

HERE

Annex 2 - Conditions consistent with the operating schedule

19. The sale of alcohol at the premises shall be at all times ancillary to the use of the **premises** as a multi-purpose auditorium space. The sale shall be restricted to such occasions as exhibitions; retail events; live pre-recorded music; product launches; fashion shows; film screening; events and conferences, and the like kind.
20. Although the HERE and The Now Building and Now Trending are separate, they shall work in tandem in accordance with the Venue Management Plan and the Event Management Plan to maintain the operational integrity of the site.
21. An event management plan will be prepared for each event and shall be served upon the Police and Environmental Health a minimum of 14 working days ahead of an event for information.
22. The Event Management Plan will include the provision of a designated smoking area and management thereof; provision of a dispersal policy to ensure the safe and quiet movement of people from the area; the provision of additional pop-up toilets (when necessary); provision of a queue management strategy; public safety and security arrangements.
23. The Premises Licence Holder shall provide the Licensing Authority and Police with a list of upcoming events each quarter (or as otherwise agreed with the Licensing Authority and Police) and shall provide such information as is requested by the Licensing Authority and/or Police to assess the potential impact of specific events upon the Licensing Objectives.
24. There shall be no off-sales of alcohol, with the exception of alcohol sold during an exhibition event held at the premises, which is packaged to take home and which is not intended for immediate consumption off the premises.
25. The premises Licence holder shall ensure that CCTV cameras and recorders are installed at the premises and are of a standard acceptable to and approved by the Police.
26. The system shall be maintained in good working order and at all times the premises is open to the public, be fully operational covering both internal and external areas of the premises to which the public have access **(except toilets and changing areas)**.
27. The CCTV camera views are not to be obstructed.
28. At least one CCTV camera is to be placed no more than seven feet above floor level; near to the exits in order to capture clear facial images of all persons leaving the premises.
29. The medium on which CCTV images are recorded shall be of evidential quality; stored securely; shall be retained for a period of 31 days; and be available for inspection by the Police or Local Authority ~~upon~~ **within 48 hours of** request.

30. At all times when the premises are open for the purposes of licensable activities, a suitably trained member of staff shall be present to assist the Police or an authorised officer in obtaining the CCTV footage.
31. The facility to transfer the images to a compatible, removable format shall be held on the premises.
32. Notices shall be displayed within the premises warning customers about personal thefts; and to be vigilant.
33. The venue shall supply and fit to every static table or counter, suitable anti-theft devices, such as table/counter clips, in order that customers may secure their bags.
34. When the venue is open for licensable activities, the toilets are to be checked by staff at least every two (2) hours and these checks are to be documented on each visit.
35. All flat surfaces in toilet cubicles, including any toilet roll holder eclipses, are to be 'designed-out' in order to prevent drug misuse.
36. At least one member of the management team on duty whilst the premises remain open for the sale of alcohol is to hold a personal license under the Licensing Act 2003.
37. A management document is to be drawn up, maintained, and amended as required which will deal with the following:
 - a) Definition of promotions, events and bookings;
 - b) Procedure for the management of each category;
 - c) Security procedures including the reporting of incident;
 - d) Procedure for ensuring promoters are informed of and are managed in such a way as to promote the Licensing Objectives and ensure compliance with the conditions on the premises Licence;
 - e) Response plan and management structure in the event of an emergency.
38. In relation to any event involving a promoter, their associates, DJ(s) or artists(s), or one where the venue has been booked by an outside agent with a view to selling tickets to the public for profit then:
 - a) The licensee shall complete a full risk assessment via open source material reference checks from previous venues performed and if there are concerns following all these checks, to inform Camden Police Licensing at least ~~7 days~~ 14 days before the event occurs on email EK-Licensing@met.police.uk.
 - b) The licensee shall notify Camden Police Licensing Team via the same email if there are any high risk events or any unusual or large scale events (due to occur within less than ~~7 days~~ 14 days as soon as reasonably practicable. The Police will have the right of absolute refusal of any such events for reason of late notification.

