

Revised Operating Schedule

General

1. Any person within the clubhouse or grounds of the Club shall be accountable to the Management Committee, who shall take appropriate action against individuals acting in a way that offends any person, or puts any licensing objective at risk.
2. The Licensee will ensure that each member of staff authorised to sell alcohol has received adequate training on the law with regard to the sale of alcohol and conditions of this licence, and that this has been properly documented and training records kept.
3. The Licensee will ensure that each member of staff authorised to sell alcohol is fully aware of his/her responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.
4. The Licensee will ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge under - 18s attempting to purchase alcohol.
5. The Licensee will keep a written record of all staff authorised to sell alcohol, the record to contain the full name, home address, and date of birth of each person so authorised.
6. The staff record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.
7. The training record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.
8. The licensed premises shall be operated in line with the premises licence holder's risk assessments in relation to licensable activities, which shall be available for inspection by any authorised person upon request.
9. The premises licence holder's risk assessments in relation to licensable activities shall be kept under regular review, and updated from time to time, so that operational matters may be improved if considered appropriate.
10. Responsible Authorities may request alterations to the risk assessments at any time to better address the licensing objectives in operational matters.

Prevention of Crime and Disorder

11. The premises shall have a security alarm system installed which shall be activated when not in use.
12. No alcohol shall be permitted into the football ground during any match governed by the Football Association, mainly being cup knockout games.
13. No alcohol shall be permitted into the football ground during any other match, in addition to those specified in 12 above, which the Designated Premises Supervisor/Premise Licence Holder decides appropriate. Such a decision may be taken after assessing the special circumstances and risks of individual matches, including significantly increased numbers of spectators.
14. Dorset Police may request an assessment under condition 13 to be completed, if there are specific concerns with allowing alcohol into the football ground during specific fixtures not governed by the Football Association. Such requests must be made in writing to the club at least 5 days before such fixtures, explaining the exceptional reasons why the likely effect of allowing alcohol into the ground during the identified fixture(s), would undermine the licensing objective of preventing crime and disorder.
15. During matches not restricted by conditions 12 or 13 above, items of glass-wear (such as glasses, bottles, etc.) shall not be permitted in the football ground. Instead, all such beverages (including alcoholic and non-alcoholic drinks) taken into the football ground, shall only be dispensed in polycarbonate, plastic, non-glass containers, or toughened or safety glass to the appropriate safety standard (in that they shall not produce sharp shards when broken).
16. No alcohol, in open containers, shall be permitted to be taken out of the licensed premises via the front entrance door, at any time.
17. No consumption of alcohol, served from the licensed premises, shall be permitted in any outside area in front of the premises, or within the car park area, at any time.
18. No person shall be allowed into the football ground or licensed premises if they are known to have alcohol in their possession which has not been purchased from the clubhouse.
19. Signs shall be placed in conspicuous locations, including on the front door, informing patrons of conditions 16, 17 and 18 above.

20. Football spectators shall be encouraged by stewards to purchase tickets and enter via the turnstiles, rather than entering through the front entrance to the licensed premises.
21. The designated premises supervisor shall arrange for regular checks to be made of the front area, which may include use of CCTV, to ensure that conditions 16, 17 and 18 are complied with at all times.
22. Part of the duties of any security staff employed shall include the effective monitoring of the front of the premises to ensure compliance with conditions 16, 17 and 18 above.
23. The Club will operate a policy of zero tolerance of customers repeatedly breaching conditions 16, 17 and 18 above by refusing entry to such persons to both the licensed premises and football ground such for at least 6 months.
24. Off –sales may only be made to those consuming alcohol within the football ground area in compliance with condition 15 above.
25. A refusal register shall be kept at the premises and signed off by the DPS at least once a week to ensure that all members of staff are using it. The register shall be made available for inspection by any authorised person on request.
26. SIA security staff shall be employed at the premises during any events identified in the Premises Licence Holder's risk assessment as requiring such steps to be taken.
27. During football match days, the number of voluntary stewards and SIA security staff shall be provided in line with the risk assessment in relation to licensable activities.
28. All SIA security staff and/or voluntary stewards shall wear distinctive clothing or insignia to clearly identify them. They shall wear some form of 'high visibility' clothing (such as a jacket or waistcoat).
29. The premises licence holder shall ensure that all SIA security staff on duty at the premises wear a current identification badge, issued by the Security Industry Authority or under any accreditation scheme recognised by the Security Industry Authority, in a conspicuous position to the front of their upper body.

