



RUSHMOOR
BOROUGH COUNCIL

PREMISES LICENCE

Licensing Act 2003

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description

Address: The Connaught School
Tongham Road
Aldershot
Hampshire
GU12 4AS

Map Ref (E): 488036
Map Ref (N): 149366
UPRN: 100062323614

Telephone 01252 343723

Where the licence is time limited the dates

- This licence is **NOT** time limited

Licensable activities authorised by the licence

- The provision of regulated entertainment by way of the performances of plays (indoors only), (main school hall only), (for school purposes only);

Times the licence authorises the carrying out of licensable activities

- The provision of regulated entertainment by way of the performance(s) of plays on any day - 11:00am to 24:00midnight.

The opening hours of the premises

- Not known

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

- Not applicable

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Name: Mrs Maria Louise Nixon
Address: C/o The Connaught School
Tongham Road
Aldershot
Hampshire
GU12 4AS

Telephone:
Email:

Registered number of holder, e.g. company number, charity number (where applicable)

➤ Not applicable

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

Name: Not applicable
Address: **Telephone:**
Email: Not applicable

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

Personal licence number:	Not applicable
Issuing authority:	

Granted by Rushmoor Borough Council, as licensing authority
pursuant to the Licensing Act 2003 and regulations made thereunder

Date Licence Granted: 4th September 2005
Licence Effective From: 24th November 2005

SIGNED on behalf of the
Head of Environmental Health Services
(Authorised Officer)

Annex 1 – Mandatory conditions

- (1) Where, at any specified time(s), one or more individuals must be at the premises to carry out a security activity (within the meaning of the Private Security Industry Act 2001), each individual must be licensed by the Security Industry Authority (SIA).

Annex 2 – Conditions consistent with the Operating Schedule

PROVISION OF SPECIFIED ENTERTAINMENTS

- (1) No licensable activities shall be provided except during permitted hours.

Inspection

- (2.1) All parts of the licensed premises must be open to inspection at all reasonable times by:

- (a) Officers of Rushmoor Borough Council (RBC);
- (b) Police Officers; and
- (c) Fire Officers

Plan of the premises

- (2.2) This licence and the associated conditions attached permit the licensable activities specified in the area(s), premises or part premises thereof as detailed and marked in the attached site plan(s).

- (2.3) The premises must at all times comply with the given plan which must be to the prescribed scale and include the following details:-

- (a) layout of the premises
- (b) emergency exits and any external escape routes
- (c) location and type of fire fighting equipment
- (d) location of emergency lighting units (whether maintained or non-maintained)
- (e) fire alarm call points
- (f) public telephone
- (g) sanitary accommodation including water closets, urinals and wash hand basins
- (h) potable drinking water points
- (i) fixed and moveable seating and table plan
- (j) any storage area for combustible materials or flammable liquids
- (k) any areas set aside for disabled persons
- (l) all fixed furniture, e.g. bars, ticket booths, stages, DJ consoles, dance floor, pool tables, etc.

- (2.4) Any changes to the details contained in the plan (see condition (2.2)) must be approved by way of variation of this licence.

General management

- (2.5) A summary of this licence (or a clear copy) must be conspicuously exhibited at all times in the area(s) of or near the specified activities, in

such a position that people using the premises can easily see it. The summary must be adequately protected against theft, vandalism or defacement.

