



**LICENSING ACT 2003  
PREMISES LICENCE**

Cyngor Sir **Ceredigion** County Council

s licence number

**PRM 0244 (Issued 10/04/2014)**

Premises details

**Postal address of premises, or if none, ordnance survey map reference or description**

**ABERYSTWYTH ARTS CENTRE  
ABERYSTWYTH UNIVERSITY  
PENGLAIS**

**Post town**

**ABERYSTWYTH**

**Post code**

**SY23 3DE**

**Telephone number**

**01970 622882 / 889**

**Where the licence is time limited the dates**

**LICENCE NOT TIME LIMITED**

**Licensable activities authorised by the licence**

**REGULATED ENTERTAINMENT:**

**PLAYS – Indoors and Outdoors**

**FILMS – Indoors and Outdoors**

**INDOOR SPORTING EVENTS - Indoors**

**BOXING OR WRESTLING ENTERTAINMENT – Indoors and Outdoors**

**LIVE MUSIC – Indoors and Outdoors**

**RECORDED MUSIC – Indoors and Outdoors**

**PERFORMANCES OF DANCE – Indoors and Outdoors**

**LATE NIGHT REFRESHMENT – Indoors and Outdoors**

**SALE BY RETAIL OF ALCOHOL – On and Off Sales**

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

**REGULATED ENTERTAINMENT:**

**PLAYS – Indoors and Outdoors**

**FILMS – Indoors and Outdoors**

**INDOOR SPORTING EVENTS - Indoors**

**BOXING OR WRESTLING ENTERTAINMENT – Indoors and Outdoors**

**LIVE MUSIC – Indoors and Outdoors**

**RECORDED MUSIC – Indoors and Outdoors**

**PERFORMANCES OF DANCE – Indoors and Outdoors**

**ALL ABOVE ACTIVITIES**

**MON – SAT: 0800hrs – 0300hrs**

**SUN: 0800hrs – 2400hrs**

**LATE NIGHT REFRESHMENT – Indoors and Outdoors**

**MON – SAT: 0800hrs – 0300hrs**

**SUN: 0800hrs – 2400hrs**

**SALE BY RETAIL OF ALCOHOL – On and Off Sales**

**MON – SAT: 1000hrs – 0300hrs**

**SUN: 1000hrs – 2400hrs**

**NON-STANDARD TIMINGS**

**SALE BY RETAIL OF ALCOHOL – On and Off Sales**

**In Chapel Court for Mid Mad, May Ball, Ceramic Festival, Strawberry Fayre, Graduation and Music Fest**

**MON – SAT: 1000hrs – 0300hrs**

**SUN: 1000hrs – 2400hrs**

**The opening hours of the premises**

**MON – SAT: 0700hrs – 0330hrs**

**SUN: 0700hrs – 0030hrs**

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

**ON AND OFF SALES**

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

**ABERYSTWYTH ARTS CENTRE**

**ABERYSTWYTH UNIVERISTY  
PENGLAIS  
ABERYSTWYTH  
CEREDIGION  
SY23 3DE**

**Tel: 01970 623111**

**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**

**AURIEL MARTIN**

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

**CER 0171**

**CEREDIGION COUNTY COUNCIL**

## **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 6<sup>th</sup> 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 1<sup>st</sup> 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**

The licensee shall maintain good order and decent behavior within the licensed premises and staff supervisors will call the Police if they believe it to be necessary.

The sale of alcohol is never the primary reason to visit the Arts Centre. There are many family occasions, events and classes at the Arts Centre, but entertainment events do cover all age groups. There will always be controls in place, as below to ensure children are not exposed to unsuitable activities. The Arts Centre does provide adult entertainment such as films certified 18 and comedians who specify age guidance and occasionally performances such as the Chippendales. These are ticketed events and as necessary ID is checked at the entrance to the event and will be refused to under 18's. Events that are considered adult entertainment are clearly marked on advertisements of any kind, electronic or hard copy.

Boxing or wrestling – The Arts Centre will promote event using third party promoters only. We will contract with them. We will insist that the recommendations of the B.B.B.C Rules of Boxing will be complied with.

### **b) The prevention of crime and disorder**

There will at all times be at least 1 individual nominated as the responsible member of management onsite to ensure that health and safety rules are adhered to and that staff and door supervisors behave responsibly in ensuring the control of disorderly conduct on the premises.

Drugs (sale or use of drugs) will not be tolerated on the premises. People found to be using controlled drugs (other than alcohol) will be banned from the premises. A report of all drug related incidents will be given to the police. The Arts Centre will continue its ethos of co-operation with the police and will allow police to use equipment on site to reduce potential drug abuse. Police will be informed of events such as Midsummer Madness, May Ball and 'Black House' type music events 28 days in advance.

The plan attached shows the layout of the building including recent additions. The chart attached shows timings of activities in each area.