30. The premises licence holder shall ensure that any SIA security staff and/or voluntary stewards are made fully aware of all conditions of this licence.
31. All SIA security staff and voluntary stewards shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication.
32. The premises licence holder shall ensure that the following details for each SIA security staff and voluntary steward used, are contemporaneously entered into a bound register kept for that purpose:
 - a. Full name,
 - b. SIA Certificate number and or badge number, or registration number of any accreditation scheme approved by the SIA.
 - c. The time they began their duty
 - d. The time they completed their duty.
33. This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all SIA security staff and voluntary stewards engaged at the premises during the period of not less than 28 days prior to the request, and shall be open to inspection by authorised officers of the Licensing Authority or the Police upon request.
34. A suitable and effective CCTV system shall be installed on the premises.
35. The CCTV system shall store CCTV footage for a minimum of 28 days and shall record at all times, and have a constant and accurate time/date generation.
36. There must be sufficient cameras able to cope with operating illumination, and located to cover all public areas within the licensed areas. The cameras covering the main entrances shall be to identification standard and capable of providing good head and shoulder images. The remaining cameras must be capable of recognition.
37. There shall be sufficient members of staff trained in the use of the downloading/copying of CCTV recordings so that they may be provided to any authorised person within a 24 hour period on request.
38. The Premises Licence Holder shall ensure that an "Incident report register" is kept in a bound book, in which full details of all incidents are recorded. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry.

39. The register is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or the Police when required.
40. As soon as possible, and in any event within 1 month from the grant of this licence, the premises shall join the local pub watch or other local crime reduction scheme approved by the police, and local radio scheme if available.

Public Safety

41. A fully stocked first aid box shall be available for use on the premises at all times, and a trained first aider shall be present for all sporting matches.

Prevention of Public Nuisance

42. Regulated musical entertainment shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.
43. Unless contrary to fire precautions/procedures, all access and egress doors and windows shall be kept closed whilst any regulated entertainment takes place after 2200hrs
44. Regulated musical entertainment shall have the volume decreased as from 2330hrs so as to bring the entertainment to a controlled finish
45. Live bands shall be instructed to commence any 'encores' no later than 2345hrs to effectively manage the terminal hour of midnight.
46. The premises licence holder shall arrange for observations in the vicinity of the nearby residential properties on at least hourly intervals during any musical regulated entertainment to establish whether there is a noise breakout from the premises. If the observations reveal noise breakout at a level likely to cause an unreasonable disturbance, then the volume of music shall be reduced to a more reasonable level.
47. A record of noise monitoring shall be kept in a record in a similar format as attached to this noise management plan. Such records shall be completed immediately after the observation detailing the time, location and duration of the observation, the assessment of the level of noise, and any action taken to reduce noise breakout.
48. Records of noise monitoring shall be made available at all times upon request to an authorised officer of the Licensing Authority or the Police.

49. Any complaints concerning noise from entertainment shall be reported to the Club's Board so that a review of the entertainment provider may take place, as well as implementing any improved control measures, (by way of amendment of the risk assessment), in the light of experience.
50. A clear notice shall be displayed at every exit from the premises to instruct customers to respect the needs of local residents and leave the premises and the area quietly.
51. Deliveries relating to the licensed activities shall only take place between the hours of 900hrs – 2200hrs
52. The disposal of bottle and glasses into waste containers outside shall only be permitted between the hours of 0900hrs to 1800hrs.

Protection of Children from Harm

53. All children must be accompanied by an adult at all times
54. The premises shall operate a 'Challenge 25' age verification scheme. All customers appearing to be under the age of 25 shall be asked to provide photographic identification to prove they are legal age before alcohol may be sold to them.
55. Challenge 25 signage shall be displayed in prominent positions within the premises.