

Liberte Gentlemen's Club Leeds

CONTRACT FOR SERVICES

DANCERS AND PERFORMERS WELFARE POLICY

- Dancers and performers shall be provided with secure and private changing facilities.
- Dancers and performers shall be provided with private toilet/hand washing facilities.
- Dancers and performers can deposit any valuables with the management by way of a sealed/signed envelope, to be kept in a safe upon their arrival at the club and returned at the end of their shift.
- Each new dancer and/performer will be given a full and detailed induction upon their commencement of employment at the club. This will include all club rules, conduct, code of conduct, unit familiarity, fire evacuation procedures and health and safety. This will be documented by way of the company dancer/performers contract.
- Any dancer or performer who expresses a grievance with a fellow dancer or performer or a member of management or staff from the company will have the matter dealt with by way of the company's grievance policy.
- At the conclusion of a shift all performers will be provided with a company nominated taxi or escorted to their own transport by a member of security staff or management.
- All entrances to private areas to which members of the public are not permitted access shall have clear signage stating that access is restricted and/or a coded digital lock.
- Any exterior smoking area for use by performers shall be kept secure and monitored by door staff, dancers must be fully clothed when using this area.
- Private booths must not be fully enclosed. There must be a clear sight line from outside the booth so that the paid performance for sexual entertainment can be directly monitored.
- There must be a minimum of one member of security staff and or management on any floor where performance of sexual entertainment is taking place.

Liberte Gentlemen's Club Leeds

AGREEMENT AS TO CONDUCT

1. The club will be open 30 minutes before the doors are open to the public. Dancers will be expected to be at the club at least 15 minutes prior to the opening and pay their floor fee upon arrival. If dancers are to arrive later then the time agreed they will be charged according to the charges set by the company. Dancers are requested to sign in on arrival and sign out on leaving.
 2. Any queries as to appropriate clothing, hair, make up and jewellery should be referred to the club manager.
 3. Dancers are asked to arrive and leave the club quietly in respect of our neighbours.
 4. Dancers may not give out their telephone number or any contact information to any customer, accept any telephone number or contact information from any customer or otherwise make any arrangement whatsoever to meet a customer outside the premises. The dancer may provide a customer with the days and shifts that they are working at the club.
 5. Dancers shall not be intoxicated through drink or drugs on the premises at any time.
 6. Dancers should refrain from chewing gum and smoking is only permitted within the designated areas. When smoking in the designated areas dancers should not be in a state of undress.
 7. Dance -
 - Each dancer must perform on the stage throughout the night.
- Private Dances -
- All private performances are to be topless or fully nude performances and performed in the booth areas only.
- VIP Dances -
- These will take place in the designated VIP area and charged at a rate set by the club per 15 minutes. There is no limit on how long one customer may stay in the VIP area. Customers may not be charged again for VIP dances unless they agree and that the time paid for has fully elapsed.
8. If a customer attempts to touch or speaks to a dancer inappropriately during a booth performance, the dancer may cease to dance, and explain the club rules to the customer. If necessary the dancer should ask for assistance from security or management.
 9. Selling of any form of sexual favours is prohibited and shall result in the immediate termination of the dancers contract for services with the club.

10. Accepting a customer's offer of payment in return for sexual favours, whether or not the dancer has any intention of carrying them out, will result in the immediate termination of the dancer's contract for services with the club.
11. Lewd and lascivious behaviour is not permitted within any of the club and such conduct will result in immediate termination of the dancer's contract for services within the club.
12. There shall be no intentional physical contact between performers and customers at any time before, during or after the performance with the exception of leading the customer by the hand to or from the area permitted for performances.
13. The performer may not simulate any sexual act during a performance.
14. Performers must not use any inappropriate, lewd, suggestive or sexually graphic language in any public or performance areas of the premises.
15. Performers must not touch the breasts or genitalia of another performer at any time or part of the performance.
16. There shall be no use of sex articles (as defined by paragraph 4 (3) of Schedule 3 of the Local Government (Miscellaneous Provisions Act) 1982 at any time).
17. There shall be no nudity by performers in public areas of the premises unless the Council has agreed in writing the area may be used for performances of sexual entertainment.
18. Performers must fully dress (i.e. no nudity) at the end of each performance.
19. Performances of sexual entertainment may only take place in designated areas of the premises as agreed in writing by the Council.
20. There shall be no photography permitted by customers on the premises.
21. Customers must remain seated for the duration of a performance.
22. The club has a zero tolerance policy regarding the illegal use and selling of drugs. Any dancer who is witnessed or known to be under the influence of, or found to sell, or be in possession of an illegal drug will have their contract for services terminated immediately. The dancer will also be escorted from the premises and/or reported to the relevant authorities.
23. Dancers are asked not to have spouses or boyfriends visit the club on any of the nights that the dancer is performing.
24. Dancers are not allowed to visit the premises when they are not working.
25. Dancers are required to sign a disclaimer that they have no previous convictions for sex or drug offences.
26. All dancers will pay the appropriate floor fee upon arrival.
27. All dancers will be provided with a clear purse, which they must carry with them during their shift, for the purpose of keeping their dance chips.

