- Our toilet/fire exit checks will continue to be every 30 minutes regularly and also irregular checks within the 30 minutes
- Completing of door staff book recording all incidents related to the venue

- CD12 The Licence Holder or Designated Premises Supervisor shall become actively involved in the Pubwatch scheme and a representative shall attend Pubwatch meetings.
A CCTV system shall be installed or the existing system maintained which is fit for the purpose. The system will incorporate a camera covering each of the entrance doors and the entire external area. This will be capable of providing an image which is regarded as 'identification standard.'
- CD37 Where practicable, persons entering premises should be asked to remove headwear, to obtain a clear head and shoulders image of every person entering the premises on the CCTV system.
- CD38 The CCTV system shall incorporate a recording facility which shall be retained and stored in a suitable and secure manner for a minimum of one calendar month. A system shall be in place to maintain the integrity of the recorded image and a complete audit trail maintained. The system will comply with the Data Protection Act 1998 and all signs as required will be clearly displayed. The system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity. For premises using a video recording systems, to maintain the quality of the recorded image the cassette tape shall be used on no more than 12 occasions.
- CD39 The venue will have a CCTV system that complies with the current and relevant Thames Valley Police guidelines for standard minimum CCTV requirements (issue 1 July 2004) , which will cover all areas of the bar, toilets, seating areas, stairs and outside area.
- CD40 The CCTV system must be notified to the Office of the Information Commissioner, www.informationcommissioner.gov.uk
- CD41 The positions of all CCTV cameras shall be clearly shown on the deposited plans and any alteration to the system should only be carried out after consultation with Thames Valley Police and the Licensing Authority.
- CD9 All staff shall be suitably trained in the operating procedures for refusing service to any person who is drunk or is under age or appears to be under age.
- CD32 Prominent, clear notices shall be displayed outside every public entrance stating any restrictions relating to the admission of children to the premises or other admission restrictions. A minimum of two door staff, each individually trained by the Security Industry Authority are to be supplied on evenings when licensable activity occurs. This would normally consist of one male and one female to comply with the premises drugs/searching policy. At a capacity of 200, the premises will provide an additional one member of door staff per every 100 customers. At least 10 days notice in writing shall be given to the licensing authority of any proposal to use the premises for any boxing/wrestling. These shall also be limited to 3 events per calendar

- month.
- CD33 When operating drinks promotions on any day of the week a written policy shall be implemented. The policy shall detail the extra measures in place to deal with departing patrons both throughout and at the end of the promotion. It shall include the policy for refusing to serve persons who are drunk. The policy shall be agreed in writing by the licensing authority and Thames Valley Police

Youth Policy agreed with Thames Valley Police

The venue may hold 15 youth events per calendar year, giving the Police and Licensing Authority 14 days notice and subject to approval of both authorities.

The venue will ensure that:

- Those attending youth nights are 13-17 years old.
- Only soft drinks are on sale in any area which is used for youth events.
- No alcohol branding is displayed.
- All cigarette and gaming machines that are in the youth area are switched off and turned round for the duration of the event.
- There must be at least two door staff attending this event, at least one of which must be female and all of which must be SIA registered.
- All youths entering the premises must be searched prior to entry. The searches are primarily undertaken to prevent weapons, alcohol, cigarettes and illegal substances being brought into the venue. Any person that refuses to be searched will not be permitted to attend the event.
- The front of the premises must be swept of all glass prior to the event beginning.
- The event will run no later than 00:00 hours.
- A member of door staff must be present at the pick up point until all have dispersed.
- A telephone must be made readily available for youths to call their parents should such a situation arise.
- These events will be ticketed events and parental contacts and registration details will be taken before the tickets are issued.
- If we have any private functions i.e. wedding receptions, all children will be supervised by adults as well as door staff and trained bar staff. On occasions we may not be able to submit a notice because of the timing of these events, but will give notice as quickly as possible

Public Safety

- Existing arrangements will apply.
- Provision of emergency lighting
- Accommodation limits
- First aid provisions
- Number of attendants

The prevention of public nuisance

- Existing arrangements will apply.
- Secondary glazing/soundproofing
- Keeping music to a reasonable level
- Litter clearance
- Not using external areas after a certain time
- Keeping doors and windows closed whilst the licence is used
- Notice to leave quietly
- Persons who are drunk and disorderly will be refused entry

PN28 All queuing outside the premises shall be managed in such a way that prevents noisy or rowdy behaviour and therefore minimises disturbance or nuisance to neighbours.

