

APPENDIX 15 – Images from VIP CAM, balcony area at Eva's on 30-07-2017



Image of performers together on the balcony – male on left suspected to be “Fredo”
(seen holding portable mic)



Second image of "Fredo".



Third image showing two males in the balcony area carrying microphones.



Male lights a large roll up believed to be a joint.





Male shown with large roll up, believed to be a joint.



Male in the centre of picture in cap has joint in his right hand whilst door supervisor is only feet away seen in hi-vis armband.



Male in baseball cap faces towards Mr Norbury who is stood feet away. Whilst he faces Mr Norbury he takes a toke on a joint.



Male bottom right lights another joint.



Male centre right taking a deep toke on his joint.



Male bottom right lights a joint whilst a second male seated also smokes a joint.
Male bottom centre stood rolling a joint.



Male suspected to be “fredo” approaches male and female bottom right.



Seconds later the female bottom right shares a joint with the male bottom right. Male in centre still rolling his joint. Note door supervisors stood by the entrance to the area wearing hi-vis bands.

07-30-2017 Sun 02:18:09



Male centre right takes a deep toke on a joint.

07-30-2017 Sun 02:13:40



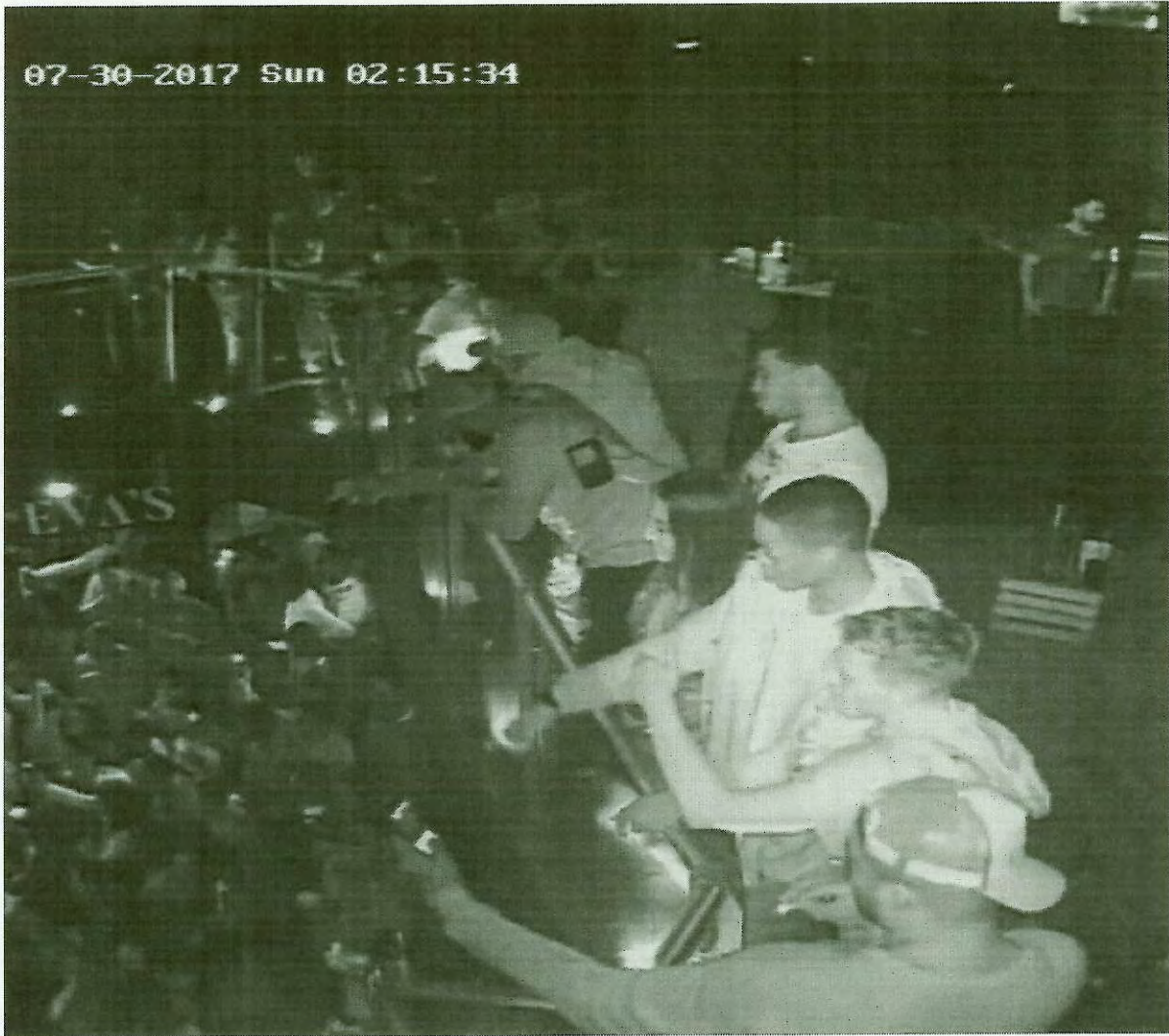
The joint is passed back to the female who also enjoys a smoke.



