

## Kate Halsall

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**From:** Stephen Hamilton <shamilton@farnhamcastle.com>  
**Sent:** Friday 07 February 2020 15:27  
**To:** Licensing Policy  
**Cc:** Rab.Carnie@surrey.pnn.police.uk  
**Subject:** Farnham Castle  
**Attachments:** Farnham Castle.doc

[\*\* This email originates from an external source \*\*]

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Good afternoon Kate,

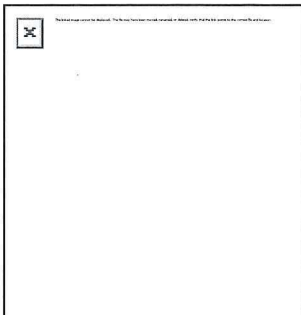
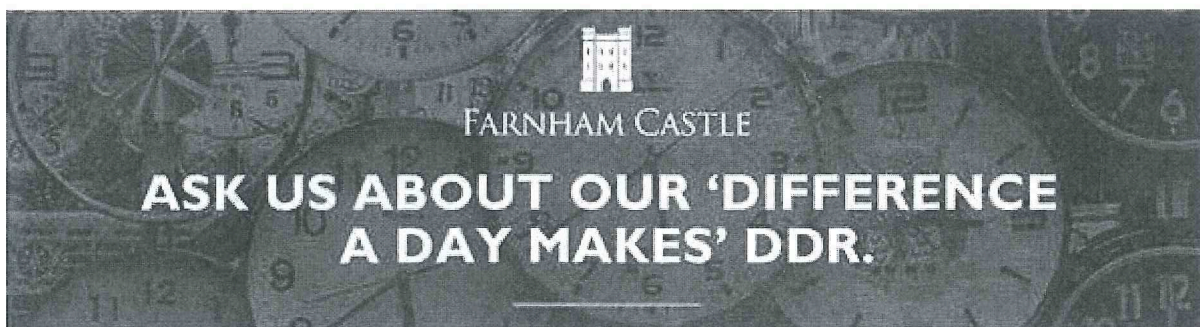
I've have a really productive meeting with Mr. Carnie this afternoon and would like to confirm that I am more than happy to accept all the conditions proposed in the attached document.

Have a great weekend.

**Steve Hamilton**  
**General Manager**



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**From:** Carnie, Rab 11701 <Rab.Carnie@surrey.pnn.police.uk>

**Sent:** 07 February 2020 11:18

**To:** Stephen Hamilton <shamilton@farnhamcastle.com>

**Subject:** Farnham Castle

Stephen

Please find attached the Police proposed conditions regarding your new premises licence application. We can discuss them at our meeting today. Paul Hughes from Waverley Council licensing department is also hoping to attend, we should be there around 1pm

Regards

Rab

## FARNHAM CASTLE OPERATING SCHEDULE

### The prevention of crime and disorder

1) Digital CCTV equipment shall be installed and maintained at the premises to record colour images that are clear enough to allow the Police to use them to investigate any crimes that are committed on the premises. The areas covered by the cameras will cover the main reception area and all areas and corridors within the premises that are open to the public excluding toilets and guests rooms

A camera will be positioned to obtain images of persons entering the building by the main entrance

2) The CCTV system will be in operation and recording at all times

3) Recordings made on the CCTV system shall be retained for a period of at least 31 days of recording.

4) If the Police are called to the premises to deal with an incident then the officers shall have access to view the CCTV footage on request. There must be a member of staff on duty at all times who has knowledge of how the CCTV system works. If the CCTV footage cannot be downloaded for the Police when requested then it must be available within 24 hours of the request

5) An incident book will be kept on the premises and all incidents will be recorded with time and date and the name of the person recording the incident

### Public Safety

1) The staff will not sell alcoholic beverages under any circumstances to any person who appears to be intoxicated or under the influence of drugs

2) Any guest or member of the public found using, carrying or supplying controlled substances whilst at the premises staff will be immediately call the Police

### Prevention of a public nuisance

1) Signage will be displayed at the exits and in the car park requesting castle residents and guests to respect the needs of local residents by quietly leaving the premises and car park

### The Protection of children from harm

1) All persons under 18 years of age must be accompanied by an adult

2) The premises will only accept valid forms of identification such as photo driving licence, passport and home office approved id cards displaying the national proof of age standard scheme ( PASS hologram). All customers who look under the age of 21 shall be challenged to prove their age and identity when purchasing alcohol.

3) A Refusals book shall be kept on the premises and a record must be kept of all persons who are refused the sale of alcohol and this book shall be made available on request to the police or authorised person

4) All staff who serve alcohol shall receive suitable training including refresher training in relation to challenge 21 proof of age policy which shall be applied to the premises. This training shall be carried out every 6 months and a written record of the training shall be kept. Every person who completes the training shall sign and date the written record and this record shall be countersigned by the designated premises supervisor or by a person who holds a personal licence who works at the premises