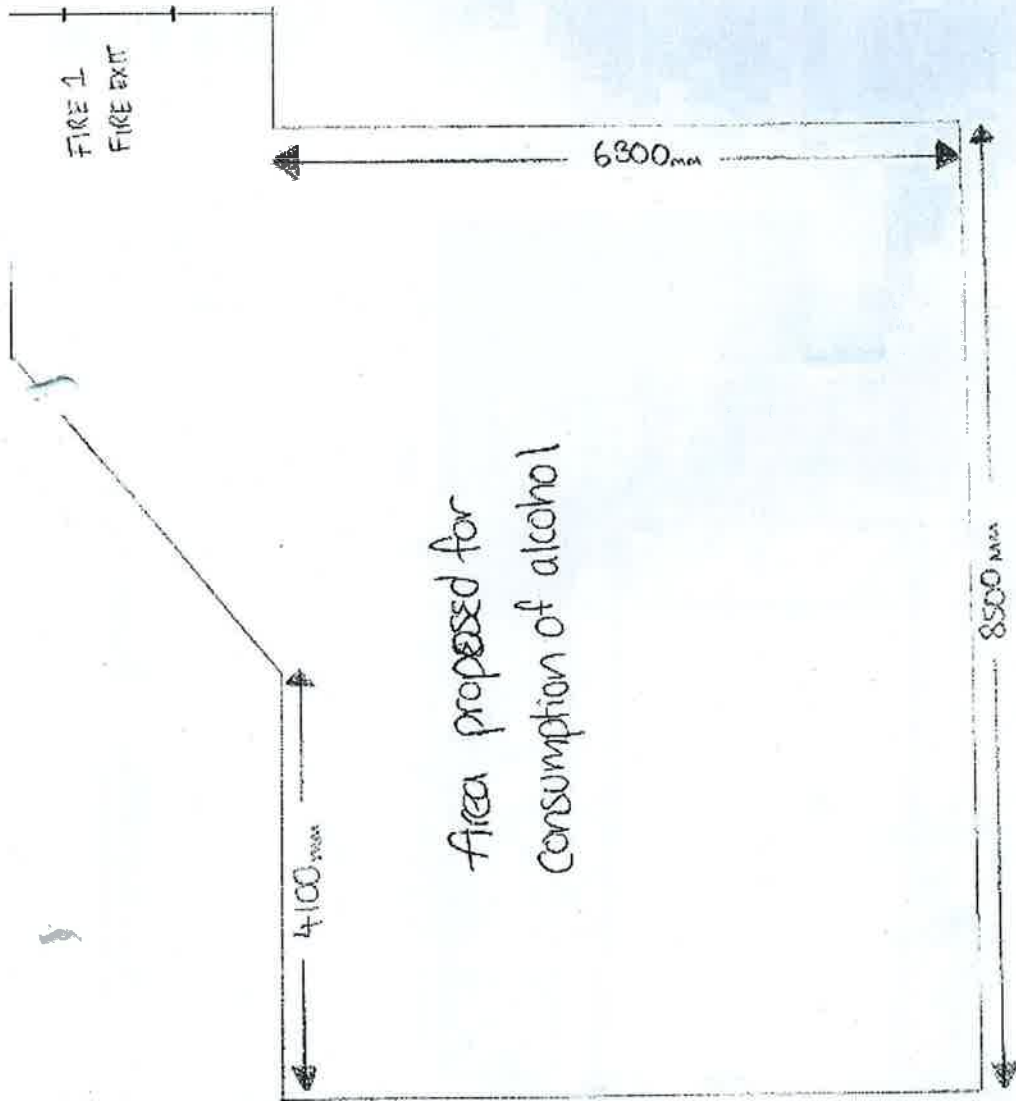
PN29 The premises shall have a written dispersal procedure designed to make the maximum contribution immediately before premises close, and directly thereafter, by exercising proactive measures, to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours, both residential and business, and to make the minimum impact upon the neighbourhood in relation to potential nuisance, antisocial behaviour, crime and disorder.

The protection of children from harm

- Existing arrangements will apply
- Children are not allowed in the premises

Annex 3 - Conditions attached after a hearing by the licensing authority

- All persons entering the premises who do not appear to be 21 years of age shall be required to produce age identification before they shall be admitted to the premises.



Area proposed for
consumption of alcohol

THE CHAPEL
OUTSIDE AREA
PLAN(B)