Male centre continues to smoke whilst the male bottom right is also now enjoying a joint.



Male centre right smokes another joint, whilst door supervisor seen leaning near to the entrance/exit area.



Male at the bottom of the picture holds a joint in his right hand whilst filming the performance on his phone held in his left hand.

07-30-2017 Sun 02:18:09



Male takes a deep toke and female looks on awaiting to be passed the joint.

07-30-2017 Sun 02:18:13



Female is handed the spliff and takes a deep drag.

07-30-2017 Sun 02:18:39



Two males in the centre of the image have joint, the male in the black hoody has it in his mouth and the male in white T shirt in his hand.



Female seated to the centre right has a drag on a spliff.

07-30-2017 Sun 02:21:38



Male centre right drags on a joint whilst the small white male bottom right also takes on a spliff that he shares with the male to his right.



Seated middle right is the male seen in the first images holding a microphone and believed to be "fredo". He is lighting a joint which he smokes in the image below.





Male centre lights a joint.



Whilst the performers pose for photographs (bottom centre) a male seated just feet away takes a deep drag on a joint.




Male in white T shirt centre of images drags on a joint whilst looking directly towards door supervisors stood opposite in hi-vis armband.



This image is from a different camera and shows a male dragged from the premises after the fight. This male was not reported to the Police.


APPENDIX 17


fredo rapper uk 

[All](#) [Images](#) [News](#) [Videos](#) [Shopping](#) [More](#) [Settings](#) [Tools](#)

About 214,000 results (0.74 seconds)

Fredo Pattern Gang (@fredo) | Twitter
<https://twitter.com/fredo?lang=en> ▼
The latest Tweets from Fredo Pattern Gang (@fredo). Bookings: Craig@primarytalent.com
Management: @Ceomouth Ceomouth1@gmail.com Subscribe 2 ...

Uk Rapper Fredo Released From Jail - YouTube
 https://www.youtube.com/watch?v=Fy_f1Ik8nG8
11 May 2017 - Uploaded by UK RAP MADNESS
Uk Rapper Fredo was released from jail hopefully he shuts down summer 17
with more bangers UK RAP MADNESS.

Rapper Fredo stabbed - YouTube
 <https://www.youtube.com/watch?v=TrvOY0UsOps>
15 Oct 2016 - Uploaded by SAUCESTAR
They ain't 100 rapper Fredo, was in hospital after getting stabbed. HELP MY
CHANNEL GET TO 500 SUBS ...

Fredo - Ones To Watch: 13 British Emcees Destined For A Big 2017 ...
uk.complex.com/music/2017/01/ones-to-watch-13-british-mcs-destined.../fredo ▼
6 Jan 2017 - Bold and brash in her lyrical stance, there hasn't been another female rapper who has
given us as much "crud" talk as the fellas with the same ...

Fredo TrapSpot North London UK Rap {Must See} - HipHopSavvy
www.hiphopsavvy.com/fredo-trapspot-north-london-uk-rap/ ▼
4 days ago - Fredo reeased Trapspot since then his popularity has grown, learn more about Fredo
getting stabbed & when he spent time in jai.

Fredo (UK Rapper`s Biggest Songs To Date) - HipHopSavvy
www.hiphopsavvy.com/fredo-uk-rappers-biggest-songs-todate/ ▼
19 May 2017 - Fredo, a young UK rapper on the rise,check out his career high scores, greatest hits
and stay up to date on his freshest album deed. Only at ...

Fredo

London-based grime MC Fredo focuses his lyrics on his drug-dealing lifestyle, the streets that he calls home, and all the money he's made. Hailing from London's infamously tough Mozart Estate, Fredo was considered one of the leading figures in the notorious London gang Harrow Road Boys. He practiced his craft as an MC for years, before emerging in 2016 with the single "They Ain't 100." The track immediately garnered attention, including a small co-sign from Drake, who featured the track in his 30th birthday mix on OVO Sound Radio. The same year he released two further singles, "Trapspot" and "Pattern Gang," before appearing on Kojo Funds and Abra Cadabra's hit single "Dun Talkin [Remix]" alongside Yxng Bane, Frisco, and JME. In 2017 Fredo escalated the hype he had already received, releasing his third single, "Get the Pot," early in the year, quickly followed by his debut appearance on Charlie Sloth's Fire in the Booth, both in preparation for his debut full-length, Get Rich or Get Recalled, which was released independently in March of that year.