28. Dancers are not allowed to carry cash with them at any time during their shift. All cash including tips must be changed for dancing chips. If a dancer is found to carry cash during their shift, that cash will be removed and be retained by the club.
29. The club accepts no responsibility for the loss, theft or damage of any valuables and or personal belongings of the dancers during their shift. The club will safe keep any valuables at dancers requests in the club safe within a signed and dated envelope. The dancer can recover the envelope containing their valuables at the end of the shift.
30. Dancers are not allowed to bring their own alcoholic drinks for consumption during their shift. If a dancer is found to have brought their own alcoholic drinks they will be fined in accordance with the fines set by the club.
31. Dancers must be dressed and groomed in accordance with the clubs guidance.
32. All dancers are required to be fully aware of the notices and guidelines displayed in the changing room by the club.
33. The club employ extensive use of recorded CCTV which is reviewed on a regular basis.
34. The company require proof that you have the intention of paying your own tax and national insurance. A letter from your accountant or your agreement as specified in the contract will meet this requirement.
35. Failure to comply with the code of conduct will result in the dancers contract being terminated or being fined as follows:-
 - Double floor fee if floor fee not paid upon arrival.
 - Double floor fee if they miss a pre-booked shift and fail to give enough notice to the management.
 - £50.00 for being intoxicated during their shift.
 - All cash must be exchanged for chips. If found carrying cash during your shift that cash will be confiscated.
 - £20.00 if a dancer refuses to go on stage as requested by the management.
 - £20.00 if a dancer wishes to leave any earlier then the completion of their shift.
 - A dancer will forfeit all their night's earnings if found deliberately overcharging customers.

Code of conduct/dancers agreement

I certify that I have read and understood the codes of conduct pertaining to dancing and occupying space at Liberte Gentlemens Club Leeds. I agree to comply with the attached code of conduct and realise that breach of the code will result in me not being able to occupy space Liberte Gentlemens Club Leeds. Acknowledgement and agreed to be abided by.

Dancers Name

Dancers Signature

Liberte Gentlemen's Club Leeds

CODE OF CONDUCT FOR CUSTOMERS

1. Customers must be seated before a dancer can commence a performance and must remain seated during the performance.
2. There must be no touching of dancers at any time during the dance.
3. No propositioning of the dancers.
4. The customers must not dance at any time.
5. The customer must remain fully clothed during a dance.
6. Any breach of these rules will result in the customer being excluded from the club.

Liberte Gentlemen's Club Leeds

Fines Policy

As stated in section 35 of the dancers agreement to conduct, the following fines will be imposed if the dancers code of conduct is broken

Double floor fee if floor fee is not paid on arrival

Double floor fee if a shift is missed without giving reasonable notice to the management

£50.00 For being intoxicated during a shift

£20.00 If a dancer refuses to go on stage as requested by the management

£20.00 if a dancer wishes to leave any earlier than the end of there shift

Dancers will forfeit all their nights earnings if found deliberately over charging customers

All fines are applied at the discretion of the management

Liberte Gentlemen's Club Leeds

Dance Pricing Policy

A private dance consists of a three minute dance by a dancer at a cost of £10.00 per dance for a topless dance or £20.00 for a fully nude dance

The dancer will receive £7.00 per dance for a topless dance and £14.00 per dance for a fully nude dance

VIP room dances are charged at £60.00 for 15 minutes, £125.00 for 30 minutes and £250.00 for 60 minutes. The dancer will receive £42.00 for a 15 minute dance, £84.00 for a 30 minute dance and £168.00 for a 60 minute dance.

Trade Unions

Equity Trade Union

This is the Pole Dancer's Union and is looking to recruit new members.

