

**Big Top Productions Limited:
Pipeworks
73-75 Albion Street
Leeds
LS1 5AA**

Hours for sale of alcohol (on the premises only) and films;

Monday to Thursday: 11am to midnight.

Friday to Sunday: 24 hours until midnight Sunday/ Monday morning

Sunday prior to Bank Holiday Mondays, New Year's Eve, Boxing Day, Thursday before Pride weekend.

Opening hours from the times stated above until 30 minutes after sale of alcohol Sunday to Thursday, with 24 hour opening Friday and Saturday.

Late night refreshment for consumption on the premises only available from 23:00 to close every day.

Conditions

General

1. The Premises will be open to members, bona fide guests of members and 'day members' only. Members will be required to sign in on arrival and sign out on departure. Day members will not be permitted to sign in guests.
2. Rules of entry/ membership requirements will be prominently displayed in the lobby area.
3. Membership requirements are as follows:
 - a. Full members will need to register and pay a membership fee prior to entry to the premises. Registration will include full name, address and contact details (email or phone number)
 - b. Day Members will need to pay a 'day membership fee' on arrival.
 - c. Membership details for full members will be securely stored electronically and subject to a data protection policy. Details of members will be stored for a minimum of six months from termination of membership. Information will be provided to police officers investigating a criminal offence within a timeframe agreed between the DPS and the investigating officer.

Prevention of Crime and Disorder

1. The premises shall install and maintain a comprehensive CCTV system All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. CCTV will also cover the bar area.
2. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises.
3. All recordings shall be stored for a minimum period of 31 days with date and time stamping.

4. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
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 is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
6. An incident log (in either electronic or hard-copy form) shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following:
 - (a) all crimes reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints received concerning crime and disorder
 - (d) any incidents of disorder
 - (e) all seizures of drugs or offensive weapons
 - (f) any faults in the CCTV system, searching equipment or scanning equipment
 - (g) any refusal of the sale of alcohol
 - (h) any visit by a relevant authority or emergency service.
7. All customer-facing staff will receive training in 'Ask for Clive' and identifying vulnerable persons, including 'active bystander training' to assess and help identify any person brought to the premises or who find themselves on the premises in the company of another person against their will.
8. There shall be a communication link in operation at the premises via radio to the police and other venues in the city centre. This shall be a system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police. The communication link will be operated to current guidance and all instructions on use agreed. All reasonable police instructions provided via the link shall be complied with.

Prevention of Public Nuisance

1. An arrival and dispersal policy will be drawn up and implemented at the premises and will include:
 - a. Where taxis and other private vehicles are expected to drop off and pick up club members and their guests
 - b. Etiquette expected of club members and their bona fide guests when arriving at, or leaving the premises
 - c. Management of exit of members or their bona fide guests
2. No member or bona fide guest shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle whether empty or containing any beverage.
3. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
4. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
5. Speakers shall not be located in the entrance and exit of the premises or outside the building.

6. Patrons wishing to smoke will be directed to the third-floor terrace and not permitted to smoke immediately outside the premises.
7. The use of the third floor terrace will be supervised to ensure no disturbance will be caused to any noise sensitive premises in the immediate vicinity.

Public Safety

1. All exits and emergency escape routes will be kept clear of obstruction at all times the premises is open to the public.

Protection of Children from Harm

1. No persons aged under 18 shall be permitted on the premises at any time.
2. At all times that the premises is operating under this licence, the Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy (to minimise the risk of alcohol being sold to underage customers). This Policy shall provide that before any sale of alcohol any person who appears to be under the age of 25 will be required to produce photo ID in the form of a passport; driving licence, UK Military ID card; PASS (or similar) card or any other form of ID approved by the Home office for the purpose of age verification of sales of alcohol, to prove that he/she is over the age of 18