ORIGIN
London, England

GENRE
[Hip-Hop/Rap](#)

View On



Top Songs

See /

- | | | |
|---|---|--|
|  <p>Dun Talkin' (feat. Fredo, Yxng Bane, JME, Frisco, Yxng Bane)
Dun Talkin' (Remix) (feat. JME, Frisco, Yxng Bane)</p> |  <p>All Summer
All Summer - Single</p> |  <p>They Ain't 100
Now That's UK Rap Music</p> |
|  <p>They Ain't 100
Drugs Sex and Hip Hop, Vol. 1</p> |  <p>Nothings New
P110 the Album</p> |  <p>Whole Life (feat. Fredo)
Stereon</p> |
|  <p>Whole Life (feat. Fredo)
Whole Life (feat. Fredo) - Single</p> |  <p>Trap Spot
Now That's UK Rap Music</p> |  <p>Active (feat. Fredo & Ayo Beatz)
Active (feat. Fredo & Ayo Beatz) - Single</p> |

About Drug Swabbing

Few licensees would welcome, much less condone, drugs on their premises. However, since it is rare for drug users to be open about it in public, the problem tends to be hidden and licensees can be forgiven for believing that - particularly in the absence of much other criminality - it doesn't exist.

Although drug swab results (positive and negative) can be used as part of formal proceedings such as licence reviews, Thames Valley Police's drug swabbing programme is primarily intended to inform the licensee of the extent of drug misuse on their premises so that they can do something about it.

Powdery materials - in this case illicit drugs - leave behind particulate contamination which is not visible to the naked eye and which is only removed after vigorous and/or repeated cleaning.

The swabbing process simply involves firmly wiping a swab across the relevant surfaces (we focus on smooth, level areas which are larger than the size of a credit card) before sending it to be analysed using a sophisticated drugs itemiser that tells us which drugs are on the swab and in what quantities. We then grade the swabs using the following criteria:

Reading is 0

Zero readings are graded as CLEAN. They're not particularly common, because the drug particulates are so resilient that it takes a long time for them to go completely.

Reading is between 0.01 and 0.99

These are graded as TRACE. The drug levels may be as a result of cross-contamination, rather than necessarily being in direct contact with the swabbed surface.

Reading is between 1 and 1.99

These are graded as LOW. Although we would not normally be concerned about a low reading, it can depend upon the day and location that the swab was taken. For example, a low reading on a Thursday morning may mean that earlier in the week it was higher.

Reading is between 2 and 2.99

These are graded as MEDIUM. This is the stage where we start to be concerned about the readings as we can be confident that they reflect a genuine and recent presence of drugs. There is one exception though: some cleaning products can leave traces that result in a positive reading for opiates (i.e. heroin), so we would treat any heroin result in this range as LOW.

Reading is 3 or higher

These are graded as HIGH. Any high reading is of serious concern and in urgent need of attention.

Combating Drugs

A more comprehensive range of advice can be found in our document "Combating Drugs: A Guide For Licensees" - if you don't already have a copy, please contact your local police licensing officer.

Generally, vigilance and proactivity are key, which you can achieve by doing (amongst other things) the following:

- Frequent glass collection/table wiping to allow staff to monitor customers
- Regular checks of all toilet, car park and garden areas
- Train staff in unobtrusive monitoring techniques and what to look out for
- Ensure staff inform you immediately, but discreetly, of any suspicious activity
- If you have a separate disabled toilet, keep it locked with the key behind the bar so patrons have to ask for it

Another useful technique is to grease the flat surfaces in your toilet areas - drugs will stick to the grease and the user will be unable to take them. There are two vital points to remember though:

- DO NOT use WD40 or any other solvent-based product as you could be liable if someone snorts it and causes themselves harm! Vegetable oil is most commonly used.
- Check the toilets more frequently because once attempted, the drug residue will stick to the grease, and will therefore be visible to other customers.

As an alternative to the greasing, you can 'design out' drug use by ensuring there are no suitable surfaces available. This can be done by blocking in cisterns and toilet tissue dispensers, or by giving them sloping tops that are at an angle of at least 45 degrees, as well as removing toilet seats etc.