- c) Where the venue runs a promoted event using a DJ or MC who performs to background music then they should risk assess the need to search every customer upon entry taking cognizance of Police advice. If the risk assessment determined that searching will be conducted, then if a customer refuses to being searched this will result in NO ENTRY.
39. In relation to all other musical events, the Local Camden Police Licensing Team shall be contacted no less than 14 days prior to the event to request if, a full Search Policy is required of all customers.
40. No persons carrying visibly open alcohol vessels shall be admitted to the premises at any time that the premises are open for any licensable activity.
41. No patron shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle whether empty or containing any beverage, other than permitted off-sales.
42. A challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. The only acceptable forms of identity will be those with photographic identification documents recognised in the Home Office guidance, including passports, photo-card driving licence, military ID cards or proof of age card bearing the PASS hologram.
43. A sign shall be displayed at the point of sale stating No Proof of Age - No Sale.
44. The venue shall not engage the service of street promoters to encourage clientele to attend the venue.
45. Regular glass collection shall be undertaken by staff where the sale of alcohol is occurring at the premises.
46. Police must be called to incidents of violence and /or disorder.
47. Signage shall be displayed in a prominent position on the premises requesting that customers leave quietly.
48. 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.
49. Where the sale of alcohol is occurring after 20:00 hours then door staff shall be present at least 1hour prior to the commencement of the event.

The door staff shall be employed to a ratio of 1:100. The following additional requirements apply in relation to those door staff:

a) There will be a minimum of one (1) female SIA-registered door supervisor on duty when security are required.

b) A door supervisors register shall be updated on occasions when door supervisors are employed. The Register is to be made available for Inspection by the Police and/or Licensing Authority. Details to show:

- Full Name.
- Date of Birth.
- SIA Registration Number.
- Date and Hours Worked; and
- Contact telephone number and email address.

c) A coloured photocopy of each door supervisors' SIA badge shall be taken by the DPS and retained at the premises.

d) They will wear high visibility jackets or vests or high visibility arm bands whilst working at entry/exit points and around the exterior of the building.

e) They shall remain on duty for half an hour after the close of the venue to ensure all patrons are dispersed peacefully from the area.

50. Subject to any relevant consents which may be required from the Local Authority, the designated queuing area shall be enclosed within appropriate barriers to ensure that the public footway is kept **and maintained** clear.
51. Where the premises is in use after 8:00pm and the sale of alcohol is taking place, the smoking area shall be constantly supervised by an SIA registered door supervisor who will monitor the capacity and restrict access when necessary, **and to ensure that customers do not bring drinks into the smoking area.**
52. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.
53. Details of instances of disorder, damage to property or personal injury shall be recorded in an incident book kept at the premises. Such details shall be made available for inspection by the Police and other Responsible Authorities upon request.
54. The premises shall operate a system whereby a record is maintained of refusals to serve alcohol. Details to be produced for inspection to the Police and other Responsible Authorities upon request.
55. The licensee shall ensure that staff are trained as appropriate, in respect of relevant licensing law, crime scene best practice and upon the sale of alcohol to drunks and persons underage. This training is to be clearly documented **and signed** and any training for future staff must also be organised at the appropriate time. **Refresher training shall be carried out every 6 months.** Details of training are to be made available for inspection by Police or other Responsible Authorities, upon request.
56. Where any illegal substance is found within the premises then a record shall be made in the incident book **by a duty manager.** Any illegal substance shall be stored securely pending collection by the Police unless they are present on site and this is handed to them. Any seizure of drugs and weapons shall be recorded in the incident book **by a duty manager.**

57. Where available, a responsible member of staff shall join the local pubwatch or other such local crime reduction scheme approved by the Police.
58. All security staff, stewards and management will be connected by a secure channel hand-held radio system.
59. Staff shall be fully trained on safety issues, including fire safety and management shall carry out regular inspections of the premises.

Informative: The below is for information purposes and is not intended to form a condition of the licence):

If a planned event in the here is likely to result in a maximum attendance event then (following risk assessment) The Now Building and Now Trending may be closed off in order that it may operate as a ticket hall and audience holding area.

60. On completion of the works and before the public are admitted, the premises must comply with the requirements of the District Surveyors Association and the Association of British Theatre Technicians 'Technical standard for Places of Public Entertainment' (if applicable)
61. Patrons wishing to smoke will not be permitted to take drinks outside with them.
62. Amplified sound shall not be audible at 1 meter from the facade of any noise sensitive premises.
63. That an Events Noise Management Plan is developed to the satisfaction of the Noise Team to cover any occasion where there is potential for sound breakout beyond the premises boundary, and where sound equipment is added to the existing in-house equipment for a particular event or function. The Noise Management Plan required by virtue of planning shall be updated by the Premises Licence Holder from time to time as appropriate and the Premises Licence Holder shall be bound by the plan. A copy of the Events Noise Management Plan and the Noise Management Plan shall be retained at the premises and made available for inspection by the relevant authorities.
64. That if deemed appropriate by the Environmental Health Team prior to the premises trading under this licence then a noise limiter be installed, located in a separate and remote lockable cabinet from the volume column must be fitted to any musical amplification system and set at a level determined by and to the satisfaction of the Noise Team. The limiter shall not be altered without prior agreement.
65. A Notice shall be fixed in a prominent position near exits reminding [customers](#) that this is a residential area and requesting patrons to leave quickly and quietly.
66. The Event Management Plan sets out measures to be taken to ensure effective communication with surrounding residents and businesses concerning planned events.
67. The premises will use the central waste collection point provided as part of the development.