Member Benefits:

Free Public liability Insurance; free accident cover of £120 a week; Free legal advice and support; contract advice.

Costs:

Basic Rate £100 per year.

To find out more call 0207 670 0235 or see link: <http://www.polepassion.com/weekends/equity>

GMB Adult Entertainment Branch

The GMB trade union, one of the largest in the UK, has a Branch for dancers and those in adult entertainment.

Member benefits include:

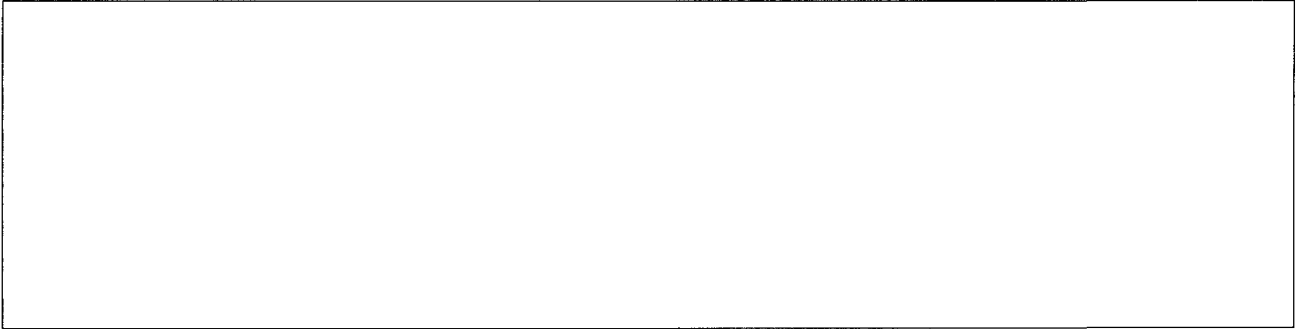
Representation at work and advice on work-related issues by someone who knows the business and is on your side; advice on issues around self-employment and your rights at work and specialised legal advice on work-related issues; immigration and visa advice; health insurance; tax advice; performers' Third Party liability insurance; protection for you and your family regarding accidents and personal injury.

Costs:

£78 per year.

To find out more call 020 7697 1058.

****Please note this information was compiled from the internet and its authenticity should be verified prior to making any payments for membership of a union.**



Liberte Gentlemens Club Leeds DANCERS DISCLAIMER

I hereby warrant, represent and certify the following:

I have never been arrested and/or convicted for the sale of any illegal drug. I have never been arrested and/or convicted of any charge in relation to acts of prostitution. I understand that violations of law could occur if I were to handle a customer or a customer was to handle me. I agree to refrain from handling customers or allowing them to handle me, and performing in such a manner that would be considered obscene or otherwise illegal or unlawful and I agree to comply with the rules of the club, which have been adopted to ensure compliance with all existing national and local laws. I understand that if these rules are broken it will result in me (the dancer) being excluded from the club.

I agree that I may be searched randomly and my refusal may result in immediate termination of my contract for services and/or my exclusion from the club.

I am 18 years or over, I agree that giving false information on this application will be reason for me being unable to work at the club. I understand that I will not be an agent or an employee of the club and that the company is not responsible for unlawful acts committed by me.

I hereby declare that I have the status of a self employed person, and shall be responsible for all income tax liabilities and national insurance or similar contributions and I hereby indemnify the company in respect of income tax or national insurance or similar contributions. I will provide the company with my accountants details.

I have adequate and appropriate insurance to include a valid public liability certificate, a copy of which shall be available to the company upon request and hereby indemnify the company in respect of any claims.

I understand that the company is unable to accept responsibility for the damage or loss of personal property.

.....
Dancers Name

.....
Dancers Signature

Liberte Gentlemen's Club Leeds

AGREEMENT TO IMAGES

GENERAL DANCERS/MODELS RELEASE

This Agreement pertains to use of your image in regards to promotions and legal evidence in the company. You will always be asked permission previous to any usage.

I, _____ the undersigned dancer/model for good and valuable consideration, the receipt of which is acknowledged, give to Liberte Gentlemen's Club Leeds and/or associated company, the company's legal representatives, successors, and all persons or corporations acting with the company's permission, unrestricted permission to copyright and/all use and/all public published photographic portrayals or pictures of me and the negatives, transparencies, prints, or digital information pertaining to them, in single, multiple, moving or video format, or in which may be included in whole or in part, or composite, or in distorted form, or reproductions thereof, in colour or otherwise, made through any media in the company's studio or elsewhere for art, or any other lawful purposes.