Tel : 0844 556 1191
Fax: 0844 272 5591

Web: www.licensinglawyers.co.uk
E-mail: enquiries@licensinglawyers.co.uk

The Licensing Authority
Reading Borough Council
Bridge Street, Reading
Berkshire

11 August 2017

Our Ref : NOR00294/16
Your Ref:

By hand, email and post

Dear Sirs

Evas, 20 Hosier Street, Reading

We understand that the Authority has made a decision under s of the Licensing Act 2003 to suspend the Premises Licence held by our client, although it is believed that notice has not yet been given to the company at its registered address, which is of course the correct address for service.

It is the case that our client was invited to what was described as a 'hearing' by way of a letter but then upon attending was refused permission to remain to make representations, provide evidence that would have assisted the decision or even observe the proceedings.

We would raise the issue that the Licensing Act 2003 (Hearings) Regulations 2005 require at regulation 14 that :

"(1) Subject to paragraph (2), the hearing shall take place in public.

(2) The licensing authority may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public."

The proceedings were referred to several times as 'a hearing' before the licence holder's representatives were required to leave.

Upon enquiry, the reason for excluding the representatives of the licence holder was given as "The interests of the licence holder are not to be taken into account". This does not accord with the statutory provision and was not in the interests of justice. There was no decision made to exclude under the provisions of the Local Government Act 1972 (as amended).

Section 53(B) of the Licensing Act 2003 clearly envisages that a licence holder may be present at a hearing or the consideration of the application by the police by virtue of the wording that "the consideration may take place without the holder of the premises licence ...". The implication is accordingly that the consideration may involve representations by the licence holder and there is no requirement to exclude the licence holder from the consideration process.

Whilst we are aware that the Council's statement of Licensing Policy refers to the delegation of functions to a sub-committee of two or three members, we are not of the opinion that this is a lawful arrangement. We are aware that one of the most recent considerations of the composition of licensing committees is *R (Bridgerow Limited) v. Cheshire West and Chester Borough Council and another [2014] EWHC 1187 (Admin)*, which provides some precedent over decisions of an invalidly constituted committee.

Immediately prior to the exclusion of all parties other than the Police, a comment was made by the sub-committee that it would be expected there would be a need to convene a further hearing, other than the hearing that would naturally follow by virtue of section 43(c). This gave the impression of a pre-determination of the issue.

These points accordingly cast significant doubt over the validity of the decision that is said to have been reached. We would request that the Authority immediately set aside its decision that is said to have been made.

If the Authority is not willing to set aside its decision that is said to have been made, then without prejudice to its position on the foregoing points and the question of whether a valid decision was made, our client would wish to make representations upon the decision.

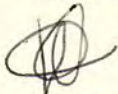
The representations that our client would wish to make are that the suspension of the licence as an interim step was an unnecessary, inappropriate and/or disproportionate action in all of the circumstances. In particular, the Licence Holder ;

1. has evidence to suggest that the police report of at least one of the two incidents was not entirely accurate and;
2. had already put steps in place to ensure that the licensing objectives were further promoted. These measures made interim steps unnecessary. The steps included a change to the security company engaged, the dispersal arrangements and the management of events at the premises.

We have obtained a number of statements, which we will serve as a bundle along with revised procedures and plans that will assist the sub-committee in making its decision.

As you will be aware, there is a requirement to hold a hearing within 48 hours of receiving these representations (excluding any non-working day). We would be grateful if you would therefore advise us of the date and time of the hearing at your earliest convenience.

Yours faithfully,



Licensing Lawyers

Direct Line : 0844 556 119
Mobile : 07 933 944 000
Email : jp@licensinglawyers.co.uk

LICENCE HOLDER'S DOCUMENTS

Statement Vanessa Palmer regarding 31st of May 2017

On Friday 30th July a member of bar staff brought to me a young male with a cut to his belly whom a Security steward had taken to the bar staff upstairs in top bar and said he needed a first aider.

I was in the cloakroom at this point with another member of security team whom was looking after an injured male whom had been punched on the side of the head. The individual was disoriented and the security team wanted to call an ambulance, but let them. He was aggressive and wanted to leave.

Myself and a bar staff member cleaned up the cut to the belly and asked how this happened.

The young male stated he was on the dance floor and then felt damp and noticed he was bleeding. I proceeded to ask did he know what caused this he said 'no'. I cleaned the cut up and put a bandage on the wound and asked the male if he had any other injuries and asked if he felt ok. Other than the cut he responded he was ok but asked for water, which my bar colleague gave to him.