- (2.6) The licence holder must take all necessary precautions for the safety of the public, performers, competitors and employees. Any instructions regarding safety given by an officer listed in (2.1) above must be put into immediate effect.
- (2.7) In the absence of the licence holder at any place where specified entertainments may be provided, a responsible person, at least eighteen years of age, must be in charge of, and present in, the premises whenever such entertainment is provided. Details of any nomination must be entered in the log book (see condition (2.15)) prior to the entertainment(s) taking place.
- (2.8) Notwithstanding the requirements of the above, the minimum number of persons that must be in attendance that are trained in the routine to be followed in the event of an emergency (including fire) and the safety precautions to be observed in the premises shall be **4 (four)**.
- (2.9) Notwithstanding the requirements of the above, at entertainments attended by adults there must be one attendant provided for every 100 people, or part thereof. At entertainments attended by children under the age of sixteen at least two attendants must be provided for every hundred children or part thereof. In either case, there must be at least one attendant per exit (whichever is the greater). All attendants must be over eighteen years of age, readily identifiable to members of the public at all times and must not consume alcohol whilst on duty.
- (2.10) The primary duties of attendants shall include:
- (a) ensuring that no overcrowding occurs in any part of the premises;
 - (b) keeping all gangways and exits clear at all times;
 - (c) preventing standing on seats and furniture;
 - (d) being aware of any special requirements needed to ensure safe evacuation in an emergency.
- (2.11) Attendants do not include the licence holder, responsible persons acting for the licence holder or bar staff.
- (2.12) Notwithstanding the requirements of the above, all other members of staff attendant to the licensed activities must be instructed in the safety precautions to be observed and the action to be taken by them in the event of fire or emergency.

- (2.13) No exhibition, demonstration or performance of hypnotism, mesmerism or any similar act may be given without the written consent of the licensing authority. An application for consent must be made in writing and made not less than 28 days in advance of the act / performance concerned (see also conditions 2.96 to 2.115).
- (2.14) No entertainment involving special effects (e.g. pyrotechnics, real flames, smoke machines, firearms, strobe lighting, foam parties, lasers etc) may take place without the written consent of the licensing authority. An application for consent must be made in writing and made not less than 28 days in advance of the act / performance concerned.
- (2.15) A log book must be maintained on the premises and kept available for inspection by any of the officers listed in condition (2.1). This log book must contain the following information and documents:-
- (a) dates and times of visits of any officers, their names and observations made;
 - (b) copies of inspection reports, e.g. electrical installation, gas installation emergency lighting, fire fighting equipment, fire alarms, ceiling fixings, lifts, hoists, etc.
 - (c) details of routine testing of the emergency lighting and fire alarm systems in accordance with the extant British Standards (including dates, times, people carrying out test, faults found and rectification dates);
 - (d) a list of registered door security personnel on duty for any day;
 - (e) details of events such as fire drills, incidents involving fires, disorder, drugs, items seized by door/security staff etc (including dates, times and any comments); and
 - (f) the name and address of any person nominated to act in the absence of the licence holder and the date when (s)he is acting in that capacity.

Management of access to the premises

- (2.16) The licence holder must ensure that the permissible number of people allowed on, and/or in any one area of the premises during permitted entertainments is not exceeded. The permitted number is inclusive of patrons, staff and performers.
- (2.17) The maximum number of people to be admitted within the licensed premises (or part thereof) at any one time shall be limited to **350 (Three Hundred & Fifty)**.

- (2.18) The licensee(s) must ensure that people entering and leaving the premises are counted using an approved method and that the net total of people recorded inside the premises must, at all times, be available for inspection.
- (2.19) The licence holder must have regard to the needs of disabled people using the premises and in particular:-
- (a) they must be accommodated and, if they wish it, they must be accommodated in close proximity to exits capable of being used by them without assistance. Such exits must be clearly indicated by the display of a disabled symbol.
 - (b) the arrangements and provisions made for disabled people must be effectively maintained at all times.
- (2.20) Those awaiting admission to the premises shall not be allowed to congregate in any area that has not been approved, in writing, by the licensing authority. Where people queue for admission, the licence holder must do what is reasonably necessary to prevent people from obstructing the exits, external courts, passageways, stairways and ramps leading to the outside of the premises and adjoining premises.

Management of general and public order

- (2.21) The licence holder must at all times ensure, so far as is reasonably practicable, that people on, or leaving, the licensed premises conduct themselves in an orderly manner, and do not cause annoyance to the neighbourhood.
- (2.22) The licence holder must ensure that no person is admitted to or remains in the premises whilst in a state of intoxication. If any person acts in an offensive manner, or to the annoyance of other people, (s)he must be removed immediately from the premises.
- (2.23) The licence holder must not allow any lewd, obscene or indecent performance to take place on the premises, or allow any indecent poster, film, photograph or programme to be displayed, distributed or shown. Nothing likely to produce a disturbance or a breach of the peace is permitted on the premises.
- (2.24) No poster, advertisement, photograph, sketch, synopsis or programme may be displayed, sold, or supplied on the premises, by or on behalf of the licence holder, which is likely to be injurious to morality or encourage or incite crime, or lead to disorder, or be offensive to public feeling, or anything which contains any offensive representation of a living person.

