



**LICENSING ACT 2003
PREMISES LICENCE**

Cyngor Sir **Ceredigion** County Council

Premises licence number

PRM 0525 (Issued 13/04/2008)

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description CWMNI THEATR ARAD GOCH, STRYD Y BADDON	
Post town ABERYSTWYTH	Post code SY23 2NN
Telephone number 01970 617998	
Where the licence is time limited the dates LICENCE NOT TIME LIMITED	
Licensable activities authorised by the licence REGULATED ENTERTAINMENT: PLAYS FILMS LIVE MUSIC RECORDED MUSIC PERFORMANCES OF DANCE ENTERTAINMENT FACILITIES: MAKING MUSIC DANCING ANYTHING OF SIMILAIR DESCRIPTION TO MAKING MUSIC or DANCING	

The times the licence authorises the carrying out of licensable activities

REGULATED ENTERTAINMENT:

PLAYS

FILMS

LIVE MUSIC

RECORDED MUSIC

PERFORMANCES OF DANCE

ENTERTAINMENT FACILITIES:

MAKING MUSIC

DANCING

ANYTHING OF SIMILAIR DESCRIPTION TO MAKING MUSIC or DANCING

ALL ABOVE ACTIVITIES

MON – SUN 09:00 – 23:00HRS

The opening hours of the premises

MON-SUN 08:30-23:30HRS

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

NOT APPICABLE

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence.

**CWMNI THEATR ARAD GOCH
STRYD Y BADDON
ABERYSTWYTH
CEREDIGION
SY23 2NN**

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

**REGISTERED CHARITY – 702506
REGISTERED LIMITED COMPANY - 2375424**

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

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

Annex 1 - Mandatory conditions

Mandatory conditions where licence authorises supply of alcohol

- (1) No supply of alcohol may be made under the premises licence—
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- (2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory condition where the premises licence includes a Condition that at specified times one or more individuals must be at the premises to carry out a security activity:

- (1) Each such individual must be licensed by the Security Industry Authority.
- (2) But nothing in (1) above requires such a condition to be imposed—
 - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or
 - (b) in respect of premises in relation to—
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
- (3) For the purposes of this section—
 - (a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010

With effect from 6th April 2010

1. (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.

2. 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).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

With effect from 1st October 2010

4. (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.

5. 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: 25ml or 35ml; and

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

HEALTH AND SAFETY POLICY

1. Arad Goch aim to take steps to ensure the safety of their staff in the building and outside the building whilst on duty during working hours.
2. Arad Goch try to ensure a safe environment to those employed by the company through the following:
 - Providing and distributing a written list of guidances and health and safety rules
 - Make a risk assessment and to revise it within every six months
 - Providing protection clothes and equipment for staff
 - Courses and seminars on personal safety matters
 - Courses and seminars on first aid matters
 - Inviting comments and suggestions from staff members on how to make any aspect of work in Arad Goch safer
3. No member of staff will be forced to complete any duties if, according to the employed, the safety of the immediate work vicinity is not satisfactory to him/her and that it does not, according to the employed comply with the company's policy as noted in (2) above. This unwillingness will be noted to the Administrator. The Administrator will make a record of this unwillingness and will deal with the matter.

ARAD GOCH

SAFETY REGULATIONS

1. All personnel must be informed of the safety regulations. The regulations must be adhered to at all times.
2. Temporary members of staff must be familiar with, and abide by, the safety regulations. The staff in charge must obtain the signed undertaking of every temporary staff member to abide by the regulations before allowing the temporary member of staff to do any practical work.
3. The Administrator must be informed of all accidents which have caused personal injury or damage to apparatus or equipment.
4. Anyone who hires an outside contractor or other worker must inform him/her of the safety regulations. Safe general working conditions must be ensured for outside workers. **It is the personal responsibility of the worker to:**
 - (a) ensure safety in his/her own sphere of work when working in the company's building and on tour to other performing venues;
 - (b) assess his/her own ability to lift objects and equipment safely;
 - (c) ensure that he/she wears or uses any protective clothing or equipment provided by the company for personal safety.
5. To comply with Health and Safety regulations in the workplace, each member of staff is asked to ensure that any personal electrical equipment (e.g. hairdryers, irons) has a valid Portable Appliance Test Certificate. If time permits, the Stage Manager may be able to conduct a PAT test on personal electrical equipment.
6. Time will be allocated at the beginning of each working day to allow performers to do a 'warm up'. Each individual is expected to ensure that they have warmed-up adequately before undertaking any physical work.

NORMAL WORKING HOURS - THE WORKSHOP

1. Any person using the workshop must obtain the permission of the Stage Manager and ensure that all equipment is properly secured before use. Mechanical equipment may only be used by trained personnel.
2. The person who switches on any equipment is responsible for ensuring that the equipment is no left on overnight or over the weekend.
3. It is essential to wear protective clothing. Where protective clothing or equipment is provided, it is the individual's responsibility to make use of the protective equipment in the prescribed way.

4. A high standard of general tidiness is expected. Regular inspections will be made.
5. All hazardous substances must be kept in the workshop cupboard. Anyone wishing to use these substances must first consult the Stage Manager if they have the slightest doubt as to the correct method and purpose of the chemical's use.
6. Smoking, eating, drinking, food storage and cosmetic application is strictly prohibited in the workshop.

