

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**

Premises licence number – Prem/191/05

Premises details

Postal address of premises, or if none, ordnance survey map reference or description Manor House Sports & Social Centre Gallows Hill Lane	
Post town Abbots Langley	Post code WD5 0DD
Telephone number 01923 268374	

Where the licence is time limited the dates

Licensable Activities authorised by the licence

The playing of Films
The performance of Live Music
The playing of Recorded Music
The performance of Dance
The provision of facilities for Dancing
Late Night Refreshment
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

The playing of films, including video and DVD:

Monday to Thursday 08:00 – 23:00
Friday & Saturday 08:00 – 00:00
Sunday 08:00 – 22:30

Non Standard Timings: None.

The performance of live music (Indoors only):

Monday to Thursday 08:00 – 23:00
Friday & Saturday 08:00 – 00:00
Sunday 08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

The playing of recorded music (Indoors only):

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

The performance of dance:

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

The provision of facilities for dancing:

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

Late Night Refreshment:

Friday & Saturday	23:00 – 00:00
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Non Standard Timings: See times for supply of alcohol

Supply of Alcohol:

Monday to Thursday	10:00 – 23:00
Friday & Saturday	10:00 – 00:00
Sunday	12:00 – 22:30

Non Standard Timings:-

New Year's Eve: from the end of the permitted hours in the premises on New Year's Eve to the start of the permitted hours in the premises on the following day (or, if there are no permitted hours in the premises on that day, midnight on New Year's Eve).

The opening hours of the premises

Monday	08:00 – 23:30
Tuesday	08:00 – 23:30
Wednesday	08:00 – 23:30
Thursday	08:00 – 23:30
Friday	08:00 – 00:30
Saturday	08:00 – 00:30
Sunday	08:00 – 23:00

For Non Standard Times: The premises will be allowed to remain open for an extra 30 minutes after the last permitted sale of alcohol.

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

On Supplies only

Name, (registered) address of holder of premises licence

Abbots Langley Parish Council
Council Offices
Langley Road
Abbots Langley
WD5 0DD

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

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

Mr David Roy Abbott

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

Restricted

Reference number:

Local Licensing Authority
 Three Rivers House
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 Rickmansworth
 Hertfordshire WD3 1RL
 Tel.: 01923 776611
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**Licensing Act 2003
 Premises licence**

Premises licence number - Prem/191/05

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description
 Manor House Sports & Social Centre
 Gallows Hill Lane

Post town	Abbots Langley	Post code	WD5 0DD
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Telephone number	01923 268374
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Where the licence is time limited the dates

Licensable activities authorised by the licence

- The playing of Films
- The performance of Live Music
- The playing of Recorded Music
- The performance of Dance
- The provision of facilities for Dancing
- Late Night Refreshment
- Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

The playing of Films, including Video and DVD:

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: None.

The performance of Live Music (Indoors only):

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

The playing of Recorded Music (Indoors only):

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

The performance of Dance:

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

The provision of facilities for Dancing:

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

Late Night Refreshment:

Friday & Saturday	23:00 – 00:00
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Non Standard Timings: See times for supply of alcohol

Supply of Alcohol:

Monday to Thursday	10:00 – 23:00
Friday & Saturday	10:00 – 00:00
Sunday	12:00 – 22:30

Non Standard Timings:-

New Year's Eve: from the end of the permitted hours in the premises on New Year's Eve to the start of the permitted hours in the premises on the following day (or, if there are no permitted hours in the premises on that day, midnight on New Year's Eve).

The opening hours of the premises

Monday	08:00 – 23:30
Tuesday	08:00 – 23:30
Wednesday	08:00 – 23:30
Thursday	08:00 – 23:30
Friday	08:00 – 00:30
Saturday	08:00 – 00:30
Sunday	08:00 – 23:00

For Non Standard Times:	The premises will be allowed to remain open for an extra 30 minutes after the last permitted sale of alcohol.
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Where the licence authorises supplies of alcohol whether these are on and/or off supplies

On Supplies only

Part 2

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence

Abbots Langley Parish Council
Council Offices
Langley Road
Abbots Langley
WD5 0DD
01923 265139

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

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Mr David Roy Abbott



Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

015892 South Bedfordshire District Council

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.

Annex 2 - Conditions consistent with the Operating Schedule

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

None.

b) The prevention of crime and disorder:

- Once the patrons are all in the premises, the hirer of the venue is to be notified and informed that the front doors are to be kept closed to prevent entry of youths, who gather outside the venue, where possible.
- One of the hirers is to be made responsible for recognising the invited guests to allow them entry.
- The venue is only to be open for invited guests; general members of the public are not to be allowed to enter.
- The loading ramp and the staff entrance is to be monitored by CCTV and recorded on VHS tapes.
- Youths that congregate in all the areas identified around the premises, are to be asked to move on, if they are in groups larger than 4. If they refuse the community support officers or the police are to be informed.
- Signs indicating the use of CCTV are to be prominently displayed within the playing field areas. Extra tapes are to be made available if an incident is noted and recorded and the tape needs to be saved.
- The Premises is to be strictly a venue for hire only and not open for the general uninvited public.
- All hiring's will initially be taken by the booking clerk who will post out the forms and conditions of hire. Within these forms it clearly states what functions we will accept and what is forbidden and these are to be strictly adhered to.
- The maximum number of patrons for any hiring will not exceed 120.
- A staff ratio of 1:50 + 1 is operated.
- No child under the age of 16 can come to the bar to be served.
- On functions for younger people, a higher adult/youth ratio than the normal, will be applied.
- The hirer of the premises will be held responsible for the conduct of their patrons/guests and without fail if the behaviour deteriorates we will close the venue immediately and all deposits will be forfeited.
- No alcohol can be brought in to our premises except by prior arrangement (sealed bottles of wine can be brought for meals although a corkage fee is required). Any unauthorised alcohol will be confiscated and then returned to the over 18's when they leave the premises. This will be locked in a caged area.