- (2.25) No part of the premises may be used by prostitutes for the purposes of soliciting or conducting their business.
- (2.26) Suitable and sufficient video recording equipment (with date and time facilities) shall be provided at the premises and sited at such locations as determined by the licensing authority. This equipment must be kept in good working order and operated throughout the specified licensed activities. Any video recordings must be kept securely for a period of not less than twenty-one days and must be made available to officers of Rushmoor Borough Council and the Police for inspection on request.

Management of public nuisance and disturbance

- (2.27) No entertainment may be held if it causes unreasonable disturbance or nuisance to the occupiers of any other premises.
- (2.28) Further to any other condition, no noise originating from either licensable activities or associated premises shall be audible at the façade of the nearest residential dwelling(s).
- (2.29) The licence holder or a nominated representative thereof shall, regularly, throughout any licensable activity to which this part relates, proactively assess noise levels arising from such activities at the nearest residential façade(s) and, undertake corrective / remedial action(s) to reduce such noise levels as necessary.

General safety and premises management

- (2.30) All parts of the licensed premises including fittings, seating, door fastenings, floor surfaces and coverings, notices, steps, staircases, etc, and all electrical installations must be maintained in clean and good order and the premises shall be maintained in good structural condition.
- (2.31) A current certificate of examination (by a competent person) is required for any suspended ceiling.
- (2.32) Safe, suitable and sufficient means of heating and ventilation must be provided.
- (2.33) Where gas equipment is used on the premises, for whatever purpose, the equipment shall be the subject of a current / valid certificate of gas safety signed by a CORGI registered contractor and the equipment shall be suitably maintained accordingly.

- (2.34) The licence holder must maintain artificial lighting in the premises in accordance with the relevant British Standard and at such a level whereby people and their activities can be adequately monitored and supervised.
- (2.35) (i) Only such parts of the premises as have been approved in writing by the licensing authority may be used for the storage of scenery, as workshops, dressing rooms, retiring rooms or cloakrooms.
- (ii) Provision for hanging hats or coats shall not be made in corridors, passages, gangways or exit ways used by the public.
- (2.36) All gangways, corridors, staircases, and external passageways intended for exit must be of sound non-slip construction, properly maintained, and kept free from obstruction. The edges of the treads of steps and stairways must be conspicuous or high visibility in nature.
- (2.37) All exit doors and gates must be unlocked with all bolts drawn and be available for egress during the whole time the public are on the premises. Where collapsible gates or roll up shutters are used, they must be locked in the open position whilst the public are present.
- (2.38) Before the public is admitted to the premises, all doors and exits must be inspected to ensure that they comply with the above condition and that all panic bolts are in proper working order.
- (2.39) Seating, tables, chairs and other furniture and fittings must be so arranged as to allow free and ready access to exits at all times.
- (2.40) Curtains over exit doors or across gangways must be made to part in the centre and hang so as to be easily drawn aside and not trail on the floor. Curtains must not conceal notices.
- (2.41) Where there is a closely seated audience, seating and gangways in the auditorium should be so arranged as to allow free and ready access to exits. A maximum of 12 connected seats shall be provided in each row, provided there is a gangway at each end of the row not less than 1.05m wide. Other seating arrangements may be permitted by notification to and written consent of the local Fire Authority.
- (2.42) Accumulations of refuse must be kept in proper containers until removed from the premises.
- (2.43) Storage of materials under any stage is not permitted without the consent of the Licensing Authority