I hereby waive any right that I may have to inspect and approve the finished product or copy that may be used in connection with an image that the company has taken of me, or the use to which it is applied. I further release the company or others for whom they are acting from any claims for remuneration associated with any form of damage unforeseen or foreseen, associated with proper commercial, or artistic use of these images unless it can be shown that said production was maliciously caused, produced and published for the sole purpose of subjecting me to conspicuous ridicule, scandal, reproach, scorn and indignity. I acknowledge that the photography session was conducted in a completely proper and professional manner and this release was willingly signed at its termination. I certify that I am not a minor, and am free and able to give such consent.

Dancer/models name

Dancer/models signature

Liberte Gentlemen's Club Leeds

CONTRACT FOR SERVICES

This contract for services is made on the / / /

1. TRL Promotions (trading as Liberte Gentlemen's Club Leeds) ("The Club", and/or "The Company") of; 10 York Place, Leeds, LS1 2DS
2. ("Dancer") of;

DANCER

By signing this contract you are confirming that whilst you are providing dancing services to the club you are doing so as a self employed dancer. You are obliged to:-

- Act in a professional manner and in accordance with the clubs code of conduct at all times.
- Make all reasonable attempts to work to the clubs opening times.
- Observe health and safety regulations regarding working hours and site security.
- Be responsible for the cost of repairs for damage to the property of the club or any third party.
- Pay your own tax and national insurance.
- Pay a floor fee as agreed with the club, for each session services are provided.

You have the right to:-

- Leave the site without permission (although you should notify the club for health and safety reasons).
- End this contract without giving notice.
- Take legal advice before signing the contract and to have a copy of it.

CLUB

The Club intends that this is a working relationship being you are an independent sub-contractor. The club is obliged to:-

- Provide all the equipment used on the club either by employees or sub-contractors as the club takes its health and safety responsibilities serious.
- The club is not obliged to:-
- Offer you any work. They may offer you the opportunity to provide your services but they are not obliged to.

- Pay any substitute or help hired by you to undertake the work.
- The Company has the right to:-
- End this contract without giving notice.
- Take legal advice before signing the contract.

The club does not have the right to:-

- Control the methods you use when you provide your services to the club providing they apply with the terms and conditions of our Licences and code of conduct.
- First call on your services - you are an independent worker.

General

By signing this contract you are agreeing to be bound by its terms and you are agreeing that these terms will govern the working relationship between you and the club.

You are also agreeing that the terms of this contract represent the whole contract between you and the club.

The contract is governed by the laws of (England - Laws Scotland or Northern Ireland) as appropriate and is subject to the non-exclusive jurisdiction of the (English - Welsh, Scottish - Northern Irish) Courts.

Breach of the clause or clauses in this contract will not void or annul this contract for services as the whole in any circumstances.

Club: TRL Promotions Limited (trading as Liberte Gentlemen's Club Leeds)

Signed (Director/Manager):

Dancers Name:

Signed Dancer:

Liberte Gentlemen's Club Leeds

TAXATION AND INSURANCE

Declaring your income

As a self employed worker in the UK you are responsible for your own tax and national insurance contributions. You will pay 20% on your earnings if you are registered as self employed with the UK Tax Office, or 30% tax if you are not registered. You are also required by law to file and declare all your earnings. Failure to do so can lead to penalties and fines. By registering yourself as self employed you are able to maximise your legal tax refund and claim back your work related expenses. Therefore you will have to calculate and pay your own tax and national insurance, and possibly you hire your own accountant.

The following agreement confirms you have understood the above statement and have or will be making a vested effort to comply with HM Revenue and Customs.

1. Do you have an accountant - yes/no
2. Are you declaring your income - yes/no
3. If yes to question 1 please give us details of your accountant.

Name:

Address:

.....

Postcode:

Telephone Number:

Insurance

As a self employed dancer your belongings and personal safety are your own concern. TRL Promotions Limited/Liberter Gentlemen's Club Leeds will not be held liable for any injury or damage caused to you/your personal belongings due to your own negligence whilst in the premises. You have a responsibility to be aware of your surroundings to prevent unnecessary damage; and comply with any safety regulations and instructions given to you by your manager whilst on our premises. Such instructions include:-

- Risk assessment/fire safety: On your initial arrival into the building you will be shown all the evacuation routes and meeting places. Please familiarise yourself with these procedures. You will also be made aware of the company's risk assessment and will be required to fill in the relevant training log for record keeping.

