

## **OVAL STUDIOS PREMISES LICENCE APPLICATION: OPERATING SCHEDULE – AMENDED 08.02.2023**

**APPLICANT:** Broadwick Venues Limited

### **LICENSABLE ACTIVITY:**

Sale & Supply of Alcohol (indoor and outdoor)  
Performance of Plays (indoor)  
Exhibition of films (indoor)  
Provision of indoor sporting events (indoors)  
Playing of Recorded Music (indoor)  
Performance of Live Music (indoor)  
Performance of Dance (indoor)  
Late Night Refreshment (indoor and outdoor)

### **OPENING HOURS:**

- Opening Hours for the premises:
  - Sunday from 06:00 until 23.00.
  - Monday to Wednesday from 06.00 until 00.00.
  - Thursday to Saturday from 06.00 until 01.30
  - Christmas Eve and New Year's Eve from 06.00 until 04.00 the following day.
- Licensable Activity Hours for the premises:
  - Sunday from 06:00 until 10.30.
  - Monday to Wednesday from 06.00 until 23.30.
  - Thursday to Saturday from 06.00 until 01.00
  - Christmas Eve and New Year's Eve from 06.00 until 03.30 the following day.
- Provision of Late-Night refreshment: Monday to Sunday from 23.00 until 02.00.

### **CONDITIONS:**

1. A Risk Assessment shall be carried out for each event at the premises to identify any risks (this could be but not limited to: contacting previous venues; checking social media channels and any other relevant intelligence in relation to previous events; and supplier due diligence) relating to the licensable activities taking place in respect of each event and the measures that will be put in place to mitigate such risks which shall be documented in such Risk Assessment.
2. Risk Assessment shall be carried out for each event to identify any risks relating to the licensable activities taking place in respect of each event and the measures that will be put in place to mitigate such risks which shall be documented in such Risk Assessment including medical and welfare provision; search policy; ingress policy and ID scanners where required by the Risk Assessment; and the appropriate number of SIA registered security staff (including the ratio between male and female SIA based on the anticipated makeup of the audience as identified in such Risk Assessment) and stewards and role types to ensure a safe environment as per the event Security Management Plan. The Risk Assessment shall be made available to the Metropolitan Police and the Licensing Authority upon request.
3. A digital CCTV system shall be installed and maintained at the premises on an ongoing basis as per the minimum requirements of the Metropolitan Police. When installed, the CCTV system is to be maintained and shall continually record whilst the premises are operational and open to the public,

with footage stored for a minimum of 31 days with date and time stamping. CCTV footage shall be made available to the Metropolitan Police and the Licensing Authority upon request.

4. Staff working at the premises shall be trained in the use of the CCTV equipment and a log will be kept verifying this. At least one member of staff, so trained, shall be present at the premises at all times when it is open for licensable activities. Such member of staff shall be capable of providing the Metropolitan Police and the Licensing Authority with CCTV footage upon request.
5. There shall be a Personal Licence Holder present at the at all times when alcohol is being sold at the premises.
6. Where the Designated Premises Supervisor is not on the premises, then any or all persons authorised by the Designated Premises Supervisor to sell alcohol shall be made in writing, such written authorisation to be made available to the Metropolitan Police and the Licensing Authority upon request.
7. An Incident Report Register shall be maintained and completed within 24 hours of any incident which shall detail the date, time, and location of any incidents at the premises including accidents; anti-social behaviour; incidents of disorder ejections from the premises; all crimes; any complaints concerning crime and disorder; all seizures of drugs and/or offensive weapons and any visit a relevant authority or emergency service for the purposes of preventing crime and disorder. This shall be made available for inspection upon request from the Metropolitan Police and/or the Licensing Authority.
8. Should CCTV become non-functional this shall be logged and repaired as soon as possible.
9. A log shall be kept at each bar of all instances where the sale and/or supply of alcohol has been refused. which shall detail the date and time of the refused sale; the staff member who refused the sale, the reason for the refusal and how the refusal was resolved. This log shall be made available for inspection by the Metropolitan Police and/or the Licensing Authority at all times when licensable activities are taking place.
10. In the event of a serious assault (actual or alleged) at the premises and the London Ambulance Service is called to attend the incident, the Premises Licence Holder shall:
  - 10.1. immediately notify the Metropolitan Police;
  - 10.2. have taken all measures that are reasonably practicable and safe to do so to apprehend any suspects pending arrival of the Metropolitan Police;
  - 10.3. where reasonably practicable, preserve the area of the assault/alleged assault; and
  - 10.4. take such other measures to protect the safety of all other persons at the premises.
11. A Challenge 25 Policy on the sale of alcohol and other age restricted products and proxy sales shall be in operation. Anyone who appears to be under the age of 25 shall be asked to produce appropriate photo identification before being served alcohol (i.e., from driving licence, passport, HM Forces Warrant Card, PASS accredited proof of age card).
12. No customers will be permitted to leave the premises with alcohol or open vessels. Where sealed bottles of alcohol are part of a gift for attending or are sold as part of a customer exposition, customers will be allowed to leave the premises with those sealed containers as detailed in the Alcohol Management Plan for the event.
13. SIA registered security staff shall be positioned at all entry and exit points in operation to control entry and carry out searches if risk assessed as necessary in the Security Management Plan, and to ensure an orderly dispersal from the event. Additional security may be deployed to other points as determined

by the Security Management Plan. The Security Management Plan shall include an ejections policy, search policy and anti-theft policy in respect of customer belongings.