I advised the young injured lad and his friends to have the cut seen to and asked if they would like me to get him any medical assistance. They said no and the injured person said he was driving and he was happy to drive to the hospital.

All 3 males left via the cloakroom front exit.

I then continued to assist the other security officer as the other injured male was becoming agitated and unpredictable, wanting to leave the club. This gentleman also left with a male friend via the cloakroom exit.

I then informed Head security of the incident in regards to the young lad and the advice I had given him. In the time I was dealing with the injury the club was being closed and the majority of people had left the club.

All this happened between 2am 2.45am

A first aid incident record was completed.



10/8/17

STATEMENT OF WITNESS

Criminal Procedure Rules r27.1(1); Criminal Justice Act 1967, Section 9; Magistrates' Courts Act 1980, Section 5B

Statement of : [REDACTED] Jewell

Age of witness: 20

Occupation of witness: Bar Staff

This statement (consisting of 1 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I should be liable to prosecution if I have wilfully stated in it anything I know to be false or do not believe to be true.

Signature [REDACTED]

Date 10 August 2017

My name is [REDACTED] Jewell and I am employed at Eva's nightclub on a part-time basis at the bar. I am a trained first aider and have a first aid certificate.

I was working on the weekend of 29th July 2017 and arrived at about 9pm on the Saturday. It was a good evening and there was a good atmosphere. Everyone one was in good spirits and things were quite busy. I was working upstairs and noticed that three boys came upstairs with a steward. The steward brought the boys to the bar and said that one of them needed first aid. I saw blood on the hands of one of the boys but before I could do anything, they went into the men's toilets. Whilst they were in the toilets, I got the first aid kit from behind the bar. The boys came out and I met them downstairs by bar. I got his friends to walk behind and around him to ensure that jostled and led him to the cloakroom. On my way, I saw a colleague - Vanessa - who I asked to accompany me and assist.

I took him into the room and he showed me a wound on his stomach, which was bleeding. I applied pressure using bandages from the first aid kit. The bleeding slowed down and I then cleaned around the wound and applied a dressing.

The boy said that he was OK and spoke to Vanessa about what had happened. He said that he did not recall exactly what had happened. He said that he had been walking around and that he had noticed the blood.

Vanessa gave him contact details for the local hospital and asked whether she should call for assistance or what he wanted to do. He said that he would go to the hospital himself. Vanessa gave him the postcode of the hospital and he then left through the cloakroom exit. I cleaned away the first aid materials and then went back to my normal duties.

Signed [REDACTED]

This being page 1 of 1 page(s)

STATEMENT OF WITNESS

Criminal Procedure Rules r27.1(1); Criminal Justice Act 1967, Section 9; Magistrates' Courts Act 1980, Section 5B

Statement of : [REDACTED] Gurung

Age of witness: 20

Occupation of witness: Retail Assistant

This statement (consisting of page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I should be liable to prosecution if I have wilfully stated in it anything I know to be false or do not believe to be true.

Signature [REDACTED]

Date 10 August 2017

I visited Evas on 29 July 2017 with two of my friends for a night out to listen to Freddy, an artist that I have listened to on Spotify.

We arrived at about 11:30 and after queuing, we were let. The security were very thorough and went through my pockets and used a metal detector. They took my wallet and looked through it. I was asked for ID, which was scanned onto their system. Everyone that I saw coming in were also treated in the same way.

Whilst I was waiting in the queue, for about 15-20 minutes, I saw no issues and people in the queue were well behaved.

I looked around the inside of the club, then went to an area near the bar and had a few drinks. We had to wait a while for the performer to appear, but was enjoying my time and saw no problems. Everyone seemed to be enjoying themselves.

At about 2:20-2:30, I was watching the performer there was some pushing because of the number of people in the area. I nearly fell over. When I recovered I continued watch and after a short while, I felt something like air brushing across my skin. It was like wind blowing across skin that was wet. After a few more moments, I started to feel pain and so lifted my shirt. As I did so, I saw blood on my skin. I was shocked at this and did not know what to think. One of my friends told me that we needed to leave. I went with him to the toilets upstairs to get cleaned. I then headed outside and saw a bartender upstairs. The bartender took me downstairs to the office and I was treated by the club staff.

They gave me details of a local hospital and offered to call for assistance. I decided to go to the hospital myself with my friends and called the hospital using the details I had been given. The hospital treated me again, cleaning the wound and then dressing it again. They gave me stitches to hold the wound. The police then came to see me at the hospital - I think they were called by the doctor - and made some brief notes, although I was still feeling shaken and confused from the incident and the treatment. I said that I did not want to make a statement at the time but would come back to them if I did.