- Signing in: You must sign in at the beginning of each shift as this is a legal document proving your existence in the building.
- Alcohol consumption: This is at your managers discretion and will be prohibited if you are/continue to be intoxicated or unable to perform your duty as a dancer in the club. You may ask to leave.

TRL Promotions Limited/Liberte Gentlemen's Club Leeds excludes liability if injury or grievance sustained during a stage performance; whilst in the bar/open areas of the floor; changing rooms; on arriving and leaving the building. Negligence will be found contributory if you enter prohibited areas of the building and do not notify your manager of your whereabouts during the course of your shift.

Failure to provide the required information and failure to agree with your self employed status will prohibit you to occupy space within the Liberte Gentlemen's Club

Dancers Agreement Declaration

I hereby declare:-

I am a self employed dancer - I am responsible for my own insurance in respect of any injuries sustained/incurred whilst performing.

Dancers Name

Signed (Dancer)

Signed (Manager)

Date

Liberte Gentlemen's Club Leeds

HOUSE RULES

1. The venue operates a strict "touch and go" policy - any customer who touches any of the dancers, will be asked to leave the venue immediately.
2. No under 18's will be permitted entry to the venue.
3. The venue operates a strict "challenge 25" door policy.
4. A private dance consists of a 3 minute dance by a dancer at a cost of £10.00 per dance.
5. VIP room dances are charged at £60.00 for 15 minutes, £125.00 for 30 minutes, £250.00 for 60 minutes.
6. There should be no physical contact between customers and dancers.
7. Customers must remain seated at all times during all private dance performances.
8. Any person who appears to be under the influence of alcohol or drugs will not be admitted to the premises.
9. Random drug searches are carried out during trading hours and customers are required to adhere to these searches.
10. Customers are not permitted to use any photographic, video or mobile phone whilst in the venues.

Thank you - the Management

Liberte Gentlemen's Club Leeds

VIP RULES

THE VENUE

The venue operates a strict touch and go policy - any customer who touches any of the dancers, will be asked to leave the venue immediately.

1. VIP booths are hired out at a cost of £60.00 for 15 minutes, £125.00 for 30 minutes, £250.00 for 60 minutes.
2. There shall be no physical contact between customers and dancers.
3. Customers must remain seated at all times during all private dance performances.
4. Customers are not permitted to use any photographic, video or mobile phone whilst in the VIP booths.
5. Please note that for our customers and dancers safety the booth area is covered and monitored by CCTV. In addition members of management and SIA doormen patrol this area.

Liberte Gentlemen's Club Leeds

Reporting of a Crime

If you are concerned that a prohibited activity or crime is taking place on the premises, you should always look into it further, providing you are not putting yourself at risk. If this confirms or supports your suspicion, please report the matter to the designated premises supervisor (DPS) or door staff personnel. The DPS can in turn liaise with the police.

If you are concerned for your immediate safety or that of a colleague or the general public you must gain the attention of the DPS or door staff personnel immediately by whatever means necessary and contact the police directly by dialling 999 or via the DPS or door staff personnel

Liberte Gentlemen's Club Leeds

Flyering Policy

Promoters working on behalf of Liberte Gentlemen's Club Leeds / TRL Promotions Limited (The Club) must wear a visible "consent to distribute free printed material" badge at all times

Promoters will be smartly dressed while representing The Club and will not badger or harass members of the public

Each flyer will carry the initials of the promoter and this promoter will be responsible for the distribution of their own flyers. This is to ensure flyers are not distributed excessively or in a wasteful manner, minimising the environmental impact

Promoters will be trained to be fully conversant with Leeds City Council guidelines on the consent to freely distribute printed matter on designated land, sections 1 through 6 and appendices 1 through 4

Liberte Gentlemen's Club Leeds

DRUGS POLICY

Company Statement

TRL Promotions Limited trading as Liberte Gentlemen's Club Leeds operates a zero tolerance drugs policy. Anyone found in possession, dealing or under the influence of any illegal substance will be refused entry, ejected from the premises or detained and reported to the police.

Rights of Entry

Search policy notices clearly displayed on the entrance and in the venue. Anybody suspected to be under the influence of drugs will be refused entry and a record will be kept.