Fire safety management

- (2.44) Any emergency lighting system(s) must be tested once a month and any fire alarm system must be tested once a week to ensure its correct and safe operation. A record of such tests must be kept in the log book (see condition 2.15) as appropriate.
- (2.45) Fire fighting equipment must be provided and located as indicated on the approved plan. Such equipment must be clearly marked to show its purpose. All extinguishing appliances must be inspected, maintained and certificated annually by a competent fire equipment engineer. Any such certification must be kept available in the log book (see condition 2.15).
- (2.46) Combustible materials or flammable liquids must not be stored or allowed to accumulate except in approved areas shown on the plan.
- (2.47) All decorations, hangings, curtains, carpets and furnishings must be of non-combustible, inherently non-flammable or flame proofed materials.
- (2.48) All heating appliances must be adequately guarded as to prevent danger and situated a safe distance from combustible materials.
- (2.49) All lighting and electrical apparatus likely to become heated must be provided with suitable protection to prevent contact by scenery or any other combustible material.
- (2.50) Liquefied petroleum gas heaters must not be installed or used in the premises without prior notification and consent of the licensing authority.
- (2.51) Smoking is forbidden within any stage area, dressing or changing room (except where it is necessary in connection with the performance) and notices must be prominently displayed to this effect.

Electrical installations

- (2.52) The electrical installation at the premises must be maintained so as to prevent danger and be covered by a valid certificate of examination and testing signed by a competent electrical contractor. This contractor must be a member of the Electrical Contractors' Association (ECA) or the National Inspection Council for Electrical Installation Contractors (NICEIC).
- (2.53) The emergency lighting systems at the premises must be safe, adequately maintained and be covered by a valid certificate of examination and testing signed by a competent electrical contractor.

This contractor must be a member of the Electrical Contractors' Association (ECA) or the National Inspection Council for Electrical Installation Contractors (NICEIC).

- (2.54) No alterations or additions to the electrical installation or emergency lighting system may be carried out without prior approval from the licensing authority. Any alterations must be carried out by a competent electrical contractor and be covered by a valid / satisfactory certificate of completion signed by said contractor. This contractor must be a member of the Electrical Contractors' Association (ECA) or the National Inspection Council for Electrical Installation Contractors (NICEIC).
- (2.55) The electrical supply to musical instruments, amplification equipment and any other portable equipment must be fitted with a residual current device (RCD) of 30-milliamp rating.
- (2.56) There must be sufficient, correctly installed and rated electrical power sockets within the premises to prevent the need to use unnecessarily long trailing cables/flexes for portable equipment and/or multi-socket adapters.
- (2.57) Where electrical equipment is suspended by ropes, cables or other combustible materials, safety chains or other non-combustible means of support must be provided.

Emergency telephones

- (2.58) If no telephone service is available in the premises a notice must be displayed in a conspicuous place, giving particulars of the nearest telephone together with details of how to summon the emergency services.

Sanitary accommodation

- (2.59) All sanitary accommodation must be clearly and legibly labelled to indicate for which sex it is intended.
- (2.60) All parts of the sanitary accommodation must be kept clean and properly maintained with provision for hand-washing including a constant supply of hot and cold water, soap and hand-drying facilities.

First aid & refreshment

- (2.61) First aid staff and facilities must be provided to the satisfaction of the licensing authority.
- (2.62) Notwithstanding the above, the number of staff that shall be in attendance who are trained in first aid shall be **4 (four)**.

- (2.63) An adequate supply of potable cold drinking water, together with a hygienic means of drinking it, shall be readily available (free of charge) to customers at all times.

Strobe lighting

- (2.64) Any strobe lighting effects must operate on a fixed rate of not more than 4 flashes per second.
- (2.65) Where more than one strobe light is in use, the flashes must be synchronised.
- (2.66) Where strobe lighting is in use warning notices of their use on the premises must be conspicuously displayed.

Laser equipment

- (2.67) Use of any laser equipment must follow the extant guidance given in the Health & Safety Executive (HSE) Guidance Note PM 19 - Use of Lasers for Display Purposes.
- (2.68) The information required by HSE Guidance Note PM 19 must be submitted to the relevant health and safety enforcing authority 14 days before the event.
- (2.69) If laser equipment is used that is of a higher class than Class 2 (as detailed in the extant version of BS7192:1989 Radiation Safety of Laser Products), a laser safety officer must be appointed. The name and address of this person must be submitted to the to the relevant health and safety enforcing authority 14 days before the event.
- (2.70) The control console for each display laser product must be secure and sited in such a position that the operator is able to view the whole of the display area.
- (2.71) The level of laser radiation must not exceed the maximum permissible exposure level in any location where the public is permitted during the display. In addition, unless effective means are employed to prevent access to the laser beam(s), the maximum permissible level must not be exceeded at any point:-
- (a) less than 3m above any surface upon which the general public are permitted to stand, or
 - (b) less than 2.5m lateral separation from any position where the general public is permitted during the display.

