

**HILLINGDON**  
LONDON**LICENSING ACT 2003****Section 24****Premises Licence**

LBH/13077/DL

Ref:

LBHIL 471/05

Premises Licence Number:

This Premises Licence has been issued by Daniel Ferrer on behalf of the Licensing Authority, London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, UB8 1UW

Signature: Date: 26<sup>th</sup> March 2022**Part 1 – Premises Details**

Postal Address of Premises or, if none, Ordnance Survey map reference or description -

Ruislip Manor Sports & Social Club  
Grosvenor Vale

Post Town – Ruislip

Postcode – HA4 6JQ

Telephone number - 01895637487

Where the licence is time limited, the dates -

N/A

Licensable activities authorised by the licence – **Indoors Only****Provision of Regulated Entertainment**

Plays, Films, Indoor Sporting Events, Live Music, Recorded Music, Performance of Dance  
Or anything of a similar description.

**Provision of Late Night Refreshment****Sale by retail of alcohol**

The times the licence authorises the carrying out of licensable activities –

**Provision of Regulated Entertainment:**

Monday, Tuesday, Wednesday 08.30 hours to 23.30 hours  
Thursday, Friday and Saturday 08.30 hours to 00.00 hours.  
Sunday 12.00 hours to 23.00 hours

**Provision of Late Night Refreshment**

Thursday and Saturday 23.00 hours to 00.00 hours  
Friday 23.00 hours to 00.30 hours the following day

**Sale by retail of alcohol**

Monday, Tuesday, Wednesday 10.00 hours to 23.00 hours  
Thursday, Friday, Saturday 10.00 hours to 00.00 hours  
Sunday 12.00 hours to 23.00 hours

**In addition**

**Christmas Eve, New Year Eve, St George's Day, St Patrick's Day, Halloween, 5<sup>th</sup> November and St Valentine's Day**  
**All Licensable activities 08.30 to 02.00 hours the following day**

The opening hours of the premises –

Monday, Tuesday, Wednesday 08.30 hours to 00.00 hours  
Thursday, Friday, Saturday 08.30 hours to 00.30 hours the following day  
Sunday 12.00 hours to 23.30 hours

**In addition**

**Christmas Eve, New Year Eve, St George's Day, St Patrick's Day, Halloween, 5<sup>th</sup> November and St Valentine's Day**  
**All Licensable activities 08.30 to 02.30 hours the following day**

Where the licence authorises supplies of alcohol whether these are on and/or off supplies -

On the premises only

**Part 2**

Name, (registered) address, telephone number and e-mail (where relevant) of holder of Premises Licence –  
Ruislip Manor Sports & Social Club Ltd  
Grosvenor Vale  
Ruislip  
HA4 6JQ

Registered number of holder, for example company number, charity number (where applicable) -

Limited Company 431971

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol –



Personal Licence number an issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol –

20/00467/LAPER - Three Rivers District Council

## **Annex 1 – Mandatory Conditions**

### **Alcohol**

1. No sale/supply of alcohol shall be made when there is no Designated Premises Supervisor in respect of the premises licence
2. No sale/supply of alcohol shall be made when the Designated Premises Supervisor does not hold a Personal Licence or when his/her Personal Licence is suspended
3. Every sale/supply of alcohol under the premises licence shall be made, or authorised, by a person who holds a Personal Licence
4. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.  
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children–
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to–
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act).
  - (c) provision of free or discounted alcohol or any other thing as a prize to

encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less.

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

5. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.  
(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
8. The responsible person shall ensure that—
  - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml; and
  - (b) customers are made aware of the availability of these measures.