Making Notes and Keeping Records

All staff will be trained to properly keep a record of related drugs incidents. These records will be kept on site for a minimum of 12 months and be available for inspection from Local Authorities.

Seizing and Finding Controlled Substances

If any controlled substances are found during a random or targeted search they must be reported, recorded and put in the drugs safe.

Public Safety Issues

We accept that despite our best endeavours drugs may find their way into the venue. We also recognise that the health risks associated with drug misuse are not limited only to the user. Risk to the non-user, members of the public and the staff are equally relevant.

The safety and comfort of customers and staff cannot be over stressed. Risk assessments for events in our licensed areas will give recommendations for:

- First aid and medical emergencies.
- Prevention of overcrowding and overheating.
- Liaise with the police as appropriate.

General - Applies to all Staff

- The possession use or distribution of drugs for non-medical purposes when on our business, whether on or off the premises is strictly forbidden.
- If you are prescribed drugs by your doctor which may effect your liability to perform your work, you must discuss with your direct line manager.

- Any employee who suspects another employee of drug, substance or alcohol misuse should report this to the manager, area manager or operations director.
- Should anyone suspect that staff/doorstaff are engaged in the distribution of controlled or non-prescribed substances either on or off the premises, head office will be informed who will then investigate and report to the police and cooperate fully with investigations they deem necessary.

Drugs on Premises

A person commits an offence if he being the occupier or person in charge of any premises, that person namely permits or suffers any of the following activities to take place on those premises that is to say:

- (a) Producing or attempting to produce controlled drug.
- (b) Supplying or attempting to supply a controlled drug to another or offering to supply a controlled drug to another.
- (c) Preparing opium for smoking.
- (d) Smoking cannabis, cannabis resin or prepared opium.

What our Employees need to do

- If you are concerned that prohibited activity might be taking place on the premises, you should always look into it further. If this confirms or supports your suspicion you will need to report the matter to the Licensees, Premise Licence holder and Designated Premises Supervisor, doorstaff personnel.
- If you are aware of a prohibited activity taking place on the premises you must decide on a course of action. Actions that might be taken, once you have made colleagues aware of your concerns, include instruction to those involved to stop that activity, or other steps including warnings, instructing them to leave the premises, or exclusion for a period of time. Ideally these actions need to be carried out by the Licensees or security personnel who can liaise with the senior management, who in turn can liaise with the police.
- Your obligation under Section 8 is to prevent the prohibited activity. If you fail to make reasonable steps available to you to prevent the prohibited activity then you may be committing an offence.
- Ensure that you keep accurate written notes of drug related incidents and steps that have been taken.

Staff Training

- Training of staff is of a high priority. All staff will be made aware of their responsibilities. All staff that come into contact with customers will know the venue policy in relation to drugs and what to do if a problem arises. All staff will receive training to recognise the presence of drugs and how to deal with the consequences of misuse. All staff will be briefed as part of their induction process, as to whom they should report to in the event of problems. This will include cleaning staff who are most likely to find litter, which may include dangerous items.

Liberte Gentlemen's Club Leeds

DRUG AWARENESS TRAINING GUIDE

COMPANY STATEMENT

TRL Promotions Limited (trading as Liberte Gentlemen's Club Leeds) operates a zero tolerance drugs policy. Anyone found in possession, dealing or under the influence of any illegal substance will be refused entry, ejected from the premises or detained and reported to the police.

AWARENESS

The signs to look for of both users and dealers are as follows:-

- Signs of drug use.
- Empty sweet wrappings/small bags left in toilets.
- Payment with tightly rolled bank notes.
- Traces of powder on bank notes.
- Drinking straws left in toilets.
- Traces of powder on toilet seats or other surfaces in toilets - or obviously wiped clean surfaces.
- Syringes (danger of infection - do not touch with hands and should be disposed of properly).
- Springs left in the toilet.
- Pieces of burnt tin foil.

SIGNS OF DRUG USE - PHYSICAL SYMPTOMS

- Very dilated pupils.
- Excessive sniffing/dripping nose/watering of or red eyes.
- Sudden severe cold symptoms following trip to toilet/smoking area/exterior of the premises.
- White mark/traces of powder around nostrils.

SIGNS OF DRUG USE - BEHAVIOUR

- Excessive giggling/laughing at nothing/none stop talking.
- Unnaturally dopey/vacant staring/sleepy euphoria.
- None stop movement/jiggling about.
- Gagging or retching actions.
- Excessive consumption of soft drinks.
- Sudden inexplicable tearfulness or fright.
- An elevation in aggressive behaviour.
- Any marked alteration following a trip to the toilet/smoking area/exterior of the premises.