I do not know what caused the injury and saw no knives or other weapons in the club.

Signed

[REDACTED]

This being page 1 of 1 page

0

Dispersal

In the 30 Minutes preceding the close of the premises, a wind-down arrangement will be utilised whereby the volume of any music being played will be reduced.

Fifteen minutes before closing, the lighting levels will be adjusted to encourage patrons to leave. Staff will approach groups of patrons to encourage them to leave in an orderly manner so as to stagger the departure from the premises. Patrons will be discouraged from leaving in large groups at the same time.

In the final ten minutes before closing, staff will further remind patrons of the need to leave in a quiet and orderly manner. Staff will also remind patrons at other times where this is considered to be necessary.

Staff at the premises will monitor patrons as they leave the premises and if necessary reinforce the signage that is on display. At least 4 stewards will engaged outside of the premises from 2:30am to encourage patrons to leave the area. Any patrons that appear to be loitering in the area will be requested to leave.

A temporary barrier will be erected along the line of the market of the opposite side of Hosier Street from 2am and patrons discouraged from entering the area occupied by the market.

Further notices will display the policy of banning patrons who cause disturbance to local residents. Staff will telephone public transport providers on request to prevent the possibility of disturbance due to customers attempting to hail cabs, etcetera in the street. Where staff request a public transport provider to attend, they will give instructions that horns are not to be sounded in the street to attract the attention of customers within the premises.

Behaviour from customers that undermines the licensing objectives will not be tolerated. Where a customer is identified as causing an objective to be undermined, especially where it affects local residents, their details will be recorded in an admissions log. Members of the public are encouraged to telephone to report unruly behaviour from patrons leaving the premises.

Where staff at the premises feel that warnings have been blatantly ignored by patrons and disturbance has been or is being caused, the individuals or individuals responsible will be banned from the premises either on a temporary or permanent basis, depending on the severity of the matter. Warnings and bans will be recorded in the admissions log.

It is recognised that many patrons will visit the premises to consume alcohol and that excessive alcohol consumption can give rise to nuisance and disorder as patron leave licenced premises. For the reason, soft drinks will also be made available whilst the premises are open for business. Staff will be trained to recognise signs of excessive alcohol consumption and will comply with statutory provisions in relation to the prohibition of the sale of alcohol to individuals who are intoxicated.





Dear Sir/Madam

I am an Active nightclub photographer in Berkshire. I have worked at Some of the largest venues in the area, Sakura, Revolution's, Shush, Fever and Boutique, Plush and Prohibition to name a few.

Peter as a Manager/Owner has always been professional and accommodating, the staff at Eva's are a fun and lively bunch and very supportive and professional within the workplace.

Eva's as a nightclub in my opinion is no different from any other nightclub i have worked. The club and music choice is niche which does entice a certain crowd but i have never experienced any negativity or been placed in any uncomfortable situations.

Unfortunately with the British drinking culture there will be times when alcohol will fuse a situation, this happens within every club in the uk which is why security is essential to the environment. The security at Eva's in my opinion are very professional and always on the button so to speak.

Eva's is a beautiful venue with a lot of potential, It is unfortunate that previous clubs on the plot carried a bad reputation but i feel Peter is showing the right commitment and attitude to take the club forward and make it one of the leading clubs within the Area.

Yours sincerely

Jason McCutcheon
JMcC photography





Name of Officer	Richard French						
Type of Application	Summary Review of Premises Licence - Licensing Act 2003						
Name of Premises	Eva's						
Address	20 Hosier Street						
	Reading						
Finish Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	0330	0330	0330	0330	0330	0330	0330
Content of Application:							
<p>The application for a Summary Review of a premises licence was submitted by Thames Valley Police on 8th August 2017. This concerned two incidents of serious crime and/or serious disorder on 30th July 2017 and 5th August 2017. The documentation also contained a lengthy set of appendices about compliance issues found at the premises since December 2016. On 10th August 2017, the Licensing Committee deemed it necessary to impose the interim step of suspending the licence with immediate effect. This was upheld at a subsequent meeting of the Licensing Committee when it met to consider representations against the imposition of interim steps on 15th August 2017.</p>							
Licensing Officer's Comments:							
<p>The Licensing team are writing this submission in support of the Summary Review application submitted by Thames Valley Police. The issues contained within the Summary Review application are particularly serious and severely undermine the promotion of the licensing objectives - notably the prevention of crime and disorder; protection of children from harm; public safety and prevention of public nuisance.</p> <p>The Licensing team had already submitted a review of this premises licence on 1st August 2017 and it is this review application and supporting appendices that form the basis of this supporting submission as well as a couple of further documents. The review application outlines consistent issues with the venue and it's lack of compliance with the conditions of it's licence. The other strands contained within the review application highlight the extremely poor management of the venue and how that has specifically exacerbated concerns around crime and the protection of children. Crime and disorder was also a major concern even before the police submitted their Summary Review on 8th August. Issues of high drug use in non public areas; the premises trading without a DPS for a number of days; people smoking within the premises; the attendance in and at the premises of persons either associated with crime and/or banned from other venues in the town and the holding of high risk events contrary to advice of the police and the council. The</p>							