68. There is a lost children's policy contained within the Event venue Management Plan.
69. A proof of age scheme shall operate at the premises and staff shall be trained in its use, e.g. Challenge 25.
70. The premises will implement a dispersal policy and all relevant staff will be trained in its implementation. The policy shall contain measures intended to encourage patrons leaving the gallery venue after 23:30 until close of business to disperse towards Tottenham Court Road Station or by travelling North/South on Charing Cross Road or East/West on Oxford Street/New Oxford Street. It will contain measures actively to discourage patrons from dispersing into the Piazza areas to the North and East of the premises. The Policy will be reviewed regularly and whenever the Licensee becomes aware of issues associated with dispersal. **To support effective and swift dispersal of customers away from the premises, the head of security and venue's CCTV operatives shall liaise and consult with the CCTV operatives within the Outernet central control room.**
71. Servicing will take place between 08:00 and 20:00 hours Monday to Sunday and Public/Bank Holidays and will be from the Denmark Street loading bays. (This shall not apply to event equipment and refuse storage and collection which is dealt with by the Service Management Plan approved as part of the S106 agreement and developed to the satisfaction of the Environment Health Team).
72. That a 'Service Management Plan' be developed to the satisfaction of the Environmental Health Team, detailing the management of deliveries and servicing which shall include arrangements for the collection and delivery of event equipment, and refuse storage and collection; that the Service Management Plan be updated by the Premises Licence Holder from time to time as appropriate. The Premises Licence Holder shall be bound by the Service Management Plan. A copy of the plan shall be retained at the premises and made available for inspection by the relevant authorities.
73. **At least 2 (two) SIA door supervisors (to include the door supervisor working on the main entrance) who are on duty as required by the licence conditions shall wear body worn cameras. Management of the venue to ensure these cameras are working before deployment. In the event of an incident, the footage must be made available to Police or Local Authority upon request. The licence holder shall ensure that a suitable, expeditious playback/downloading system is in place to enable the Police to obtain any evidential footage. In the event of an incident, body worn camera footage will be stored for a minimum of 44 days 31 days and must be made available to Police upon request.**
74. **All permanent staff working in the evening and security staff to undertake welfare of and vulnerability engagement (WAVE) training and a record to be kept of this.**
75. ~~On any occasion the premises operate licensable activities beyond midnight relying upon the seasonal variations permitted then there shall be no new admissions to the premises after 02:30 02:00 hours with the exception of VIPs, guest list and / or pre-sold ticket holders. A record of such entries after 02:30 02:00 hours shall be maintained and made available for inspection by responsible authorities.~~ **There shall**

be no new admissions to the premises after 02:00 hours with the exception of VIPs. A record of such entries after 02:00 hours shall be maintained and made available for inspection by responsible authorities.

76. The premises shall maintain a complaints log detailing the nature of the complaint, complainant (if known), and any action taken. The log to be made available for inspection by Environmental Health upon reasonable request.
77. Safety Inspection Certificates (which shall be maintained up to date) shall be available on site for inspection by Authorised Officers.
78. The premises shall ensure that an enhanced Risk Assessment shall be carried out to determine how many disabled customers they can safely accommodate and vacate in the event of an emergency.
79. The security team, working in conjunction with the Outernet security team, shall monitor parking along Denmark Street and shall discourage patrons from parking illegally. If cars have parked illegally then security shall inform Camden Council for the purposes of ticketing.
80. The premises licence holder shall host, at least every quarter, a meeting inviting local residents and businesses to attend.
81. A direct dial telephone number shall be provided to residents that shall be manned during operating hours of the venue. Details of any calls received shall be logged and a note subsequently made of the action taken. Details to be made available upon request to responsible authorities.
82. From midnight, when the venue is trading, external sound checks shall be carried out every 30 minutes and logged.
83. Where the premises are operating until 4 am, then from 11 pm Club Scan shall be used as a condition of entry for any member of the public (excluding VIP, artists, or manager guest list) attending a public promoted event.

Agreement of Hours for licensable activity

4am on Friday's & Saturday's

10 Occasions per year until 4 am upon the basis of the police being notified 14 days prior to the event (or such shorter period as agreed with the police).

40 Occasions per year until 2am.