Door Persons – A register will be maintained recording any incident of disorder on any night in the Art Centre. This register will also include details of SIA passport numbers of SIA registered staff used on any night or day, their names and business address.

Volunteer attendants or stewards on events will receive training and a briefing on each event.

Searching customers may take place pre entry if there is a perceived risk of drugs or under age alcohol being brought onto the premises at an event.

Door Su – The Arts Centre will, via its management team, and in agreement with the Designated Premises Supervisor, provide door supervisors in respect of certain events and entertainment. That requirement is generally left to the discretion of the DPS who will make a decision as appropriate as to the need

for door supervisors having regard to the Arts Centre generic risk assessment for given events.

No requirement for door supervision is generally made out for events such as plays, films (see section 21 (2) Licensing Act 2003) theatre performances, comedians and most types of live and recorded music where seated audiences are entertained at music concerts or where recorded music is ancillary to another entertainment again to a seated audience.

Events which attract a younger, more vibrant dancing audience such as the 'Black House', 'Mid Mad', 'The May Ball' and other 'dance genre' type events will attract a mandatory door supervision requirement. This requirement will also extend to events which are jointly held both inside and outside the premises e.g. Mid Mad, Black House and Students May Ball events and which also use the Piazza and Chapel Court areas. Door supervision needs for events of this type are driven by the maximum capacity figures. The ratio of door supervision will be as below

- a) The door supervision must be in place from 30 minutes prior to the doors opening for the event to control queuing. They will be required to remain in place until some 30 minutes after the public have cleared the premises at the end of the entertainment.
- b) Numbers of door supervisors will relate to actual attendance figures but will be no less than one (1) door supervisor for the first 100 plus one door supervisor for each 100 or part thereafter actually present within the premises, but subject to a maximum of 15 for any single event. It should be noted that it is therefore very important that at any given time door supervisors must have a detailed knowledge of the numbers of customers present in the venue so that sufficient numbers of door staff on duty. They will monitor this by the use of clickers (in and out) or simply by ticket sales. It will always be open to the Arts Centre to increase these figures if found appropriate.
- c) Some events involving live music or DJ type music commence during the day and proceed into the night. During the daytime such events attract a family type customer base and are not problematic. No requirement for door supervision is made out for non-musical events. To recognize the difference in audience make up, the Arts Centre will provide door supervision in the following terms.

Event start to 6pm – DPS risk assessment

6pm – 8pm minimum of four (4) door staff

8pm – 10pm minimum of six (6) door staff

Thereafter as per (b) above.

Door staff will be briefed at each event as to the type of event and suitable age limits restrictions, as well as how many customers are expected. Clickers will be used if necessary, where events are not ticketed to ensure the door staff ratio to customers is correct. The DPS will be able to demonstrate forward planning of numbers of door staff required and evidence of increasing door staff or refusing entry if numbers are significantly unbalanced.

The DPS will have a non-front line door staff manager certificate



The two shops would be licensed to sell gift packs containing alcoholic drinks as opposed to 'loose' bottles or cans.

CCTV is currently provided by Aberystwyth University.

Every attempt will be made by the DPS to convince the University, re the historical performance demonstrated, to put CCTV cameras in place as follow.

If however these attempts are unsuccessful, it will fall to the Arts Centre themselves to install a CCTV, which will allow them to monitor blind spots within the Arts Centre and the areas used outside by the Arts Centre, during Arts Centre Events.

Funding for this will be relative to saved costs on door control, which has currently been overstaffed re previous regulations in the old licence.

CCTV cameras must be of a quality that an individual can be identified if the footage is used as evidence.

Footage must be readily available for 30 days history from the front office in the University, or, if the Arts Centre has their own system, from the Arts Centre at any time.

The CCTV system must be rectified as soon as reasonably possible if there is a fault. In all circumstances CCTV cameras must be available to use during large scale music events in the Piazza or Chapel Court from May 2014.

Two cameras must be placed in Chapel Court by end of April 2014. One from above the Great Hall over Chapel Court, above the steps to the Student Union, covering the steps to the first floor, spanning 120° covering the marquee front areas and the entrances and exits.

Foliage on trees in this area needs to be managed so a clear view is maintained from both cameras.

Notices under the data protection act must be displayed telling people their movements if their own system is used.

Internal cameras are to cover blind spots, firstly in the Performance Studio, then the two café areas, ground and lower ground, facing the piazza.

Ideally a fourth camera will cover the entrance at the top of Chapel Court stairs.

These internal cameras must all be in place by April 2016.

Notices will be put up in the cafes to alert customers that there is no sale of alcohol allowed prior to 10am.

### **c) Public safety**

Any reasonable order from a statutory authority will be taken seriously and implemented urgently.

All legal requisites through local authorities and statutory bodies (including Licensing) will be implemented and copies of policies in house made available for inspection by the said authorities.

