

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day		Month		Year			
0	1	0	6	2	0	1	7

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day		Month		Year			

Please give a general description of the premises (please read guidance note 1)

Cloth Hall Court is currently undergoing a high spec redevelopment. When completed it will be a Conference Centre operated by Leeds Beckett University Conference Office (WellMet). Cloth Hall Court will mostly be hosting Training events and Conferences during the core business hours (8.00-18.00 hours).

The building has five floors. There is a variety of comfortable and flexible spaces with a capacity of up to x 300 delegates, and the areas comprise of :

- Ground Floor - Reception Area, Merchants Hall
- First Floor - Herringbone Suite, Paisley Room, Tailors Suite, Bobbin Gallery
- Second Floor - Seamstress Suite, Denim Room, Tweed Suite, Wool Room
- Third Floor - Office space and seminar rooms
- Fourth Floor - Corduroy Room

Within the flexible areas we anticipate that we may also host some drinks, canapé receptions and minimal ad hoc buffet dinners. There will be a requirement for later opening times to accommodate these events which is reflected in the finish times within the application, i.e. 24:00 hours, however, there may be a further requirement for ad hoc events to finish at 02:00 hours – on these occasions the University will provide written notice to the West Yorkshire Police and Leeds City Council 10 days prior to the event.

The majority of clients are in the Educational and Health Sectors.

There is VIP car parking for organisers and keynote speakers.

The building is connected to the University access control system. The main entrances will be on access control, however between the hours of 8.00 – 17.00 hours the doors will be on open access and outside of these times on card access. Any events in the building will be controlled by the Cloth Hall Court Manager, with Security and staff support as required. The building will be connected the University CCTV system and building alarm system. Internal offices and staff spaces will be on access control and all training/event rooms will be managed by card access.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

No
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What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Please tick  yes

**Provision of regulated entertainment**

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)

- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performance of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Sale by retail of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

## A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Y
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	8:00	24:00	Please give further details here (please read guidance note 3) As part of a conference there may be some performance requirement.		
Tue	8:00	24:00			
Wed	8:00	24:00	State any seasonal variations for performing play (please read guidance note 4)		
Thur	8:00	24:00			
Fri	8:00	24:00	Non-standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)  If there is a requirement for an event to exceed 24:00 hours, i.e. Until 02:00 hours, the University will provide written notice to the West Yorkshire Police and Leeds City Council 10 days prior to the event.		
Sat	8:00	24:00			
Sun	8:00	24:00			

## B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Y
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	08:00	24:00	Please give further details here (please read guidance note 3)  The viewing of live films will not be open to the general public, but will either be on the basis of invitation via the Conference Office only or to Leeds Beckett students and staff and will be on an ad hoc basis.		
Tue	08:00	24:00			
Wed	08:00	24:00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	08:00	24:00			
Fri	08:00	24:00	Non-standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)  If there is a requirement for an event to exceed 24:00 hours, i.e. Until 02:00 hours, the University will provide written notice to the West Yorkshire Police and Leeds City Council 10 days prior to the event.		
Sat	08:00	24:00			
Sun	08:00	24:00			

### C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			/
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

  

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			/
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

### D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Both	<input type="checkbox"/>	/
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

## E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Y
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08:00	24:00	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	08:00	24:00		Any Conference/Dinner events which have live music will be either on a ticket or invitation only basis.	
Wed	08:00	24:00		State any seasonal variations for the performance of live music (please read guidance note 4)	
Thur	08:00	24:00			
Fri	08:00	24:00		Non-standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 5)	
Sat	08:00	24:00		If there is a requirement for an event to exceed 24:00 hours, i.e. Until 02:00 hours, the University will provide written notice to the West Yorkshire Police and Leeds City Council 10 days prior to the event.	
Sun	08:00	24:00			

## F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Y
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08:00	24:00	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	08:00	24:00		There will be a requirement for background music at Cloth Hall Court.	
Wed	08:00	24:00		State any seasonal variations for the playing of recorded music (please read guidance note 4)	
Thur	08:00	24:00			
Fri	08:00	24:00		Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)	
Sat	08:00	24:00		If there is a requirement for an event to exceed 24:00 hours, i.e. Until 02:00 hours, the University will provide written notice to the West Yorkshire Police and Leeds City Council 10 days prior to the event.	
Sun	08:00	24:00			

## G

<b>Performance of dance</b> Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Y
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	08:00	24:00			
			The performance of dance will not be open to the general public, it will be by invitation or ticket only.		
Tue	08:00	24:00			
			State any seasonal variations for the performance of dance (please read guidance note 4)		
Wed	08:00	24:00			
			Non-standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Thur	08:00	24:00			
			If there is a requirement for an event to exceed 24:00 hours, i.e. Until 02:00 hours, the University will provide written notice to the West Yorkshire Police and Leeds City Council 10 days prior to the event.		
Fri	08:00	24:00			
Sat	08:00	24:00			
Sun	08:00	24:00			

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
			Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Y
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	08:00	24:00			
			<i>WE DO NOT KNOW WHAT THIS IS BUT WISH TO BE LICENSED FOR IT</i>		
Tue	08:00	24:00			
			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Wed	08:00	24:00			
			N/A		
Thur	08:00	24:00			
			Non-standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri	08:00	24:00			
Sat	08:00	24:00			
			If there is a requirement for an event to exceed 24:00 hours, i.e. Until 02:00 hours, the University will provide written notice to the West Yorkshire Police and Leeds City Council 10 days prior to the event.		
Sun	08:00	24:00			