- (2.72) Any area where the level(s) of laser radiation exceed the acceptable emission for Class 1 laser products must be clearly identified, appropriate warning notices posted and barriers erected to prevent the entry of unauthorised people. Entry into these areas must be undertaken only by authorised personnel if it is considered necessary and, in any event, whilst wearing appropriate protective equipment.
- (2.73) A functional check must be made before the admittance of the public of all safety devices, interlocks, etc. which have been provided to ensure the safety of those people prior to each public use of a display laser product.
- (2.74) Where display laser products are used outdoors, consideration must be given and adequate safeguards adopted for those people liable to view the beam directly within the normal hazard distance and also those who might view the beam or its reflections using optical aids. In this context special consideration must be given to the hazards that the use of a display laser product might present to traffic movements including those by air and road.

Use of pyrotechnics

- (2.75) All pyrotechnics must be purchased from a reputable manufacturer or supplier. Home-made fireworks or pyrotechnics must not be permitted.
- (2.76) All pyrotechnics must be used strictly in accordance with the manufacturers' and suppliers' instructions and recommendations.
- (2.77) A competent person must be appointed to be in charge of the pyrotechnics. (S)he must be adequately trained, instructed and made aware of the correct method of control and operation of the equipment and effects and of any special safety methods required for their use.
- (2.78) The competent person must be provided at his/her operating position with a carbon dioxide or dry powder fire extinguisher for his/her exclusive use. This is in addition to any other fire-fighting requirements provided in the licensed premises.
- (2.79) All pyrotechnics must be acquired, transported, disposed of, stored and used in accordance with the instructions of the manufacturers and suppliers.

Use of smoke machines

- (2.80) All smoke machines must be controlled and supervised by a competent operator at all times following the instructions given by the machine's manufacturers.

- (2.81) The volume of smoke must be kept to a minimum so as not to affect escape routes, cause obstruction of exit signs or cause false alarms in any smoke detection system.
- (2.82) Smoke produced by smoke machines that do not make use of carbon dioxide must be non-toxic and non-flammable in nature. Such materials used to produce the smoke must be covered by documentary evidence confirming its non-toxicity and non-flammability of the material.
- (2.83) Smoke machines must be adequately protected against unauthorised use and must be readily accessible to the operator at all times the machine is being used.

Use of firearms

- (2.84) Firearms must be kept under the control of a designated responsible person at all times. Firearms must only be used by the designated person or by people under his direct control.
- (2.85) When not in use, firearms must be secured against access by people other than the designated person in a place to which members of the public do not have access.
- (2.86) Firearms must not be of a larger calibre than is necessary for the event.
- (2.87) All people using a firearm must be made aware of the venting direction of the firearm and the venting must not be directed towards either the operator, any other person on stage or any member of the audience.
- (2.88) Only crimped and wadded ammunition must be used.

Use of foam machines

- (2.89) Any foam machine and any other such equipment must be segregated from the public by a suitable barrier.
- (2.90) The foam machine must be powered in such a way and located in such a position that in the event of an emergency, the machine can be immediately disconnected.
- (2.91) Suitable warning notices must be displayed in the premises and suitable verbal warnings must be given throughout any activity during which a foam machine is in use advising of the associated hazards and any necessary precautions.

- (2.92) There must be no dangerous 'build up' of foam such that there would be difficulty in finding people in the event of emergency. If this occurs the foam machine must be switched off immediately.
- (2.93) A 'dead man's switch' must be fitted so that foam production ceases if the machine is unattended. Two trained competent persons must be available throughout the time the general public is in attendance to operate the foam machine.
- (2.94) Electrical leads and pipes carrying the foam concentrate must be taped down to prevent any tripping hazard.
- (2.95) All foam concentrate and other chemicals must be removed from public areas and kept in lockable containers.