14. A Venue Operating Plan shall be in place which shall detail the general operating principles and procedures for events which shall be supplemented by event specific Event Safety Management Plans. Each event shall have a specific Event Safety Management Plan tailored for each event and proportionate to the scope of the event. This shall include where applicable:
  - 14.1. Site Plan
  - 14.2. Event Overview
  - 14.3. Organisational Structure including Roles and Responsibilities
  - 14.4. Fire Risk Assessment
  - 14.5. Noise Management Plan
  - 14.6. Crowd Management Plan
  - 14.7. Drugs Policy
  - 14.8. Alcohol Management Plan
  - 14.9. Medical and Welfare Plan
  - 14.10. Accessibility Policy
  - 14.11. Safeguarding Children and Vulnerable Persons Policy
  - 14.12. CCTV Policy and Plan
  - 14.13. Major Incident and Emergency Evacuation Plan
  - 14.14. Ingress/Egress Dispersal Policy and Plan
  - 14.15. Waste Management Plan
  - 14.16. Traffic and Transport Management Plan
  - 14.17. Security Management Plan
  - 14.18. Risk Assessment
  - 14.19. Community Engagement and Liaison Plan
  - 14.20. Counter Terrorism and Risk Management Plan

All policies and plans set out above shall be in writing, reviewed by the Premises Licence Holder on an annual basis and made available to the Metropolitan Police and the Licensing Authority upon request.

15. A suitable number of security staff shall remain on duty following the end of each event to ensure the orderly dispersal of customers from the immediate vicinity of the premises. Such egress shall not hinder any access to public roads unless otherwise agreed with the Licensing Authority in advance and set out in the Security Management Plan.
16. For events that have been risk assessed as requiring searches to be carried out which shall be undertaken by SIA registered security staff while monitored by the CCTV system, anyone refusing to be searched shall be denied entry to the premises. The Risk Assessment shall determine the level of search to be undertaken according to the search policy as agreed with the Metropolitan Police Service. The conditions of entry shall be made available on tickets and/or prominently displayed at the entrances to the premises.
17. Where necessary as per the Risk Assessment, any queues that form outside the premises shall be managed to ensure that there is no unauthorised obstruction of the public highway and to minimise public nuisance. This shall be managed by stewards or SIA security staff.
18. External areas shall have a suitable number of security and stewarding staff to prevent nuisance behaviour as identified in the event Risk Assessment.
19. The Premises Licence Holder shall ensure that a suitable Traffic and Transport Management Plan shall be in place and adhered to for all events to ensure that: (i) the transport facilities are available to

transport persons to and from events and that the transport systems are not overloaded; and (ii) members of public attending each event will be kept safe whilst travelling between the transport hub and the premises during ingress and egress.

20. The Premises Licence Holder shall ensure that an Ingress/Egress Dispersal Policy and Plan that covers all events is in place. This should detail how the Premises Licence Holder shall ensure that members of public attending each event will be kept safe whilst travelling between the transport hub and the premises during ingress and egress.
21. The Premises Licence Holder shall have a Drugs Policy in place as agreed with the Metropolitan Police Service.
22. Where required by the Risk Assessment and as set out in the Security Management Plan, there shall be regular security checks in the public toilets at the premises for the purposes of deterring and identifying any suspicious activities in relation to drug use by customers.
23. No alcohol shall be supplied to any person under 18 years of age. In accordance with current legislation drinking water shall be available to customers free of charge.
24. A Safeguarding Children and Vulnerable Persons Policy shall be in place for all events detailing how staff are to manage customers who are vulnerable due to intoxication from drugs and/or alcohol and where required by the Risk Assessment, use of identifiable dedicated welfare staff at peak times to monitor the welfare of customers including to spot customers who are at risk of becoming overly intoxicated and/or vulnerable and to liaise with management of the Premises Licence Holder as to assist those customers where necessary. All such welfare interventions and outcomes shall be logged. The Premises Licence Holder shall operate in line with the Woman's Night Safety Charter and where risk assessed shall ensure that a vulnerability lead member of staff supervising the Safeguarding Children and Vulnerable Persons Policy. The Premises Licence Holder shall ensure that its staff are trained in Welfare and Vulnerability Engagement (WAVE) or other industry standard and given refresher courses on a regular basis.
25. In accordance with current legislation, smoking shall be prohibited except in designated areas. No smoking sign shall be clearly displayed within the premises.
26. There shall be a wide range of events authorised under this licence with the demographic of audiences and attendees being varied but no publicly ticketed music events shall take place at the premises. Where any event has music regulated entertainment, such music shall be ancillary to the main event such as a DJ set during and after an awards ceremony or a party with music after a product launch event.
27. The Premises Licence Holder shall notify the Licensing Authority and Metropolitan Police by email on a monthly basis of all events programmed for the upcoming month that are attended by the public to include the name of the event, nature of the event, capacity, start and finish times and the SIA security and stewarding provision for the event, with any subsequent material changes notified as soon as Premises Licence Holder is aware of such change.
28. All events shall have a Venue Duty Manager appointed by the Premises Licence Holder who shall be the designated point of contact for the Licensing Authority and Responsible Authorities throughout each event.

