

The Other Palace: Suggested Revised Premises Licence Conditions
(Updating existing Annex 3 conditions 11 to 57)

27th September version (following input from the Police and EHO, and approval by Applicant)

(Amended) Application in terms of licensing hours

All Regulated Entertainment

(as per application (and reduced from 17/00266). Note Regulated Entertainment is only permitted in the main auditorium and/or in the Cabaret Studio):

10:00 to 23:30	Mon to Thurs
10:00 to 24:00	Fri and Sat
10:00 to 22:30	Sundays

Sale of Alcohol: All areas except Restaurant/Hospitality space on the first floor:

10:00 to 00:00	Mon to Thurs
10:00 to 00:30	Friday (into Saturdays) & Saturdays (into Sundays)
10:00 to 22:30	Sundays

Sale of Alcohol – First Floor Restaurant/Hospitality space only:

(as per application)

10:00 to 00:30	Mon to Thurs;
10:00 to 01:00	Friday & Saturdays
10:00 to 22:30	Sundays

with closure (to the public) in all instances a maximum of 30 minutes after cessation of licensable activities.

Late Night Refreshment: Same hours as for Sale of Alcohol above but commencing at 23:00.

Proposed Licence Conditions*

Whole premises

1. The licensable activities authorised by this licence are subject to the main function of the premises continuing to be that of a Theatre.
2. There shall be no sales of alcohol for consumption off the premises.
3. All entrance doors shall be kept closed, when Regulated Entertainment is taking place and in any event after 2100 hours, except for immediate access and egress of persons.
4. The operators of the business and/or the licensees shall ensure that any capacity limits set for the premises are properly monitored at all times. Information regarding the capacity shall be given to an authorised officer or Police Officer on request.
5. A personal licence holder shall be on duty at the premises at all times when licensable activities are taking place.

6. Loudspeakers shall not be located outside the premises building.
7. An incident log shall be kept at the premises, and made available on request to an authorised officer of the City Council or the Police. It must be completed within 24 hours of the incident and will record the following: (a) all crimes reported to the venue (b) all ejections of patrons (c) any complaints received concerning crime and disorder (d) any faults in the CCTV system (e) any refusal of the sale of alcohol (f) any visit by a relevant authority or emergency service.
8. The premises shall maintain a comprehensive CCTV system as per the minimum requirements of Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised council officer throughout the preceding 31 day period.
9. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member must be able to show a Police or authorized council officer recent data or footage with the absolute minimum of delay when requested.
10. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
11. Clear legible notices shall be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.
12. Patrons permitted to temporarily leave and then re-enter the premises e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
13. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
14. A proof of age scheme, such as Challenge 25, shall be operated at the premises. The only acceptable forms of identification are recognised forms of photographic identification cards, such as a driving licence or passport.
15. No person shall give at the premises any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased. Note: This condition does not apply to exhibitions given under the provisions of Section 2(1A) and 5 of the Hypnotism Act 1952.
16. All waste is to be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.

17. No refuse, including bottles, shall be moved, removed or transferred to or in outside areas between 2300 hours and 0800 hours.
18. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
19. The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.
20. All exit doors shall be available at all material times without the use of a key, code, card or similar means.
21. All emergency doors shall be maintained effectively self-closing and not held open other than by an approved device.
22. The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.
23. Curtains and hangings shall be arranged so as not to obstruct emergency signs.
24. A minimum of 7 working days' notice shall be given by the Environmental Health Consultation Team when there is a change to the theatrical production.
25. On an open stage and elsewhere in the premises any permanently installed scenery should normally be made from the following:
 - o Non-combustible material; or
 - o Inherently flame-retarded fabric; or
 - o Durably-treated flame regarded fabric; or
 - o Timber, hardboard or plywood treated by a process of impregnation which meets Class 1 (BS 476-7) or Class-s3.d2 (BS EN 13501-1) surface spread flame; or Timber framing of minimum 22mm nominal thickness; or
 - o Medium-density fibreboard (MDF), plywood, chipboard not less than 18mm in thickness; or
 - o Plastics material subject to special consideration by appropriate Responsible Authority, being the Fire Authority; or
 - o Other materials acceptable to the appropriate Responsible Authority, being the Fire Authority.
26. All materials used in finishing and furnishing the premises should, as far as it reasonably practicable, be selected so as to be difficult to ignite and provide a low surface spread of flame and low rates of heat release and smoke emission.
27. All fabrics, curtains, drapes and similar features should be either non-combustible or be durably or inherently flame-retarded fabric. Any fabrics used in escape routes, other than foyers, entertainment areas or function rooms, should be non-combustible.
28. The certificates listed below shall be submitted to the Licensing Authority upon written request.
 - o Any emergency lighting battery or system
 - o Any electrical installation

