

## APPENDIX C

### Annex 2 – Conditions consistent with the Operating Schedule

1. Alcohol can only be sold to customers with a valid cinema ticket for that day unless the premises is being hired for a private function such as a conference or birthday party subject to agreement of the Police Licensing Officer. All events to be notified in writing or email to South Wales Police with at least 21 days' notice.
2. The licensable activity of alcohol shall only exist as long as the primary use of the premises is that of a cinema.
3. Staff will be educated in conflict management and be provided with the confidence to deal with difficult situations. Staff training will be logged and signed in a training book and made available to the Police or Licensing Officer.
4. The consumption of soft or alcoholic drinks purchased at the premises is prohibited on the highway outside the premises.
5. An incident book (safer Swansea Partnership incident book or like detailed bound numerical register) to be maintained at the premises at all times, register to show details of the date and time of all assaults, injuries, accidents, or ejections as well as details of the members of staff involved, the nature of the incident and the action/outcome. Register to be available for inspection by an authorised officer at any time.
6. All alcohol will be displayed behind the counter and supplied on a counter service provision only.
7. No patrons shall be admitted to the premises after 22.00 hours.
8. in the event of a non-standard timing, the premises are entitled to 12 events per annum where the licensable activities of films and the supply of alcohol can take place between the hours of 10.00 and 00.00. Such events are to be notified in writing to the Police Licensing Officer and the Local Authority Licensing Officer 21 days before the event.
9. Managers/Supervisors of the premises are to attend and fully participate in the City Centre Pub and Club Watch Scheme.
10. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition. Cameras shall encompass all ingress and egress to the premises. Ground floor fire exits and all areas where the public have access. Equipment must be maintained in good working order; the system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. Recordings must be correctly times and date stamped, recordings must be kept in date order, numbered sequentially, and kept for a period of 31 days and handed to a Police Officer/Local Authority Officer on demand. The premises Licence Holder must ensure that at all times a Designated Premises Supervisor (DPS) or appointed

member of staff is capable and competent at downloading CCTC footage in a recordable format either disk or VHS to a Police Officer/Local Authority Officer on demand. The recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible names individual. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is complaint. In the event of any failing the action taken are to be recorded. In the event of technical failure of the CCTV equipment, the premises licence holder/DPS must report the failure to the Police/Local authority Licensing Officer.

11. Suitable non glass receptacles only to be used at the premises on days considered to be major event days in the area, such days to be notified to the designated premises supervisor in writing at least 14 days prop to the event, or with agreement of Pub and Club Watch.

12. Premises shall have an adequate system of counting persons in and out to ensure that the customers levels in all areas do not exceed the agreed limit.

13. Provision of food and non-intoxicating beverages shall be available in all parts of the premises when alcohol is sold or supplied for consumption on the premises.

14. Clear and legible notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.

15. Loudspeakers shall not be located in the entrance lobby or outside the premises building.

16. The Premises Licence Holder shall ensure all doors and windows are kept closed, except for ingress and egress, to reduce noise nuisance from the premises.

17. A challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and holographic mark.

18. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the Premises by a Police or an authorised officer of the council at all times whilst the premises are open.

19. The premises is to keep up to date records in written or electronic format available for inspection of staff training in respect of age-related sales.

20. A proof of age Policy will be implemented on the door in accordance with "U", "PG", "12A", "15" or "18" certificate from the British Board of Film Classification. Staff have the right to refuse entry to anyone not able to produce valid forms of ID when requested.

21. When films are classified by either the BBFC or the licensing authority they shall be classified in the following way

- U – Universal – Suitable for all
- PG – Parental Guidance. Some scenes may be unsuitable for young children.

- 12A – Passed only for viewing by person ages 12 years and over or persons younger than 12 when accompanied by an adult.
- 15 – Passed only for viewing by person ages 15 years and over
- 18 – Passed only for viewing by a person ages 18 years and over.

22. Before the exhibition at the premises of a film passed by the BBFC there shall be exhibited on screen for at least five seconds in such a manner has to be easily read by all persons in the auditorium a reproduction of the certificate of the board or as regards a trailer advertising a film of the statement approved by the board indicating the classification of the film.

23. Clear and legible notices shall be prominently displayed in the area of the sale to emphasis to customers the prohibition on providing sales of alcohol to persons under the age of eighteen years.

24. The premises will employ a two-tiered ID policy in which a challenge 25 Policy is used on entry to the premises and if attempting to purchase alcohol at the bar within the premises.

25 All alcohol behind the bar will be covered and not be in sight during specified children's events.