

## Operating Schedule

A bar manager will be appointed for the club and a team of responsible members, over 18, will be appointed and trained to run the bar.

All staff engaged in licensable activity at the premises will receive training and information in relation to the following

- i. The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.
- ii. The hours and activities permitted by the premises licence certificate issued under the Licensing Act 2003 and conditions attached to the licence.
- iii. How to complete and maintain a refusal register which will be in operation at the premises (in relation to the sale of alcohol).
- vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Recognising the signs of drunkenness.

The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.

## Incident log

An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details.

Any incidents of disorder or of a violent or anti-social nature.

All crimes reported to the venue, or by the venue to the police.

All ejections of patrons.

Any complaints received.

Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.

In the absence of adequate daylight, artificial lighting in any area accessible to the public shall be fully operational whilst the public are present.

Recorded music inside and outside the premises to be controlled by a noise limiter set to the satisfaction of an Environmental Health Officer.

After 11pm noise levels in outside areas will be monitored and controlled to minimise any potential impact on local residents although the club does not anticipate noise levels to have a negative impact at any time given the nature of its business and the fact that the bar area is a considerable distance from residential properties.

Customers will be advised of the need to respect any local residents where appropriate and to leave the premises quietly with consideration for others.

All the rubbish produced by the premises shall be stored securely in a designated area or in a bin with a tight fitting and lockable lid.

## CHALLENGE 25

There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement.

Staff/volunteers working at the premises will ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification.

The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol must be refused.

This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.