Performances involving hypnotism**(2.96) (Publicity)**

- (2.97) No poster, advertisement or programme for the performance which is likely to cause public offence must be displayed, sold or supplied, by or on behalf of the licensee(s) either at the premises or elsewhere.
- (2.98) Every poster, advertisement or programme for the performance which is displayed, sold or supplied must include, clearly and legibly, the following statement:-

"Volunteers, who must be aged 18 or over, can refuse at any point to continue taking part in the performance."

(2.99) (Insurance)

- (2.100) The performance must be covered to a reasonable level by public liability insurance. The hypnotist must provide evidence of this to the local authority if requested; and it must be available for inspection at the performance.

(2.101) (Physical arrangements)

- (2.102) The means of access between the auditorium and the stage for participants must be properly lit and free from obstruction.
- (2.103) A continuous white or yellow line must be provided on the floor of any raised stage at a safe distance from the edge. This line must run parallel with the edge of the stage for its whole width. The hypnotist must inform all subjects that they must not cross the line while under hypnosis, unless specifically told to do so as a part of the performance.

(2.104) (Treatment of audience and subjects)

(2.105) Before starting the performance the hypnotist must make a statement to the audience, in a serious manner, identifying those groups of people who should not volunteer to participate in it; explaining what volunteers might be asked to perform; informing the audience of the possible risks from embarrassment or anxiety; and emphasising that subjects may cease to participate at any time they wish. The following is a suggested statement, which might be amended as necessary to suit individual styles so long as the overall message remains the same.

"I shall be looking for volunteers aged over 18 who are willing to be hypnotised and participate in the show. Anyone who comes forward should be prepared to take part in a range of entertaining hypnotic suggestions but can be assured that they will not be asked to do anything which is indecent, offensive or harmful. Volunteers need to be in normal physical and mental health and I must ask that no one volunteers who has a history of mental illness, is under the influence of alcohol or other drugs or is pregnant."

(2.106) No form of coercion must be used to persuade members of the audience to participate in the performance. In particular, hypnotists must not use selection techniques which seek to identify and coerce onto the stage the most suggestible members of the audience without their prior knowledge of what is intended. Any use of such selection techniques (eg, asking members of the audience to clasp their hands together and asking those who cannot free them again to come onto the stage) should only be used when the audience is fully aware of what is intended and that participation is entirely voluntary at every stage.

(2.107) If volunteers are to remain hypnotised during an interval in the performance, a reasonable number of attendants as agreed with the licensing authority must be in attendance throughout to ensure their safety.

(2.108) (Prohibited actions)

(2.109) The performance must be so conducted as not to be likely to cause offence to any person in the audience or any hypnotised subject.

(2.110) The performance must be so conducted as not to be likely to cause harm, anxiety or distress to any person in the audience or any hypnotised subject. In particular, the performance must not include:-

- (i) any suggestion involving the age regression of a subject (ie, asking the subject to revert to an earlier age in their life; this does not prohibit the hypnotist from asking the subject to act as if they were a child, etc);

- (ii) any suggestion that the subject has lost something (eg, a body part) which, if it really occurred, could cause considerable distress;
 - (iii) any demonstration in which the subject is suspended between supports (so-called "catalepsy");
 - (iv) the consumption of any harmful or noxious substance;
 - (v) any demonstration of the power of hypnosis to block pain (eg, pushing a needle through the skin).
- (2.111) The performance must not include giving hypnotherapy or any other form of treatment.

(2.112) (Completion)