mixture of all of the above matters severely undermine the licensing objectives; exacerbate crime and disorder within the town and lead to members of the public being put at risk.

Further concerning matters have arisen in relation to crime and disorder since the submission of the licensing team's review of 1st August 2017. This includes the two serious incidents of 30th July 2017 and 5th August 2017. There is also concern about information that has come to light since these applications for review were submitted and concern over some of the statements made in front of the licensing sub committee on 15th August 2017 by the premises licence holder and their representatives.

Therefore the licensing team fully support Thames Valley Police in this application and would respectfully ask the licensing committee to take all appropriate and proportionate measures to protect the public and promote the licensing objectives including - if deemed required - revoking the premises licence. We would also respectfully ask the licensing committee to keep the interim step of suspension in place as this is the only way to uphold public safety and prevent further crime and/or disorder.

Date Received	08/08/2017	Date Due	22/08/2017
----------------------	------------	-----------------	------------

Date	17	08	2017
-------------	----	----	------

Reading Borough Council, Civic Offices, Bridge Street, Reading, RG1 2LU

Application for the review of a premises licence or club premises certificate under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I Richard French on behalf of the Licensing Team of Reading Borough Council-----

(Insert name of applicant)

apply for the review of a premises licence under section 51 of the Licensing Act 2003 for the premises described in Part 1 below

Part 1 – Premises or club premises details

Postal address of premises or, if none, ordnance survey map reference or description Eva's Nightclub 20 Hosier Street	
Post town Reading	Post code (if known) RG1 7JL

Name of premises licence holder or club holding club premises certificate (if known) Bar Mango Ltd
--

Number of premises licence or club premises certificate (if known) LP2002089 dated 08/06/2017

Part 2 - Applicant details

I am

Please tick ✓ yes

1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)

2) a responsible authority (please complete (C) below)

3) a member of the club to which this application relates (please complete (A) below)

(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)

Please tick ✓ yes

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname

First names

I am 18 years old or over

Please tick ✓ yes

**Current postal
address if
different from
premises
address**

Post town

Post Code

Daytime contact telephone number

**E-mail address
(optional)**

(B) DETAILS OF OTHER APPLICANT

Name and address

Telephone number (if any)

E-mail address (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name and address Reading Borough Council Licensing Team Civic Offices Bridge Street Reading Berkshire RG1 2LU
Telephone number (if any) 01189 37 37 62
E-mail address (optional) licensing@reading.gov.uk

This application to review relates to the following licensing objective(s)

- Please tick one or more boxes ✓
- 1) the prevention of crime and disorder
 - 2) public safety
 - 3) the prevention of public nuisance
 - 4) the protection of children from harm

Please state the ground(s) for review (please read guidance note 2)

The premises licence holder has consistently breached the conditions stated on the premises licence therefore undermining the promotion of the four licensing objectives. The conditions that have been breached have put members of the public at risk; undermined the prevention of crime and disorder leading to violent incidents at the premises and placed persons under 18 years of age at risk due to their attendance at the premises.

Due to the poor management of the venue, the Licensing team have little confidence that the premises can operate without undermining the licensing objectives. **We are asking the licensing committee to take all appropriate and proportionate steps to protect the public including the suspension and/or revocation of this premises licence, if deemed appropriate, before even more serious incidents occur at the premises than have already been the case.**

If the committee were minded to let the licence carry on being in force then we would ask that they attach and amend the conditions on the premises licence to read as per the below and are asking that the committee consider a period of suspension to allow the premises to demonstrate compliance with already existing conditions which has so far failed to be demonstrated. However, given that compliance with conditions has, at best, been sporadic then it is unclear whether this would be effective.