This includes all policies on environmental health, fire, health and safety, protection of children, disabled people, first aid, smoking and licensing.

A copy of seating plans at the premises will be kept on site for inspection at any time by local authorities and statutory bodies.

Exit signs and No exit signs, and Safety signage will all comply with reasonable requests by the appropriate authorities.

Adequate and separate conveniences will be supplied for both sexes, including less mobile people.

Outside walkways entrances and exits on the licensed premises will be adequately lit during licensable activities.

Capacity limits are checked through tickets sold for events in specific venues in the Arts Centre.

Attendants will check tickets and ensure therefore that capacities limits are adhered to.

Audience seating capacity in the theatre is 312

Audience seating capacity in the Great Hall is 1250 using the upstairs balcony seating and standing downstairs.

Otherwise it is 962 if seated throughout the Great Hall.

Capacity in the Studio Theatre is 125 seating and standing.

Capacity in the cinema including any live music performer is 120.

Capacities are judged to be maximum 1000 in Chapel Court and also the Piazza, but these areas are not closed off by the size and exits, layout and activities taking place within the marquee. The marquee size in Chapel Court is usually 36 x 12 meters, a temporary bar marquee is also used on large outside events such as Midsummer Madness and May Ball also, at 12m x 6m. As layouts and stage heights vary each event dependent on the activity and where the equipment is hired from, it will be necessary to provide a layout of the outside set up, or in the marquee at each event 28 days before the event. The event marquee moves around the court for different events and is therefore not shown on the plan attached. We therefore ask that we show marquees at Chapel Court and the Piazza will not exceed the maximum area of the Court or the Piazza. Only temporary bar areas are shown on the plan otherwise, for simplicity, given our above obligation to notify the fire and police of layouts in marquees expected 28 days prior to an event/

Guidance from the fire authority as to capacity limits will be confirmed prior to these events in marquees.

Public Liability Insurance Limited is unlimited indemnity in the aggregate for the University and £50,000,000 in any one event. (There is no specific limit on capacity in individual parts of the University in the insurance package)

There is a radio and public address system to ensure speedy communication between trained key staff in the event of any incident.

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

Staff will be instructed to remind customers or group transport organisers leaving at night to leave in a quiet and orderly manner so as not to disturb nearby university and local residents near to the university campus, wherever possible. ON larger event signs will be put up at key exit points asking that customers leaving please respect our neighbours and leave the premises in a quiet and orderly manner.

The Arts Centre is some distance from these residents.  
Outdoor events at the Arts Centre (in Chapel Court and the Piazza) will exceed 11pm a maximum of 20 days, (or 10 events) per annum.

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

No moving picture will be exhibited (except museum or art exhibitions which will be ticketed and advertised as over 18, if adult in nature, with attendants supervising the exhibitions) without a certificate of the board of film classification being shown prior to the event and on adverts, or if the film was produced prior to current classification, the advert will clearly show the Art Centre classification of age limit advised. Children under the age limit advertised will be refused entry at the door to the cinema, where identification will be checked using photographic evidence where necessary.

Photographic ID will also be checked to ensure no one under 18 is sold alcohol and that no one under 18 is allowed to consume alcohol, unless it is beer, wine or cider, purchased for a 16 or 17 year old by an adult partaking of the same table meal experience as the 16 and 17 year olds. Children aged 15 and under, if still around after midnight, will be accompanied in any area licensed for the retail sale of alcohol.

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

**Mediation Meeting held between John Evans (Police Licensing Officer) and Louise Amery (Aberystwyth Arts Centre) on the 5<sup>th</sup> June 2013.**

**The following matters were agreed:**

**Boxing and Wrestling** – Replace statement with - The Arts Centre will promote events using third party promoters only. We will contract with them. We will insist that the recommendations of the B.B.B.C Rules of Boxing will be complied with.

**Crime and Disorder**

Remove first paragraph and replace with – ‘There will at all times be at least 1 individual nominated as the responsible member of management on site to ensure that Health and Safety rules are adhered to and that staff and door supervisors behave responsibly in ensuring the control of disorderly conduct on the premises.

Remove sentence offering notifying police of expected numbers at events

**Door supervision** – Remove offering and replace with agreed conditions with Police

**CCTV** – Remove offering and replace with agreed conditions with Police

**Public Nuisance** – Remove ‘It is unlikely outdoor events at the Arts Centre (in Chapel Court and on the Piazza) will exceed 11pm more than 10 times per annum’ and replace with ‘Outdoor events at the Arts Centre (in Chapel Court and the Piazza) will exceed 11pm a maximum of 20 days, (or 10 events) per annum’

**Films** – Remove ‘The Licensing Authority will be allowed to insist on cancellation of an advertised film if the material is considered offensive or advertised as the incorrect classification for an age group to view.’

**Risk assessments** – as per offering.