SIGNS OF DEALING

- A person holding court with a succession of visitors who only stay with them for a short time.
- A person making frequent trips to the toilet/smoking area/exterior of the premises followed by different persons/people each time.
- People exchanging small packages or cash, often done in a secretive manner, but may be quite open to avoid suspicion.
- Furtive conspiratorial behaviour - huddling in corners and whispering.
- Conversation includes frequent reference to drugs/slang names.
- Dealers are not identifiable by appearance. They may be very respectable looking.

Liberte Gentlemen's Club Leeds

PERFORMERS FILE

ATTACH PHOTOGRAPH



FULL NAME

STAGE NAME

REFERENCE NUMBER

DATE OF COMMENCEMENT

Liberte Gentlemen's Club Leeds

This form must be completed in full prior to a dancer being permitted to work

Full name

Stage name

Home address:

City:

Postcode:

Tel home:

Tel mobile:

Date of birth:

National Insurance Number:

Nationality Passport Number:

E-mail address:

Next of kin:

Name:

Relationship to you:

Telephone Number:

Mobile Number:

If required:

Do you have a working Visa (please circle): Yes/No

Availability: Mon/Tues/Wed/Thurs/Fri/Sat/Sun

Have you ever been convicted of a criminal offence (please circle): Yes/No

If yes please give details below:

Liberte Gentlemen's Club Leeds

DAILY DOOR STAFF LICENSING CHECKLIST

(This checklist must be filled out by the Duty Head Doorman prior to the club opening for business and any handed back signed to the Duty Manager for inspection prior to the opening of the front doors).

Liberte Gentlemen's Club Leeds DOORSTAFF CHECKLIST

DAY/DATE:

All of the items below must be fully checked and signed off prior to opening of the venue and all issues reported to the Duty Manager immediately.

- | | | |
|---|--------|------------|
| 1. Doorstaff are signed in and badges are on display. | Yes/No | Signature: |
| 2. Incident report book and doorstaff files in reception | Yes/No | Signature: |
| 3. Licences are displayed on wall next to reception | Yes/No | Signature: |
| 4. All fire exits and exit routes are clear of rubbish/fire doors are in working order/ exit light is illuminated | Yes/No | Signature: |
| 5. CCTV is in working order/recording and all cameras are working | Yes/No | Signature: |
| 6. All fire extinguishers are in place and have not been tampered with | Yes/No | Signature: |
| 7. The bar area and all public area are in satisfactory order and fit to open. | Yes/No | Signature: |
| 8. The stage area and all public areas are in a satisfactory order and fit to open | Yes/No | Signature: |
| 9. The booth area and all public areas are in a satisfactory order and fit to open | Yes/No | Signature: |
| 10. External smoking area is in a satisfactory and fit to open | Yes/No | Signature: |

GENERAL COMMENTS OR ISSUES

I hereby declare that all of the licensing conditions are being adhered to and the club is read to open for trading.

PRINT NAME	SIGNATURE

Liberte Gentlemen's Club Leeds
DAILY DUTY MANAGER LICENSING CHECK LIST

(This checklist must be filled out by the Duty Manager prior to the club opening for business and any issues must be satisfactorily addressed by opening of the front doors).

Liberte Gentlemen's Club Leeds DAILY LICENSING CHECKLIST

DAY/DATE

All of the items below must be fully checked and signed off prior to opening of the venue by the Duty Manager only.

- | | | |
|--|--------|------------|
| 1. All door staff are SIA registered and are displaying their valid SIA badge | Yes/No | Signature: |
| 2. All doorstaff have signed in the register and have stated their badge numbers | Yes/No | Signature: |
| 3. Any new doorstaff have filled in their personal details form | Yes/No | Signature: |
| 4. All CCTV cameras are correctly positioned and in focus | Yes/No | Signature: |
| 5. CCTV system is recording onto a hard drive and fully working | Yes/No | Signature: |
| 6. A completed up to date and any matters have been dealt with prior to opening | Yes/No | Signature: |
| <ul style="list-style-type: none"> • Opening checklist has been completed. | Yes/No | Signature: |
| <ul style="list-style-type: none"> • Are all dancers in a fit and proper state for work. If the answer to this is no the dancers concerned are not allowed to work - without exception. | Yes/No | Signature: |
| <ul style="list-style-type: none"> • Are all your staff in a fit and proper state for work. If the answer to this is no the staff concerned are not allowed to work - without exception | Yes/No | Signature: |
| <ul style="list-style-type: none"> • Are any new dancers fully aware/ been inducted to the Licensing conditions relating to the venue of lap dancing | Yes/No | Signature: |
| <ul style="list-style-type: none"> • Are any new staff fully aware/ been inducted to the Licensing conditions relating to the venue and lap dancing | Yes/No | Signature: |