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat					
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 7)	On the premises	Y
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon	12:00	24:00	State any seasonal variations for the supply of alcohol (please read guidance note 4)  The provision/sale of alcohol will only be available for invitation/ticket only (Cash and account).		
Tue	12:00	24:00			
Wed	12:00	24:00	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Thur	12:00	24:00			
Fri	12:00	24:00	If there is a requirement for an event to exceed 24:00 hours, i.e. Until 02:00 hours, the University will provide written notice to the West Yorkshire Police and Leeds City Council 10 days prior to the event.		
Sat	12:00	24:00			
Sun	12:00	24:00			

**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

Name [REDACTED]

Address [REDACTED]

Postcode [REDACTED]

Personal licence number [REDACTED]

Issuing licensing authority (if known) [REDACTED]

## **K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)**

The majority events will be conference events, exhibition, and training and dinners, however, there could be an occasion, such as a birthday event, when children will attend when alcohol is available.

Children are not permitted on University property unless accompanied by an adult, and the University will adhere to their Safeguarding Policy and Procedure and the University Safeguarding Code of Conduct.

[REDACTED] Conferencing Manager, is the designated Conferencing Safeguarding Officer, who has attended the appropriated training and will be DBS checked.

The Cloth Hall Court Manager will be DBS checked.



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**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)  If there is a requirement for an event to exceed 24:00 hours, i.e. Until 02:00 hours, the University will provide written notice to the West Yorkshire Police and Leeds City Council 10 days prior to the event.
Mon	08:00	24:00	
Tue	08:00	24:00	
Wed	08:00	24:00	
Thur	08:00	24:00	
Fri	08:00	24:00	
Sat	08:00	24:00	
Sun	08:00	24:00	

## M

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d, e) (please read guidance note 9)**

- The Conference Manager holds a Personal Licence but will be trained as Designated Premises Supervisor before Cloth Hall Court opens.
- The new Cloth Hall Court Manager will hold a Personal Licence, be SIA Door Supervisor Trained and be qualified as a First Aider.
- There will be a requirement for the new Events Assistants (x2) to hold a Personal Licence and be First Aid Trained.
- Health & Safety training link into full fire and evacuation processes.

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

The premises shall adopt Leeds Beckett University policy of zero tolerance to anti-social behaviour or violent behaviour.

Cloth Hall Court will be supported by access control to main entrances and designated offices and training areas within the building.

There is a building alarm to support out of hours and CCTV will be operational on all main entrances, car park area, on each stairwell area and ground floor areas to support overall monitoring of the building. The main entrance cameras will also be able to be seen on the reception at Cloth Hall Court and all CCTV links back to the main University Security CCTV network. The CCTV system is compliant with Home Office regulations in terms of data protection and overall recording and monitoring of data.

Support during normal operational hours will be from Security at City Campus and any out of hours issues will be supported from the Headingley Campus control room which is operational on a 24/7 basis.

Any events which need additional Security support will be provided by the Leeds Beckett Security team, who all hold a SIA Door Supervisors Licence and have had the appropriate security systems, First Aid and Health and Safety Training.

The reception will have a panic alarm and the facility to speak to main entrances via intercom to support overall security of the building.

Leeds Beckett University Policy Statement relating to violence on the premises and the Codes of Practice on the use of Leeds Beckett University Premises (attached).

All policies relating to bomb threat, drug use and counter terrorism training will be given to staff working in the area.

There will be a cash safe and all cash will be supported and collected by Security in line with the University cash procedures.

**c) Public safety**

Please see attached

- Leeds Beckett University's Safety Health & Wellbeing Policy
- Fire Regulations and Procedures Document

- Cloth Hall Court Standard Operating Procedures including (CCTV, Drugs Management policy, Bomb threat policy)
- Security Cloth Hall Court Risk Assessment
- Conference Risk Assessment
- Cloth Hall Court – Floor Plans highlighting fire strategy (fire exits, extinguisher, disabled refuge, escape routes etc)

If there is a requirement for Security Door Supervisors in be in attendance at an event, i.e. Dinner with cash bar, they will be SIA trained.

The Premises Licence Holder/Designated Premises Supervisor will ensure that a daily record register is maintained on the premises.

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

The premises has full access control, CCTV cameras and benefit from the 24/7 Security at the main Campus at LS1 3HE.

Security and staff are proactive in seeking to reduce as far as possible all forms of public nuisance. This will be supported in Cloth hall Court by the receptions, General Assistants and CHC Manager. With support from City Campus security as required, the reception will have a panic alarm and radio.

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

The majority of events will be conference events, exhibition, training and dinners, however, there could be an occasion, such as a birthday event, when children will attend when alcohol is available.

Children are not permitted on University property unless accompanied by an adult, and the University will adhere to their Safeguarding Policy and Procedure and the University Safeguarding Code of Conduct.

Clare Vidler, Conferencing Manager, is the designated Conferencing Safeguarding Officer, who has attended the appropriated training.

It is proposed that the main conference staff will be trained appropriately, they will undergo Personal Licence holders training and will adhere to the 'Challenge 21' scheme where anyone who appears to look under the age of 21 will be asked to provide proof.