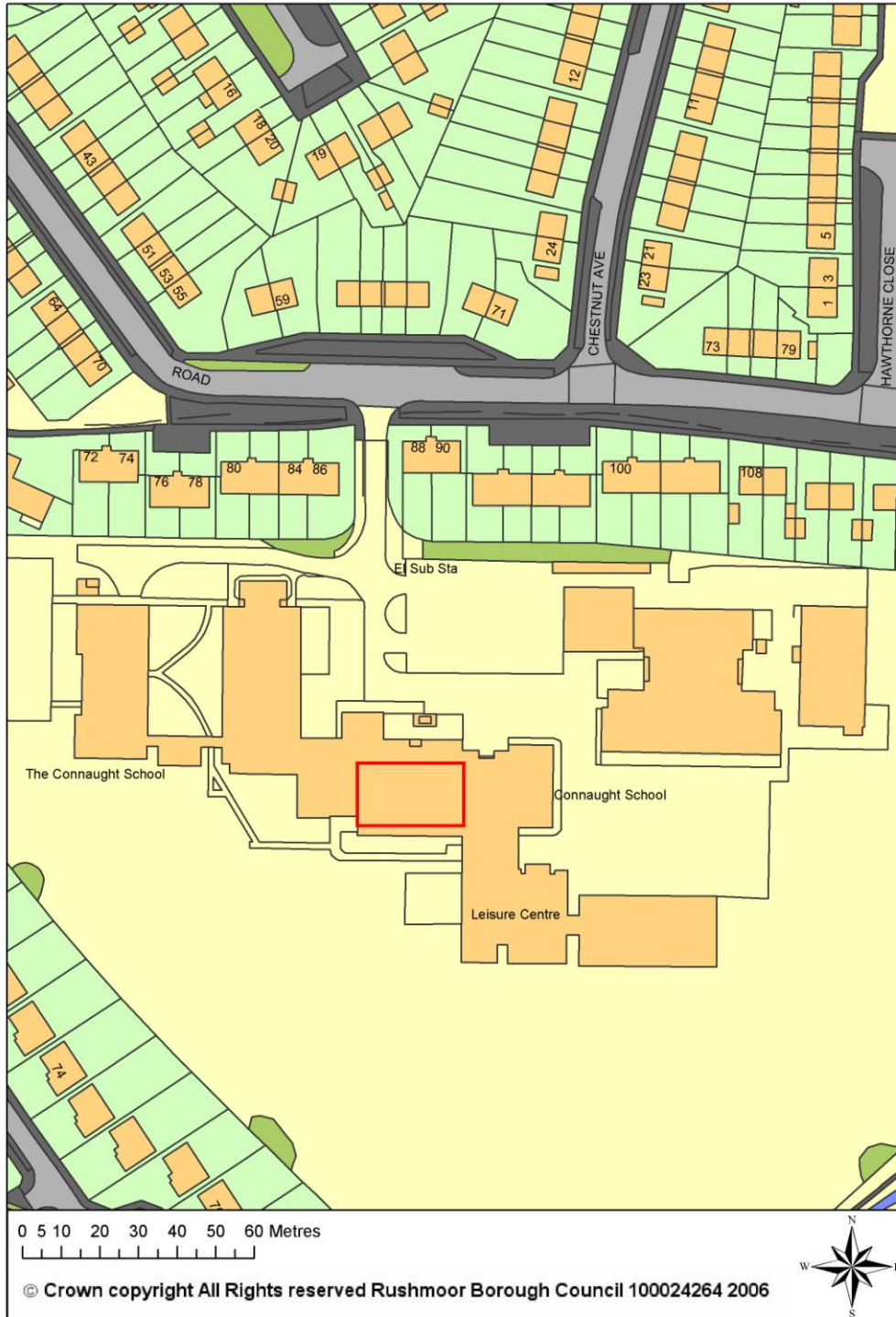
- (2.113) All hypnotised subjects must remain in the presence of the hypnotist and in the room where the performance takes place until all hypnotic suggestions have been removed.
- (2.114) All hypnotic or post-hypnotic suggestions must be completely removed from the minds of the subjects and the audience before the performance ends. All hypnotised subjects must have the suggestions removed both individually and collectively and the hypnotist must confirm with each of them that they feel well and relaxed (the restriction on post-hypnotic suggestions does not prevent the hypnotist telling subjects that they will feel well and relaxed after the suggestions are removed).
- (2.115) The hypnotist must remain available for at least 30 minutes after the show to help deal with any problems which might arise. Such help might take the form of reassurance in the event of headaches or giddiness but this condition does not imply that the hypnotist is an appropriate person to treat anyone who is otherwise unwell.

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

None

Annex 4 – Plans

This licence permits the licensable activities stated at the premises addressed above and outlined below in accordance with the plan(s) attached and marked 05/00806/LAPRE2 – 20



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