

NEW PREMISES LICENCE

Festival House

Premises Address: Jessop Avenue, Cheltenham, Gloucestershire, GL50 3SH

Applicant: Millbarge Holdings Limited

DPS: Christina Ronsyn

Premises Description

The premises is an office building operated by Clockwise, who provide flexible office space in central locations, with individual offices, meeting rooms, open plan office, lounge and café facilities.

These premises are not open to general members of the public. The Applicant has considered the licensing objectives and addressed any issues arising in the conditions proposed in support of application.

HOURS OF OPERATION:

Sale of Alcohol (on & off sales)	Opening Hours
Mon-Sat: 10:00 to 23:00	Mon-Sun: 00:00 to 00:00
Sun: 11:00 to 22:30	

CONDITIONS:

1. The premises shall operate as an office and alcohol may only be sold to:
 - a) Office tenants - those persons with a minimum one month contract to occupy office space at these or other Clockwise premises;
 - b) Co-Working members;
 - c) Office or Virtual Office members;
 - d) Club members;
 - e) Persons attending a private pre-booked event or function, a list of functions to be kept at reception for inspection by the relevant authorities;
 - f) Directors and employees of the licence holder and its affiliated companies;
 - g) Persons who have pre-booked a meeting room;
 - h) Day-pass visitors.

Any guests of the above.

2. A list of the names of members of the office shall be kept on the premises at all times showing the names and dates of attendance of any guests introduced by members. The list shall be produced on demand for inspection by the police or an authorised officer of the Council.
3. A Challenge 21 policy shall be operated at the premises at all times. All staff shall require identification of all customers who appear to be less than 21 years old and wish to purchase

alcohol. Acceptable proof of age will be a PASS approved proof of age card, UK passport or a UK photographic driving licence.

4. A CCTV system consisting of a minimum of 14 cameras shall be installed at the premises. The CCTV system shall be maintained in good working order, shall record at all times the premises are open, and recordings shall be kept for a minimum of 14 days and be provided on suitable media storage to officers of the council, Trading Standards or Police on request.
5. 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 the Police or Licensing Officer recent data or footage with the absolute minimum of delay when requested to do so.
6. No alcohol shall be sold if the CCTV equipment is inoperative for any reason.
7. Customers 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.
8. The responsible person for the licensed premises will ensure that a suitable and sufficient fire risk assessment is completed for the premises, this must focus on the safety in case of fire of all "relevant persons". Any significant findings must be recorded and acted upon.
9. Children under the age of 18 years shall not be allowed on the premises unless accompanied by an adult.
10. Prominent, clear notices shall be displayed at all exits requesting customers to respect the needs of local residents and leave the premises and the area quietly.
11. Save for alcohol sold for consumption within the premises at Festival House, Jessop Avenue, Cheltenham, GL50 3SH, sales of alcohol for consumption off the licensed premises shall be in sealed containers only.