- o Any emergency warning system o Ceiling.
29. Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used when 7 days prior notice is given to the Licensing Authority and written consent is provided from the EH Consultation Team.
- o Dry ice and cryogenic fog
 - o Smoke machines and fog generators o Pyrotechnics including fire works
 - o Firearms
 - o Lasers
 - o Explosives and highly inflammable substances o Real flame
 - o Strobe lighting.
30. Flashing or particularly bright lights on or outside the premises shall not cause a nuisance to nearby properties (save insofar as they are necessary for the prevention of crime).
31. The sale and supply of alcohol shall be ancillary to the premises' primary use as a theatre.

Specific conditions relating to the areas identified:

Main Auditorium

32. Any alcohol sold will be contained in non-glass containers.
33. The number of persons permitted in the main theatre shall not exceed 312.

Restaurant/Hospitality Space – First Floor

34. Subject to condition 37, the supply of alcohol in this area shall only be to a person seated taking a table meal there and for consumption by such person as ancillary to their meal.
35. The supply of alcohol shall be waiter or waitress service only.
36. Substantial food and non-intoxicating beverages, including drinking water, shall be available throughout the permitted hours where alcohol is sold or supplied for consumption on the premises.
37. Condition 34 will not apply where:
- a. A person, seated with a companion, is not partaking a meal but his/her companion is, or
 - b. At corporate or private hospitality events (e.g. a viewing of an art exhibition) from time to time.
38. The number of persons permitted in this area at any one time shall not exceed 62.

Cabaret Theatre, Basement 1 & 2

39. The supply of alcohol in this area shall be ancillary to the regulated entertainment taking place there save for interval drinks for persons attending performances/events in the main auditorium.
40. Admittance to this area shall be to persons who have purchased a ticket for theatrical productions or music or comedy nights or who are attending a pre-booked corporate/private event, or persons who have purchased a ticket for a performance in the main auditorium and the supply of alcohol shall be ancillary to the premises primary use as a theatre.
41. The number of persons permitted in this area at any one time shall not exceed 126.
42. The number of persons permitted on the Cabaret Theatre balcony at any one time shall not exceed 18 seated and 7 standing in the rear standing platform. An updated plan shall be provided reflecting the fixed seating within the balcony area.

Bar - Ground Floor

43. Substantial food and suitable beverages other than intoxicating liquor (including drinking water) shall be available during the whole of the permitted hours where intoxicating liquor is sold or supplied.
44. Subject to conditions 45 and 46, the number of persons permitted in the Bar at any one time shall not exceed 100.
45. On those days when both the Main Auditorium and Cabaret Theatre Basement 1 & 2 areas are operating the maximum capacity for the Ground Floor (which includes Main Auditorium, box office, Bar and Foyer) shall be 312 for a period of one hour immediately before the performance/event in the Main Auditorium; during any interval, and for 90 minutes post performance/event, and condition 44 above shall not apply.
46. On those days when the Main Auditorium is in use for performances and the Cabaret Theatre is not in use, the overall capacity for the Ground Floor (which includes Main Auditorium, box office, Bar and foyer) and Cabaret Theatre Basement 1 & 2 areas shall not exceed 312 for a period of one hour immediately before the performance/event in the Main Auditorium and during any interval and for 90 minutes post performance/event, and condition 44 above shall not apply.
47. Patrons of the theatre shall not be permitted to smoke in the immediate vicinity of the entrance in Palace Place.

New conditions:

48. A 'Last entry' condition to apply Mondays to Saturdays with no new customers entering the Premises after 23:00.
49. SIA licensed staff to operate on the entrances to the Premises from 18:00 for evening events/performances and at 14:00 for afternoon matinee performances.

50. Save for egress use in an emergency situation, the entrance/exit into Palace Place shall only be used by patrons between the hours of 10:00 and 22:00.

*The above conditions may be further amended through further consultation with the Authorities.