

Licensing Act 2003
Premises Licence - Summary

Broadwater Pavilion Broadwater Park Guildford Road Farncombe Godalming Surrey GU7 3BU	Licence number:	LN/000005103	
	Valid from:	28th August 2015	
	Valid until:		
	Telephone:	01483 411833	
Licensable Activities Authorised by the Licence and times these activities may be carried on			
Activity (and area if applicable)	Description	Time From:	Time To:
Provision of regulated entertainment:-			
Live Music, Recorded Music and Performance of dance	Monday - Thursday Friday Saturday Sunday	16:00 16:00 10:00 10:00	22:30 00:30 00:30 22:00
Sale by Retail of Alcohol	Monday - Thursday Friday and Saturday Sunday	10:00 10:00 10:00	23:00 01:00 22:30
Non-standard Timings:	Boxing Day, New Year's Eve and public holidays from 09:00-16:00. The premises are only open to members of the club and to those organisations hiring the facility for meetings or events, for example weddings, wakes or parties or for use by other community organisations, for example the theatre group or the jazz club.		

The opening hours of the premises: 06:30-00:00 Sunday to Thursday
06:30-01:30 Friday and Saturday

Where the licence authorises supplies of alcohol, whether this alcohol is to be consumed on and/ or off the premises: On and off the premises

Name & (registered) address of holder of premises licence: Broadwater Pavilion Ltd
Broadwater Pavilion
Broadwater Park
Guildford Road
Farncombe
Godalming
Surrey
GU7 3BU

Registered number of holder, for example company number, charity number (where applicable): 9074170

Name of designated premises supervisor where the premises licence authorises the supply of alcohol:

Ms Emma Georgina Colley

Whether access to the premises by children is restricted or prohibited:

No children shall be allowed on site after 19:00 hours unless the event is youth orientated

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Premises Licence - Detail

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Annexe 1 – Mandatory Conditions

Alcohol

No supply of alcohol may be made under the premises licence:

- At a time when there is no designated premises supervisor in respect of the premises licence.
- At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

- (1) The responsible person must 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—
 - (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 in a manner which carries a significant risk of undermining a licensing objective;
 - (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 in a manner which carries a significant risk of undermining a licensing objective;
 - (d) 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;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
3.
 - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
 - (3) 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 either—

- (a) a holographic mark, or
- (b) an ultraviolet feature.

4. The responsible person must 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;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

5. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

6. For the purposes of the condition set out in paragraph 5—

- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(a);
- (b) “permitted price” is the price found by applying the formula—

$$P = D + (D \times V)$$

where—

- (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence—
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994(b).

7. Where the permitted price given by Paragraph (b) of paragraph 6 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

- 8. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 6 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annexe 2 – Conditions consistent with the operating schedule

Live Music	Monday	16:00 hours to 22:30 hours
	Tuesday	16:00 hours to 22:30 hours
	Wednesday	16:00 hours to 22:30 hours
	Thursday	16:00 hours to 22:30 hours
	Friday	16:00 hours to 00:30 hours
	Saturday	10:00 hours to 00:30 hours
	Sunday	10:00 hours to 22:00 hours

Further Detail

An occasional activity but could be on any day of the week and could be a band for a wedding or party or a local jazz club.

The music is likely to be amplified.

Non-Standard Timing

N/A

Location of activity : Indoors

Recorded Music	Monday	16:00 hours to 22:30 hours
	Tuesday	16:00 hours to 22:30 hours
	Wednesday	16:00 hours to 22:30 hours
	Thursday	16:00 hours to 22:30 hours
	Friday	16:00 hours to 00:30 hours
	Saturday	10:00 hours to 00:30 hours
	Sunday	10:00 hours to 22:00 hours

Further Detail

An occasional activity but could be on any day of the week and could be a band for a wedding or party.

Non-Standard Timing

N/A

Location of activity : Indoors

Performance of dance	Monday	16:00 hours to 22:30 hours
	Tuesday	16:00 hours to 22:30 hours
	Wednesday	16:00 hours to 22:30 hours
	Thursday	16:00 hours to 22:30 hours
	Friday	16:00 hours to 00:30 hours
	Saturday	10:00 hours to 00:30 hours
	Sunday	10:00 hours to 22:00 hours

Further Detail

A very occasional activity - probably less than 10 times per annum.

Non-Standard Timing

N/A

Location of activity : Indoors

Alcohol BOTH ON/OFF premises	Monday	10:00 hours to 23:00 hours
	Tuesday	10:00 hours to 23:00 hours
	Wednesday	10:00 hours to 23:00 hours
	Thursday	10:00 hours to 23:00 hours
	Friday	10:00 hours to 01:00 hours
	Saturday	10:00 hours to 01:00 hours
	Sunday	10:00 hours to 22:30 hours

Further Detail

The premises are only open to members of the club and to those organisations hiring the facility for meetings or events, for example weddings, wakes or parties or for use by other community organisations, for example the theatre group or the jazz club.
The premises are open for less hours each week in the summer (outside the rugby season).

Non-Standard Timing

Boxing Day, New Year's Eve and public holidays from 09:00-16:00.