GENERAL CONDUCT

Playing pranks or practical jokes is not tolerated. What starts as fun may result in unexpected and tragic consequences. Running in the corridors and workshop is not allowed.

INFLAMMABLE MATERIAL AND SOLVENTS

1. All inflammable solvents must be stored in the metal workshop cupboard.
2. When using organic solvents, keep them away from naked flames, electrical equipment which is likely to spark, and anything else which may ignite the solvent vapour.
3. Should a spillage of solvent occur, ensure that all sources of ignition are switched off throughout the workshop. Open every window and door to get rid of the gas or vapour. Clear the spillage.
4. Do not pour the solvent residues down the sink. Collect the residue in appropriate bottles so that they may be disposed of safely. Label each bottle. NEVER mix residues - an explosion could occur. PLEASE NOTE: Disposing of substances which may pollute the environment is a CRIMINAL OFFENCE which may result in PUNISHMENT by fine, imprisonment, or both.

DISPOSAL OF GLASSWARE AND CHEMICALS

1. Broken glass must never be left in the sink. All large, sharp pieces must be placed in an appropriate receptacle, labelled and carefully disposed of. Plasticine and sellotape are useful for collecting smaller pieces of glass.
2. Dangerous chemicals must be disposed of in an approved manner. If in doubt, consult the Stage Manager.

ACCIDENTS

1. Report all accidents, however trivial, and any 'near misses' to the Administrator because:
 - a) a record of the facts can be useful in any subsequent medical enquiry;
 - b) details of weak points in matters of safety draws attention to necessary improvements.

Accident books are kept in the workshop, in the main office and in the van. All accidents must be reported in an accident book.

WORKING LATE

1. All the above safety regulations must be adhered to.
2. Anyone working late must inform the Administrator beforehand.
3. Restrictions apply to the type of work which may be done outside normal working hours:
 - a) No work may be done which has the potential to cause a fire, an explosion or poisoning accident.
 - b) Work involving no more risk than that which is usual in the workshop is permitted under the condition that a second person is present within hearing distance.

CONSEQUENCES OF FAILURE TO ABIDE BY THE REGULATIONS

A verbal warning will be given the first infringement of a safety regulation. A second infringement will result in a warning issued by the Artistic Director, or suspension, depending on the severity of the offence. A third infringement will result in an automatic suspension for a period to be determined by the Artistic Director.

FIRST AID

First aid boxes and guidelines are kept;

- in the building - bottom drawer of the kitchen units
- in the van.

It is the personal responsibility of each individual to know the location of the boxes.

Staff may treat minor injuries only. A person who has been injured should not be given anything to eat or drink in case an anaesthetic is needed later. The exception is in a case of poisoning.

FIRE

With the exception of minor fires which can be tackled with a single extinguisher, a warning must be given by using one of the 'break glass' points (located near each

main exit) to ignite the fire alarm.

Knowledge of the fire regulations is a personal responsibility. A plan of the building which shows the location of each fire-fighting appliance is on display. It is vital that everyone understands which extinguisher is the appropriate one to use.

Fire drills will be held periodically.

b) The prevention of crime and disorder

Security alarms in place.

Plastic swipe cards to access secure areas.

All equipment kept secure.

Lights outside.

Alcohol will not be sold at the premises.

Drunken/quarrelsome/violent behaviour will not be tolerated. Any such behaviour will result in being asked to leave, and if necessary, police will be informed.

c) Public safety

Public liability insurance in place.

Fire precautions in place.

Contract for fire extinguishers – serviced annually.

Emergency lighting: escape routes well lit.

Emergency escape routes kept clear at all times.

First aid box

d) The prevention of public nuisance

All licensable events will cease at 23:00.

External noise levels monitored by staff.

Noise insulation.

Double glazing and closed doors during performances preventing excess noise.

e) The protection of children from harm

Children and Young People Protection Policy

Statement

Arad Goch aims to safeguard the welfare of children and young people participating in the arts. The company is committed to good practice which takes into account and complies with current legislation and best practice.

The company acknowledges the need to create an awareness among staff of the issues which cause children harm; these include

Health and Safety

An understanding of the issues of assault and abuse.

Person between the ages of 0-18 are considered children.

Implementing the Policy

The company strives to create a safe environment for children and young people by following these procedures:

adopt a recruitment and selection procedure which involves:

receiving details of previous experiences of working with children and/or young people from the candidate and/or comments and evidence from one person who has experience of their work with children;

receive details from the applicant of any convictions for criminal offences against children, including work with children, and in this case exempt from the provisions of the Rehabilitation of Offenders Act 1974, which means that all convictions however old must be declared. Applicants will be assured that this information will be dealt with confidentially.

where there is doubt, or if it is likely that the post involves one to one contact with children and young people, undertake a police check.

give clear written guidelines to staff setting out the steps they are expected to take to ensure the safety and welfare of children and young people they will be responsible for, or they will come in contact with.

support the written guidelines with training through discussion about the guidelines and their purpose.

invite comments and suggestions by staff members on how to improve the guidelines, direct staff members to other relevant sources which give information or further guidance on matters regarding the welfare of children and young people.

Reviewing the Policy and guidelines

The policy is reviewed on a regular basis by the Management Board

The guidelines are reviewed on a regular basis by the staff of the company.

No alcohol sold on premises
Staff are CRB checked

Annex 3 - Conditions attached after a hearing by the licensing authority/Mediation meeting.