I hereby declare that all of the Licensing conditions are being adhered to and that the club is ready to open

PRINT NAME	SIGNATURE

Liberte Gentlemen's Club Leeds

CHALLENGE 25 POLICY

Challenge 25 is a policy adopted by the premises aimed at preventing people under the age of 18 from gaining access to age restricted products, primarily alcohol.

Under the policy, customers attempting to buy age restricted products, are asked to prove their age if, in the staff members opinion, they appear to be under 25, even though the minimum age to buy alcohol in the UK is 18.

There are notices displayed in the reception and at every point of sale explaining the policy to customers.

The policy is to be enforced as follows:-

1. You must look at the person that you are about to serve and decide whether or not they appear under 25 years of age.
2. If they do you must politely ask them to prove their age by providing you with a valid form of identification. The only satisfactory ID that we accept is a UK passport or photo driving licence.
3. Any ID that is provided must be carefully checked to ensure that it relates to the person that you are serving, is valid, has not been tampered with or forged and proves that they are over 18.
4. If everything appears to be satisfactory, return the ID to the customer and continue to serve them.
5. If they cannot provide the required acceptable ID, you must explain the policy and explain that you cannot serve them.
6. If they do not accept your explanation do not enter into an argument. Call for a member of management who will then deal with the situation.
7. All persons refused service must be recorded in the bar refusals log book. This book is kept behind the bar.

DPS/DUTY MANAGER (IN DPS ABSENCE)

ROLE AND RESPONSIBILITIES

The main purpose of the Designated Premises Supervisor is to ensure that there is always one specified individual, among other Personal Licence Holders employed at the venue, to take day to day responsibility for running the premises. This person will therefore occupy a pivotal position and will deal with the responsible authorities for problems associated with the premises licence.

In every licensed premises that is authorised for the sale by retail of alcohol one personal licence holder must be specified as the DPS. The DPS does not have to be present at the licensed premises at all time but they must be easy to contact when not present.

The Government considers it essential that police officers, fire officers and licensing authorities can immediately identify the DPS so that any problems can be dealt with swiftly. The DPS must be easily contactable by any of the responsible authorities. If the DPS is not going to be at the premises, they must leave contact details with their staff.

It is also best practice to notify your staff that you are the DPS of the premises. Should anyone wish to discuss any issues regarding the premises, they should contact you rather than discuss it with your staff as the information may not be forwarded correctly and it may be seen that you are not dealing with matters.

If the Council and Police Licensing team are unable to contact you in a reasonable timescale, it may result in further enforcement action. For example it could be seen that you are in breach of a mandatory condition of your licence and you may face prosecution and/or your premises will be issued with a Closure Notice until proof that the DPS is completing their duties under the Licensing Act 2003.

EXISTING DPS

As DPS you are expected to know all the conditions on your premises licence/SEV and to have made provisions with your staff so that none of these conditions are breached. You are also required to know the hours you are authorised for the licence of activities you have been granted by the Licensing Authority. Should you be found to be operating outside of your licence by way of increase of hours or holding of an activity that you are not licensed to do so may result in legal action being taken against the DPS and Premise Licence Holder (even if you are not on the premises at the time of the offence). A responsible authority or interested party may also call for a review of the premises licence.

If you have any problems at the premises please call the relevant authorities for advice and support. The responsible authorities would rather hear incriminating information given by the DPS then by finding out by other means. It is the Council's policy to work with licensees to assist them with the implementation of the full licensing objectives. It is expected that during an enforcement visit made by any of the responsible authority officers that you will assist in completing their duties and to provide all legal requirements as per the Licensing Act 2003, such as producing the premises licence, showing where a summary is on display, producing your personal licence.

The Council Licensing Enforcement Team will notify you if it is not happy with the way you have handled a situation or if it feels that you are not doing your role satisfactorily. If the team feels that the situation