## **Annex 2– Conditions consistent with the operating Schedule**

1. The licence holder shall conduct risk assessments and employ Security Industry Authority Registered door staff when deemed appropriate.
2. The premises shall abide by an age verification policy in relation to the sale of alcohol.
3. The age verification policy shall require individuals who appear to be under 25 years of age to produce, on request, to a member of staff, before being served alcohol, identification, bearing their photograph, date of birth and a holographic mark.
4. A system to record the fact that a member of staff has refused to sell alcohol to an individual who appears to be under the age of 25 years shall be kept and maintained on the premises.
5. The record of refused sales shall be available for inspection by both authorised officers of the Metropolitan Police Service and the Licensing Authority.
6. Adequate and prominent notices shall be displayed on the premises advertising the challenge 25 age verification policy.
7. The number of persons permitted within the premises shall not exceed:
  - i. In the Function Room 300.
  - ii. In the Lounge Bar 80.
  - iii. In the main bar pool table area 80.
8. Adequate, clear and legible notices shall be displayed and maintained at all public exits from the premises advising customers to leave the premises and area quietly.
9. Other than for emergency access or egress, the alternative means of escape doors shall remain closed at all times when the premises is used for the purpose of Regulated Entertainment in the form of Live or Recorded Music.
10. Waste from the premises shall not be stored nor disposed of at a time or in a manner which may cause a public nuisance.
11. An incident log shall be kept and maintained at the premises. Any incident which occurs and may undermine the licensing objectives shall be recorded in the incident log.
12. An adequate number of stewards shall be employed at the premises to ensure that persons who purchase alcohol from either the external or internal bars and who wish to consume the alcohol outside of the building will be directed to consume the alcohol within the patio area specified on the deposited plans and not to congregate around the external bar or on any other part of the external grounds.

## **Annex 3 – Conditions attached after a hearing by the licensing authority**

1. The Licensing hours for the sale of alcohol from the external bar located on the premises shall be restricted to 12:30hrs – 22:00hrs Monday – Saturday, and 12:30hrs – 19:00hrs on Sunday.

2. Staff employed to sell alcohol by retail shall be trained to uphold the Licensing Objectives.
3. No drinks shall be served in glass containers at any time from the external bar.
4. Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises and at the point of sale.
5. Notices will be displayed at the exterior of the premises and at the exit point asking customers to respect the needs of the local community and to leave in an orderly fashion and use the outside area quietly.
6. An internal and external CCTV system shall be maintained in good working order and shall record at all times when the premises is open. The CCTV system will cover all public areas of the licensed premises, including all public entry and exit points, and all external areas surrounding the business. The recordings shall be kept for a minimum of 31 days and be provided to authorised officers of the Council and to the Police immediately on request.
7. An Authorised Officer / ASBET Officer of the London Borough of Hillingdon, and Designated Premises Supervisor are to agree on the number and positioning of the internal and external CCTV systems for the Premises prior to the commencement of use of the external bar.
8. A staff member from the Premises who is conversant with the operation of the CCTV system, shall be available during licensable hours. This staff member must be able to provide the Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
9. The CCTV shall be capable of recording a clear facial identification of all persons entering the premises by the main entrance door.
10. A CCTV monitor shall be provided at the area in which alcohol is situated which has the capability to show images from all the cameras for the information of staff.
11. No sale of alcohol shall take place from a given bar, when the CCTV system is not fully in good working order covering that bar.
12. An Authorised Officer / ASBET Officer of the London Borough of Hillingdon, Designated Premises Supervisor are to agree on a noise management policy for the premises prior to the commencement of the use of the external bar.
13. The Premises shall adopt a challenge 25 scheme and staff shall be trained accordingly.
14. There shall be a Designated Premises Supervisor or Personal Licence Holder on duty on the Premises at all times when the external bar is open.
15. External bar patrons must consume alcohol within the designated patio area.
16. When the external bar is operating, a minimum of 2 SIA licensed Stewards shall be on duty at the premises at all times, and they must correctly display their SIA licence(s) when on duty.
17. Outside of the hours authorised for the sale of alcohol, and whilst the premises are open to the public, the licence holder shall ensure that all alcohol external of the premises (including alcohol behind the counter) is secured in a locked storeroom or behind locked grilles, locked screens or locked cabinet doors, so as to prevent

access to the alcohol by both customers and staff.

18. An Incident Logbook shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It will record the following:

- a) all crimes reported at the venue.
- b) any complaints received concerning crime and disorder.
- c) any incidents of disorder.
- d) any faults in the CCTV system.
- e) any refusal of the sale of alcohol and
- f) any visit by a relevant authority or emergency service.

19. The Designated Premises Supervisor shall ensure that the Incident Logbook is checked, signed and dated on a weekly basis by themselves or a Personal Licence Holder acting in place of the Designated Premises Supervisor.

20. No waste or recyclable materials, including bottles, shall be moved, emptied, removed from, or placed in outside areas between 22:00 hrs to 08.00hrs on the following day.

21. No collections of waste or recycling materials (including bottles) from the premises shall take place between 22.00 hrs and 08.00 hours on the following day.

22. Staff must be trained in respect of evacuation procedures.

#### **Annex 4 – Plans**

**Plan Number Ruislip Manor Sports & Social Club dated January 2022**

**Licensing Service Registered plan number 2215/22.**