

1. The premises licence will permit a maximum of 20 events per calendar year. The licence holder shall give prior notice of each event to the licensing authority and North Yorkshire Police in writing.
2. If more than 500 people are expected to attend an event then the Premises Licence Holder will supply to North Yorkshire Council Licensing Authority and North Yorkshire Police an event management plan at least two months before the event or at another frequency agreed in writing by the Premise Licence Holder and Hambleton District Council and North Yorkshire Police.
3. The Premises Licence Holder will comply with the terms and requirements of the Event Management Plan made for each event.
4. The Event Management Plan and any revisions to the Event Management Plan must be agreed by the Local Licensing Authority and North Yorkshire Police prior to each event.
5. The name and contact details of the event safety coordinator will be supplied to the licensing authority or other responsible authority as part of the event management plan or at least 14 days prior to the start of each event.
6. Non-glass drinking vessels will be used at all events exceeding 100 attendees.
7. Staff Training - A documented staff training programme shall be provided to all members of staff involved in the retail sale of alcohol at the premises, in respect of the following:-
  - Operation of the cctv system ( including the downloading of evidence / designated staff only )
  - Retail sale of alcohol;
  - Age verification policy;
  - Conditions attached to the Premises Licence;
  - Permitted licensable activities;
  - The licensing objectives; and
  - 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 respective entry in the log book and runs from the date of that particular entry]

9. An incident log and refusals register will be kept at the premises and made available on request to an authorised officer or the police which will record the following:
  - All crimes reported to the venue
  - Any complaints / incidents regarding crime and disorder or anti-social behavior
  - Staff refusals of alcohol for any reason
  - Any visit by a relevant authority or emergency services.

with such records being kept for a minimum of 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]

#### 10. **CCTV**

- A digital colour CCTV system will be installed at the premises.

- It will be maintained, working and recording at all times when the premises are open for licensable activity.
- The recordings should be of capable of providing clear images 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 and/or management 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.*

11. It is the responsibility of the DPS / manager to risk assess all events to be held at the premises, this would include risk assessing the need for door staff for each event. Where engaged door staff shall be licensed by the Security Industry Authority.