

Reference number:

**Local Licensing Authority**  
Three Rivers House  
Northway  
Rickmansworth  
Hertfordshire WD3 1RL  
Tel.: 01923 776611  
Fax.:01923 896119



**Licensing Act 2003  
Premises licence summary**

|                                |                      |
|--------------------------------|----------------------|
| <b>Premises licence number</b> | <b>Premis/419/13</b> |
|--------------------------------|----------------------|

Premises details

|  |                             |
|--|-----------------------------|
| <b>Postal address of premises, or if none, ordnance survey map reference or description</b><br>Rootz<br>10 Main Parade<br>Chorleywood<br>Hertfordshire |                             |
| <b>Post town</b><br>Rickmansworth  | <b>Post code</b><br>WD3 5RB |
| <b>Telephone number:</b> 01923 285304  |                             |

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| <b>Where the licence is time limited the dates</b> |
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| <b>Licensable Activities authorised by the licence</b><br><br><b><u>Regulated Entertainment by way of:</u></b><br>Exhibition of films<br>Playing of recorded music<br><br><b><u>Supply of alcohol</u></b> |
|---|

**The times the licence authorises the carrying out of licensable activities**

**Regulated Entertainment by way of:**

|                           |                  |               |
|---------------------------|------------------|---------------|
| Exhibition of films       | Monday to Sunday | 19:00 – 23:00 |
| Playing of recorded music | Monday to Sunday | 18:00 – 23:00 |

**Supply of alcohol**                      Monday to Sunday      10:00 – 23:00

Non standard timings and seasonal variations:- None

**The opening hours of the premises**

Monday to Sunday      07:00 – 23:30

Non standard timings and seasonal variations:- None

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies**

Not Applicable

**Name, (registered) address of holder of premises licence**

The Chorleywood Coffee Mill Co. Ltd.  
c/o Rootz  
10 Main Parade  
Chorleywood  
Hertfordshire  
WD3 5RB

**Registered number of holder, for example company number, charity number (where applicable)**

Registered Company No. 06816311

**Name of designated premises supervisor where the premises licence authorises the supply of alcohol**

Ms Catherine Perkins

**State whether access to the premises by children is restricted or prohibited**

Restricted

## Annex 1 - Mandatory conditions

1. No supply of alcohol shall be made under this Premises Licence at a time:
  - (a) when there is no designated premises supervisor in respect of the Premises Licence.
  - (b) when the designated premises supervisor does not hold a personal licence or his or her personal licence is suspended.
2. Every supply of alcohol under the Premises Licence shall be made or authorised by a person who holds a personal licence.
3. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
    - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
      - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
    - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
    - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
    - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—
      - (i) the outcome of a race, competition or other event or process, or
      - (ii) the likelihood of anything occurring or not occurring;
    - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
6. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals, who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy), to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

7. The responsible person shall ensure that–

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures–

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

## **Annex 2 - Conditions consistent with the Operating Schedule**

### **a) General – all four licensing objectives (b,c,d,e):**

1. The Licence Holder will ensure that they fully promote the 4 Licensing Objectives through the steps outlined in paragraphs b,c,d & e.
2. The steps outlined in these paragraphs will be monitored and reviewed regularly to ensure their effectiveness.

### **b) The Prevention of crime and disorder:**

1. The licence holder will ensure that all staff understands the social responsibilities associated with the sale & supply of alcohol.
2. Measures will be taken to prevent customers leaving the premises with bottles or glass drinking vessels.
3. There will be entry and exit policies, including proof of age schemes (see para. 'e'), responsible admission to group bookings such as stag & hen parties, non admission to persons who are drunk & disorderly or who are identified as “excluded” and a dispersal policy.
4. There will be measures to promote sensible drinking, including a commitment not to participate in “two drinks for one” offers and “happy hour” promotions etc. so as not to encourage binge drinking.
5. Adequate training will be provided to staff members to ensure compliance with the law, such training will be documented.
6. There will be appropriate levels of exterior lighting to discourage disorder.

### **c) Public safety:**

1. There will be prompt clearing of empty bottles and glasses throughout operating times.
2. There will be full risk assessments, appropriate for the proposed use of the premises, carried out together with individual risk assessment for all areas. These will be made available to Police or other officials on request.
3. There will be provision of access routes for emergency vehicles, will be kept free from obstruction and procedures for emergencies including calling the emergency services.
4. Regular gas and electrical safety checks will be carried out at the premises.
5. There will be an adequate number of staff trained in evacuation procedures and first aid also first aid equipment will be available.

6. There will be an occupancy limit of between 65 – 70 persons on the premises at any one time.

**d) The prevention of public nuisance:**

1. All doors and windows will be kept closed, other than for access and egress, during performances of regulated entertainment.
2. Measures to ensure customers leave the premises quietly, by way of signage and asking customers, will be taken to minimise disturbance to residents when leaving the premises.
3. A list of phone numbers for taxi firms will be kept at the premises and offered to customers, by staff on request so as to prevent them from waiting around outside the premises.
4. There will be zero tolerance to any persons who are persistently rowdy when leaving the premises.
5. Recycling of glass into the bins to be done after 09:00 and before 20:00 hrs.

**e) The protection of children from harm:**

1. Staff will be trained to ensure compliance with the law in relation to underage drinking including the prevention of adults buying alcohol for children.
2. A challenge 21 scheme will be operated at the premises where persons looking under 21 will be asked to prove that they are over 18 years.
3. Suitable proof of age will be a passport, photo card driving licence and an identity card issued under the PASS scheme.

**Annex 3 - Conditions attached after a hearing by the licensing authority**

Not applicable

**Annex 4 – Plans**

As per the plan entitled “Rootz” and dated 04/07/2013, submitted with the original application dated 17<sup>th</sup> July 2013.

**Amendments:**

New premises licence application – 17/07/2013 and granted on 15/08/2013.



David Shorto (Licensing Officer)