29. The Event Safety Management Plan and Venue Operating Plan shall form the framework within which all events are managed and operated. The conditions and procedures contained in the final version of the Event Safety Management Plan shall be followed and implemented.
30. Each event shall have a specific Event Safety Management Plan shall set out in detail how the premises shall be kept secure and prevent unauthorised access.
31. The capacity for the premises shall be monitored during events to ensure that the capacity is not exceeded. A record of the capacity shall be maintained and made available to the Licensing Authority upon request.
32. A register shall be maintained by the security supplier of all security and stewarding staff employed at the premises containing their full names, date of birth, home address and where appropriate their SIA Licence details. This information shall be made available to the Metropolitan Police and the Licensing Authority upon request.
33. A traffic management company shall be employed, where required by the Risk Assessment, as per the Traffic and Transport Management Plan to implement road closures or pedestrian crossings in accordance with any Traffic Regulation Orders in place. Details of available public transport links and local taxi services shall be made available to customers.
34. The Premises Licence Holder shall comply with all licence obligations including nuisance from sound generated by the venue. Where regulated entertainment takes place at the premises, a sound monitoring system will be in place and managed by a sound engineer to minimise noise nuisance. This monitoring will be controlled by the Premises Licence Holder's staff.
35. The Premises Licence Holder shall produce a Noise Management Plan.
36. There shall be a dedicated phone number for residents and businesses in the local area to contact the premises in the case of any concern during business hours and during an event.
37. Noise from amplified music shall not be such as to cause a noise nuisance (as evidenced) to occupants of nearby premises.
38. The external seating area shall not be used by patrons after [22:30] except for patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke which shall be limited to 40 persons at any one time.
39. Loudspeakers shall not be located in the entrance lobby or outside the premises building. Except for ingress and egress of customers, all windows and external doors shall be kept closed when regulated entertainment is taking place inside the premises.
40. An Ingress/Egress Dispersal Policy and Plan shall be implemented for each event. Notices shall be displayed at exits of the premises requesting that customers leave the area quietly as directed by security and stewarding staff.
41. Cameras on entry and (non-emergency) exit points for the premises must capture full frame shots of the heads and shoulders of all people entering and leaving the premises, i.e., capable of identification and of evidential quality in any light conditions.
42. Signage shall be displayed in customer areas to advise that CCTV is in operation.

43. The Premises Licence Holder shall exercise due diligence across all events organiser and suppliers to ensure, as far as reasonably practicable, that each event organiser and suppliers are competent to operate a safe event.
44. An Alcohol Management Plan shall be in place at the premises. All staff involved in any managerial, supervisory or security roles for the sale of alcohol, during an event at the premises shall be trained in relation to the Alcohol Management Plan. Training records shall be kept and be accessible at the premises and made available to the Licensing Authority and/or the Metropolitan Police upon request.
45. All staff engaged in the sale and/or supply of alcohol shall receive training in the following areas on an annual basis:
  - 45.1. product age restrictions, proxy sales and offences under the Licensing Act 2003;
  - 45.2. challenge 25, and acceptable forms of ID;
  - 45.3. recognising signs of intoxication and how to refuse service; and
  - 45.4. emergency procedures and reporting.
  - 45.5. the bars shall be supervised by a Personal Licence holder.
46. A Risk Assessment for each event shall determine whether it is appropriate to serve drinks in glasses, bottles, or cans, or whether all alcohol shall be decanted into containers made from polycarbonate plastic or paper.
47. Notices shall be displayed at all bars indicating it is unlawful for a person under the age of 18 to purchase alcohol or for another person to purchase alcohol on behalf of such person.
48. A Fire Risk Assessment shall be carried out for the premises generally and reviewed on an annual basis.
49. As Risk Assessment shall determine the level of First Aid cover and facilities to be provided appropriate to each event.
50. The Premises Licence Holder shall ensure that any child performer is licensed with the local council's licensing unit and accompanied by a registered chaperone.
51. Where children are allowed on the premises, information shall be displayed at the premises as to what to do if there is a cause for concern regarding a child's welfare.
52. An Alcohol Management Plan shall be in place at the premises. All staff involved in any managerial, supervisory or security roles for the sale of alcohol, during an event at the premises shall be trained in relation to the Alcohol Management Plan. Training records shall be kept and be accessible at the premises and made available to the Licensing Authority and/or the Metropolitan Police upon request.