- The ZERO tolerance drugs policy will continue to operate. The police will be called and the person ejected, the hirer put on a final warning or if severe enough the venue will be immediately closed down.
- Warning signs regarding the drugs policy shall continue to be displayed within the premises, stating the police will be called and the person evicted.
- No drinks promotions of any kind will be allowed or offered on the premises at any time.
- In order to promote responsible drinking the bar will close 30 minutes earlier than the finishing time for any function.
- Any drunken patron seen entering the premises will be pointed out to the responsible hirer and asked to leave, with assistance home offered.
- Any person trying to purchase a drink for an intoxicated reveller will be refused and warned against encouraging them to drink further. Persistence will result in their eviction from the premises and the hirer informed and warned of their duty of care.
- An advert will be placed above the pay phone for a reliable local taxi firm, who is conscientious of our neighbours, for the patrons to use.
- Additional lighting and existing lighting will be used to light up the hall and its perimeter, car park and entrances.
- All emergency and disabled accesses are to be kept clear and well marked.
- On the two functions that are open to the general public plastic disposable glasses will be used.
- Toughened glass is to be used within the establishment.
- No glass shall be allowed away from the premises on any functions.
- Plastic glasses and straws are to be encouraged for the younger patrons.
- Frequently throughout the night, during a function empty glasses and bottles will be removed from the tables.
- Notices stating that glasses must not be removed from the hall shall be displayed and all staff are encouraged to approach any person leaving the premises with glasses and have them return or collect their glass prior to them leaving.
- Prominent signs shall be displayed to alert drivers leaving their cars, in the car park, that crime is in the area.
- All the emergency and side doors shall be push bar openers.
- Regular security checks, 'walkabouts' both inside and outside the premises are to be carried out.
- The premises is alarmed and monitored by the alarm company i.e. Chubb.

c) Public safety:

- The building is to continue to have a fitted fire alarm system.
- Evacuation signs are to be on prominent display, showing all the recognised fire exits to leave the premises.
- The staff shall have fire evacuation training and each will be responsible for making sure that the patrons leave the building.
- The principle key holder will call 999 and the emergency services.
- A clear plan will be mounted in the hall showing where the fire extinguishers and fire blankets are as well as the fire alarms.
- Staff will have been trained in the knowledge of where the appliances are and how to use them.
- Designated First Aiders where available will be on hand to offer immediate first aid and to summon help. An accident report must always be compiled.
- There shall continue to be emergency throughout the building.
- All electrical equipment, including emergency lighting, shall be checked annually and every third year PAT tested with the necessary certification being issued.
- Boilers and gas fittings will be safety checked and certified.

- The alarm and extinguishers will be checked annually.
- Notices with details of the emergency key holders will be displayed.
- Special effects such as pyrotechnics, bubble machines, smoke machines etc. shall not be allowed to be used in the hall.
- All the public and disabled entrances to the hall are to be well illuminated and adhere to the DDA act.

d) The prevention of public nuisance:

- The primary key holder of the evening will discuss the noise level with the disco/entertainers and the hirer.
- The extractor fans within the premises, which are fairly noisy when they are all on, will be turned off once a function is finished.
- Only the front doors to the premises leading from the car park, shall be opened at the end of the evening, to steer the guests straight to their cars.
- Our preferred Taxi company and others in the area, attending the venue to collect guests have been told that they must not 'beep' their horns whilst waiting for a fare.

e) The protection of children from harm:

- Every booking taken will be required to show the amount of children under the age of 18.
- Children of a young age will be given drinks in plastic glasses with straws if available.
- Parents are to be warned that children under the age of 16 cannot come to the bar on their own and they, the parents, are responsible for the child's behaviour within the premises.
- There is a strict no under 18 policy by law, the licence holder shall, in advance, ask the hirer if they have youths of 16 to 17 years of age, that are coming and shall explain that regardless of their parents wishes they will NOT be allowed to be served, bought or consume alcohol within the premises.
- Proof of age shall be required of any patron who looks to be under the legal age, and only recognised photographic I.D. will be accepted as proof.

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

The variation to this premises licence was granted by the Licensing Sub Committee for this authority on:- 8 November 2006, with the added following conditions.

1. The joint total number of events on Fridays and Saturdays that end at midnight on these days shall not exceed 40 in any one calendar year. There is no intention to limit the number of events that end at 23:00 hours on these days.
2. The sale of intoxicating liquor shall be restricted to:
 - a. Persons attending the premises on payment of admission
 - b. Bona fide Members of Clubs or organisations entitled to use the premises who have deposited with the Licensee and maintained a list of members
 - c. Bona fide members of any Club or Organisation attending to compete with other Clubs or Organisations set out in (b) above
 - d. Bona fide guests of the said Clubs or Organisations included in (b) and (c) above or individual members thereof

- e. Persons attending Private functions at the Premises. A private function for this purpose is one where the Organiser has hired the premises from the Parish Council and admission is limited to persons invited thereto.
 - f. Persons attending functions on the premises organised by the Parish Council.
3. No off sales are made.
 4. Windows and Doors to be closed at 23:00 hours when live or recorded music is playing.
 5. Prominent clear and legible notices will be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
 6. The provisions of the operating schedule shall apply.
 7. The Mandatory Conditions apply.

Annex 4 – Plans

As per original application dated 27 July 2005, Drawing dated 19 July 2005.