Sale of alcohol to be for consumption : On and off the premises

Designated Premises Supervisor

Name: Ms Emma Georgina Colley

Address: 5 Holly Lane
Godalming
Surrey
GU7 2LP

Personal Licence Number (If known): LN/000003048

Issuing Licence authority (If known): Waverley Borough Council

Opening Hours	Monday	06:30 hours to 00:00 hours
	Tuesday	06:30 hours to 00:00 hours
	Wednesday	06:30 hours to 00:00 hours
	Thursday	06:30 hours to 00:00 hours
	Friday	06:30 hours to 01:30 hours
	Saturday	06:30 hours to 01:30 hours
	Sunday	06:30 hours to 00:00 hours

Further Detail

The premises are only open to members of the club and to those organisations hiring the facility for meetings or events, for example weddings, wakes or parties or for use by other community organisations, for example the theatre group or the jazz club.
The premises are open for less hours each week in the summer (outside the rugby season).

Non-Standard Timing

N/A

Any adult entertainment or services, activities, other entertainments or matters ancillary to the use of premises that may give rise to concern in respect of children:-

None.

ELEMENTS OF OPERATING SCHEDULE TO ADDRESS LICENSING OBJECTIVES:

a) General - all four licensing objectives (b,c,d,e)

The primary purpose of the premises is as a sports club house for the use of members of Guildford Rugby Club and the Guildford and Godalming Croquet Club.

Other sporting activities have taken place in the past, such as cricket and bowls and there may be others in the future.

All are sections of Broadwater Sports Club - a CASC.

The Club runs mini and youth rugby teams and has adopted the Rugby Football Union (RFU) Child Protection Policy.

DBS checks are performed on adults in charge of children.

The Premises Licence Holder shall have an appointed Child Welfare Officer.

There are no vending or gaming machines on the premises.

In order to generate funds for the primary purpose of the CASC, the premises shall be used to host private functions, such as weddings and wakes and for the use of other community groups and organisations, for example the Godalming Theatre Group and the Guildford Jazz Club.

Broadwater Pavilion is the trading subsidiary of the CASC and is controlled by Directors of the CASC who are elected in accordance with the constitution.

The Directors have appointed a Premises Supervisor, responsible to the Operations Director to control all aspects relating to the sale of alcohol and the licence.

Under normal circumstances, the Duty Manager shall also have a personal licence.

b) The prevention of crime and disorder

The Club shall only be open to club members, bona fide guests and organisations and individuals hiring the facilities.

Staff shall be trained on the "conditions of our licence", "the sale of alcohol", "recognition of drugs" and "the prevention of violence".

All staff who work behind the bar shall be trained, with the training recorded and updated when necessary.

The club house shall be alarmed and equipped with outside security lighting.

A "no drugs" policy and a "Challenge 21" policy shall be in operation and staff shall be trained in accepted forms of ID.

Events shall be risk assessed and registered door staff shall be employed if necessary.

The tills shall be harvested during service and the money shall be placed in the safe.

Keys to the premises shall be held by a limited number of registered key holders.

The Club shall adopt a zero tolerance policy on drugs.

c) Public Safety

All events shall be risk assessed and the findings implemented and recorded.

Toughened glasses shall be supplied where possible.

Only plastic glasses shall be allowed outside the premises and no bottles.

Tables shall be kept clear of empty glasses and bottles on a regular basis.

All fire exits shall be equipped with emergency lighting.

The maximum capacity of the club house is known and shall never be exceeded.

Appropriate numbers of door staff shall be provided if necessary.

An adequate number of bins shall be provided for litter and signs shall be in place requesting their use.

A suitable first aid kit shall be on site.

An accident log shall be kept on site.

d) The prevention of public nuisance

Adequate parking shall be provided within the grounds of the club house for any events.

Local taxis numbers shall be available to members and guests.

All events shall be risk assessed and the findings implemented and recorded.

Notices shall be displayed requesting members to leave the club quietly.

All windows and doors shall remain closed when live or recorded music is in operation.

Live and recorded music shall cease half an hour before the licensed hour for the supply of alcohol.

Any complaints shall be dealt with, acted on and recorded.

Adequate waste bins shall be provided and emptied on a regular basis.

e) The protection of children from harm

All events shall be risk assessed and the findings implemented and recorded.

During any evening events, under 18's shall not be encouraged to attend unless the event is youth orientated.

Any adult placed in charge of any minors shall be DBS checked.

The RFU Child Protection Policy shall be adopted in respect of the mini and youth rugby teams.

No vending or gaming machines shall be present on the premises.

No children shall be allowed on site after 19:00 hours unless the event is youth orientated.

All coaches shall be DBS checked.

Minors shall be accompanied by a responsible adult whilst on site.

Bar football shall be provided in the tea room to encourage children to this area.

A child protection policy shall be in operation.

The premises shall operate a "Challenge 21" policy and shall only accept passport, photo driving licence or ID cards bearing the PASS hologram as forms of identification.

Annexe 3 – Conditions attached after a hearing by the Licensing Authority

N/A

Annexe 4 – Plans

Attached