

Operating Schedule for Club 124

1. The premises shall operate as a Members only premises with one guest allowed per member on any entry to the venue. Membership shall be via application and there will be a club constitution in place. There shall be no entry without valid ID. Members will be required to comply with the constitution. Members will need to provide a residential address and appropriate ID as part of an application process.
2. Recorded music shall not be amplified
3. There shall be no adult entertainment or services; activities or other entertainment or matters ancillary to use of the premises that give rise to concerns in respect of children
4. The premises shall operate with door supervisors every evening from X. door staff shall be clearly recognisable in terms of their clothing. A door supervisor register will be maintained detailing the names and licence number of all those working on what dates and what shifts.
5. Door supervisor duties will include proactively preventing drink driving and escorting patrons to Taxis as well as encouraging Members and guests to leave quietly.
6. A CCTV system shall be installed and maintained at the premises covering all internal areas, the entrance, and all stairways. All CCTV images shall be retained for a minimum of X days.
7. There shall be a no drugs policy including information to this effect in toilet areas. Security staff shall be trained to recognise signs of drug use
8. The premises will not accept £50 notes and there will be procedures such as UV light to check the legitimacy of other notes.
9. Intoxicated members and or guest will be declined entry
10. Staff shall be appropriately trained on the law relating to alcohol supply
11. Alcohol shall be by way of on supply only and no alcohol can be brought into the premises by patrons.
12. All instances of crime or disorder shall be reported to the Police without delay
13. The maximum occupancy of the premises shall be 90 persons including staff
14. A secure storage facility shall be maintained for confiscated drugs
15. Crime prevention notices shall be displayed in a prominent place within the premises
16. A personal licence holder shall always be on site when the premises is open
17. An adequately stocked first aid kit shall be maintained at the premises and there shall be an appointed first aider on site when the premises are open.
18. Maintained fire precautions will include a fire alarm, a minimum of 4 extinguishers; a fire evacuation strategy and appropriate signage. All exit doors will be easily operable, regularly checked and stairways adequately lit. All seating shall be fire retardant. Notices shall be prominently displayed detailing the action to be taken in the event of a fire. Appropriate emergency lighting shall be in place. The electrical installation and all appliances shall be maintained in a safe condition and subject to appropriate testing
19. Appropriate Public Liability Insurance will be in place
20. Recommended taxi and chauffeur operators will be in place and a dedicated phone number available for taxi operators.
21. All staff will be required to have an adequate Criminal Record check to be employed
22. Signage will be in place to show public and private areas of the premises
23. There will be sufficient seating for all members on site to be seated
24. Adequate air conditioning shall be installed and maintained
25. Music shall be background levels only
26. Signage shall be displayed requiring patrons to leave the premises and area quietly

27. The last entry time to the premises for a Member shall be 23:00hrs on any night
28. Local residents and businesses shall be given an effective contact phone number to report any issues
29. The premises shall undertake a weekly litter pick of the immediate outside area weekly
30. Refuse bins shall be cleaned at least weekly
31. No under 18s shall be allowed on the premises
32. Any bottle bins shall be stored to be inaccessible to patrons
33. No internal lighting shall be visible from the outside of the premises