



**Liquid & Envy, Station Way, Crawley**  
**Memorandum of Agreement**

This memorandum reflects that agreement reached between Luminar Liquid Limited, Deltic Avenue, Milton Keynes, MK13 8DL who are the Premises Licence Holders of Liquid & Envy, Station Way, Crawley, RH10 1JA and the Chief Constable of Sussex Police in the matter of their Review of the Premises Licence dated 11<sup>th</sup> July 2011:

1. The removal of the Designated Premises Supervisor, Mr Matthew Chason;
2. The removal of the current SIA door team (this does not necessarily mean a change of SIA company supplying the SIA staff);
3. Suspension of the Premises Licence for a period of 2 weeks;
4. Amendment of the hours of operation as follows:
  - Opening hours: Monday to Sunday – 12 midday to 03:30 hours
  - Licensable activities: Monday to Sunday – 12 midday to 03:00 hours
  - Late night refreshment every day – 23:00 hours to 03:15 hours
5. CCTV to be installed in accordance with current or amended Home Office Guidelines relating to UK Police Requirements for Digital CCTV Systems. These cameras shall be located both internally and externally in consultation with the Police.
6. CCTV images shall be retained for at least 28 days and except for mechanical breakdown beyond the control of the proprietor shall be made available upon request to the Police. Any breakdown or system failure will be notified to the Police immediately and remedied as soon as practicable. Any request from Sussex Police for a recording to be made for evidential purposes must be carried out immediately.
7. A Personal Licence Holder to be assigned to each bar area (3 in total) from 23:00 hours until the cease of the sale of alcohol, to oversee the sale of alcohol.
8. A Licensed Security Industry Authority (SIA) staff member to be assigned to each bar area (3 in total) from 23:00 hours until the cease of the sale of alcohol, to support bar staff in the responsible sale of alcohol.

9. Three Licensed SIA staff to be located at each entrance/exit to the premises where practicable.
10. All members of the door supervisor team must be clearly identifiable to members of the public and must, as a minimum, wear a high visibility arm band containing their SIA licence. Upon written request from Sussex Police, certain roles conducted by the door team e.g. patrolling the dance floor, may be required to wear hi-visibility jackets.
11. The Designated Premises Supervisor or another Personal Licence Holder shall always be present during the hours the premises is open to the public (amendment to the existing condition which states 'or another member of the management team').
12. The whole of the premises will be glass free with only polycarbonates or shatterproof drinking receptacles being provided when the premises is open to the public. Glass bottles will be decanted into one of the above drinking receptacles. This condition will also apply to private parties.
13. At least 1 licensed SIA on each entry/exit shall wear a body worn video camera, which shall be recording at all times. Copies of recordings shall be made available to Police immediately upon request.

**Additional Conditions in respect of “Special Events”**

1. Where a special event is planned to take place on the premises Sussex Police Licensing Unit must be formally notified no later than 28 days prior to the date on which the event is to be held. A special event is considered to be an event by which, its nature is different to the usual entertainment at the premises. This would include, but not limited to, all events supported by an external promoter, events advertising named disc jockey's (other than the resident disc jockey) and events in which it is believed may cause an impact on local police resources. This includes under 18's events. Where an event is planned, the premises management must consult with police, and provide a risk assessment and event plan. In the event of a high risk assessment, the police will have the ability to prevent the event from going ahead on the grounds of the prevention of crime and disorder. If the police believe it is necessary and proportionate to prevent the event from taking place, they will submit their reasons, in writing, to the premises management.

2. At least 1 licensed SIA on each entry / exit shall wear a body worn video camera, which shall be recording at all times. Copies of recordings shall be made available to police immediately upon request.

### **Additional Conditions in respect of “Dedicated Under 18s Events”**

Conditions relating to under age events:

- a) All under 18s nights must be formally notified to the Police Licensing Unit at least 28 days in advance.
- b) The entire venue for the evening will be alcohol free and dedicated to the under 18s disco.
- c) SIA registered Door Staff will be employed for the event, at a ratio of 1 door person to every 50 children. This must include at least one female member of door staff on the front door.
- d) No persons aged 18 or over should be allowed into the venue unless they are a member of staff.
- e) It is preferred that all members of staff working within the venue, other than Door Supervisors, should be CRB checked. All members of management of the venue must be CRB checked. All persons actively involved in the entertainment at the venue must be CRB checked. e.g. D.J's
- f) All prior marketing (internet, flyers, posters or radio etc) must make clear the permitted age of attendees (both minimum and maximum ages), and that persons under the minimum or over the maximum age will not be granted entry. The permissible ages should also be prominently printed on tickets.
- g) Prior to entry every person should be searched, this includes their person as well as any bags.
- h) All persons entering will have proof of age, if suspected of being over the maximum age limit.
- i) Youths should not leave the premises, once entered, unless this is to go home.
- j) There will be a qualified First Aider on site for the duration of the event.
- k) Inside the venue, door staff must be constantly monitoring the youths for drink and / or drug related incidents as well as any possible sexual harassment or any other criminal activity.

- l) The latest terminal hour for an under age event will be 2300 hours.
- m) If the event is held in a premises which will be opened up to adults later in the evening, the premises should be closed completely for a minimum period of 15 mins in between events to ensure no children remain in the venue.