

Appendix E.2

Soho House conditions

1. The reception desk (entrance) shall be staffed at all times the premises are in operation.

2. There shall be a personal licence holder on duty on the premises, from 20:00 until close, when the premises are authorised to sell alcohol

3. Alcohol may only be sold for consumption by (a) members of a private club and their bona fide guests, not exceeding 4 guests per member, and / or (b) by persons attending any private pre-booked event, by invitation only, organised by a member with a guest list provided in advanced which will be retained for a period of 31 days following the event and be made available for inspection by the relevant authorities.

4. The number of events with more than 400 persons shall be limited to 10 per calendar year.

5. No persons shall be admitted to membership of the private club or be entitled to take advantage of any of the privileges of membership without an interval of at least 1 month between their nomination or application for membership and their admission. A member's guest(s) may not enter the club without the member being present.

6. A list of the names and addresses of members of the Club shall be kept on the premises at all times together with a book/electronic record showing the names and dates of attendance of any guests introduced by members. Both the list and the book/electronic record shall be produced on demand for inspection by the police or an authorised officer of the Council

7. There will be no overt advertising of the licence facilities outside of the premises.

8. Alcohol sold between 8am and 10am shall be ancillary to a seated substantial table meal, served by waiter/waitress service only

9. No children under the age of 18 will be allowed on the premises unless accompanied by and under the control of an adult.

10. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. The list of recommended forms of ID may be amended or revised with the prior written agreement of Sussex Police, the Licensing Authority and Trading Standards without the need to amend the licence or conditions attaching to it.

11. SIA licensed door supervisors shall be employed on any occasions when a requirement is identified by the licence holder's written risk assessment or requested by Sussex Police in writing at least 48 hours in advance. The written risk assessment will be reviewed at least once every calendar year. The written risk assessment will take into account information or guidance offered by the police, and also taking into account busy periods such as Bank Holidays, Season Variations and other City Centre Events e.g. Pride. The written risk assessment will be available on the premises for inspection by police and authorised officers of the Licensing Authority.

12. (a) Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises. The system shall be on and recording at all times the premises licence is in operation.

(b) The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.

(c) CCTV footage will be stored for a minimum of 31 days

(d) The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.

(e) The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.

(f) Subject to GDPR guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other electronic portable device acceptable to Sussex Police) for the police without difficulty or delay and without charge to Sussex Police.

(g) Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.

(h) In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.

13. (a) An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a week.

(b) The logbook should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Licensing Authority or the police. An incident will be defined as being one which involves an allegation of a criminal offence.

(c) Any refusals made for alcohol service e.g. underage, will also be recorded (either in electronic or written form) and feedback given to staff as relevant. The log will be kept for a minimum of twenty-four (24) months.

14. The premises licence holder shall ensure that any patrons smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of any public highway

15. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a statutory noise nuisance

16. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

17. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.

18. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity upon request

19. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.

20. There shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.

21. No deliveries to the premises shall take place between 23:00 hours and 07:00 hours on the following day.

22. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0700 hours.

23. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises

24. There shall be waiter/waitress service available at all times.

25. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area.

26. Doors and windows at the premises are to remain closed after 11pm, save for access and egress.

27. A copy of the premises' drugs policy, dispersal policy, smoking policy and noise management plan shall be made readily available at the premises for inspection by authorised officers of the Licensing Authority or the police.

28. The premises will become a member of the Business Crime Reduction Partnership or similar scheme approved by the Licensing Authority. The scheme must operate, subject to local coverage, radios and additionally an exclusion/banning scheme of named individuals within both the day and night-time economy. Radios should be in use all times the premises are open to the public / members.

29. The premises licence holder and/or DPS shall carry out a documented risk assessment on the need for searching patrons entering the premises. The risk assessment shall be reviewed regularly and no less than every six months.

30. The premises shall operate a zero-tolerance approach to drugs and weapons

31. The premises licence holder shall ensure that at all times when the public is present there is at least one competent person able to administer first aid; that an adequate and appropriate supply of first aid equipment and materials is available on the premises; and that adequate records are retained in relation to the supply of any first aid treatment.

32. The licence holder shall enter into an agreement with a private hire firm to provide transport for customers with contact numbers made readily available to customers upon request. Where possible a call back system will be operated and drivers instructed not to sound their horns when collecting customers

33. (a) The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive the following induction training. This training will take place prior to the selling of such products:

*The lawful selling of age restricted products – including company's own policy.

*Refusing the sale of alcohol to a person who is drunk

(b) Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed 8 weeks, with the date and time of the verbal reinforcement/refresher training documented.

(c) All such training undertaken by staff members shall be fully documented and recorded. All training records shall be made available to Sussex Police, officers of the local authority and officers from the Trading Standards team upon request.

34. A first aid box will be available at the premises at all times.

35. Regular safety checks shall be carried out by staff.

36. There shall be no regulated entertainment in any external area after 11pm

37. At all times the premises is open, the management will contract the back-up services of an approved mobile support unit (MSU), with a minimum of 2 SIA registered Door Supervisors operating from it. A copy of the MSU contract will be retained at the premises and made available for immediate inspection upon request by Sussex Police or Council Officials. The MSU will be accredited by the Brighton Business Crime Reduction Partnership (BCRP) or other similar organisation approved by Sussex Police should the BCRP not be in existence.

38. Authorised staff employed by Sussex Police in the role of licensing officer shall have the right of access to the licensed premises during hours of operation for the purpose of inspection of the premises and premises records in order to ensure the promotion of the licensing objectives.

39. The Premises Licence Holder shall provide and maintain a dedicated telephone number of the Designated Premises Supervisor or the duty manager for use by any person who may wish to make a complaint during the operation of the licence, which shall be provided to the Licensing Authority and local residents' associations

40. *Only Soho House UK Limited can carry out licensable activities at the premises.*