Therefore the licensing team are seeking the imposition of the following condition on the licence if it were permitted to remain in force:

1. No persons under the age of 18 years old shall be permitted on the premises at any time during the hours of operation and hours stated on the licence for licensable activities.

We would also seek the amendment of the following conditions stated within Annex 3 of the current licence if it were permitted to remain in force:

Condition 3 (a) to read:

No event organised by an external promoter shall take place at the premises unless a written event management plan for the proposed event has been submitted to Thames Valley Police and Reading Borough Council no less than 7 days prior to the commencement of the event.

Condition 6 to read:

All cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping.

Condition 7 to read:

Recordings shall be made available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing with immediate access by a person qualified to operate the system. Any request from Thames Valley Police or Reading Borough Council for a recording to be made for evidential purposes must be carried out immediately.

Condition 8 to read:

The Premises Licence Holder shall ensure that all customers, non regular staff, promoters and performers entering the premises have their details verified by the Club Scan Device. The Club Scan device shall record the names and dates of birth of all persons entering the premises and retain the image and detail of the ID document presented. The system shall record and store the date and time of entry for each ID scanned for a period of not less than 31 days. Any request from Thames Valley Police or Reading Borough Council for information to be made available for evidential purposes must be carried out immediately.

Condition 4 on page 12 under the heading 'Protection of Children from Harm' to read:

The Premises Licence holder shall ensure that all staff employed at the premises shall undergo training prior to employment or during induction in relation to the premises' licensing policies. This shall include, but not be limited to, dealing with refusal of sales, proxy purchasing,

identifying intoxicated persons who attempt to purchase alcohol and procedures to ensure that no underage drinking takes place on the premises. Such training sessions are to be documented and refreshed every 6 months. Records of training shall be kept for a minimum of 1 year and be made available for inspection to an authorised officer of Thames Valley Police and Reading Borough Council.

Further, the committee may wish to consider conditions in relation to metal detectors or metal arches if they believe the licence should remain in force due to the concerns about knives and weapons being in the venue.

Please provide as much information as possible to support the application (please read guidance note 3)

Background:

The current conditions on the premises licence were agreed via a consent order at Reading Magistrates Court on 14th September 2014. This was following the review and revocation of the premises licence held by Bar Mango Ltd for a premises known as Club 20. Companies House states that there is currently only one director of Bar Mango Ltd and that person is named as Mr Peter David Norbury. Mr Norbury has been the sole director of the company since 14th October 2016. The premises opened as Eva's nightclub after a refurbishment in 20th December 2016 and has been trading as such since.

Licensing concerns:

The concerns that the licensing authority have are with the way the premises is being run specifically the breach of conditions and the undermining of the licensing objectives – notably the protection of children from harm and prevention of crime and disorder. The premises also traded from 31st May 2017 until 8th June 2017 without a Designated Premises Supervisor. Despite being warned that this was the case, the venue continued to trade throughout the weekend of 2nd and 3rd June 2017 thereby committing offences under Section 136 (1)(a) of the Licensing Act (carrying on licensable activities on a premises not in accordance with any authorisation) and Section 136 (1)(b) of the Licensing Act of knowingly doing so. Alcohol continued to be sold on this weekend therefore a further offence under Section 137 of the Licensing Act 2003 was committed (exposing alcohol on a premises where that sale would be unlicensed). The mandatory conditions attached to all premises licences also state that every supply of alcohol made under the premises licence must be made or authorised by a person who holds a personal licence. No person in employment at the premises over this weekend could demonstrate that a personal licence holder had authorised the sale of alcohol.

The Licensing Authority still retain the option to prosecute the relevant people for these offences.

Licensing condition breaches:

The first area of concern for the Licensing team are the breaches of conditions that have been evident ever since the premises opened as Eva's Nightclub in December 2016.

Condition 2 in relation to event management plans for events being submitted to Thames Valley Police and Reading Borough Council:

Apart from one event plan – which lacked sufficient information and was submitted after an inspection on 25th January 2017 (**attached as Appendix RF-1**) – being submitted to RBC on 27th January 2017 for an event on 4th February 2017, no event plans were submitted to RBC until 12th May 2017. It should be noted that this was acknowledged in the performance meeting attended by representatives of the night club, TVP and RBC on 9th May 2017 at Reading Police Station. On 12th May 2017, eight different event plans were received via email from a Paul Butcher who is believed to be in charge of security at the venue.

There are four points to make about these belated submissions:

Firstly, even if you assume that the venue had only traded each weekend from January to May, that is an estimated eight event plans per month that had not been submitted to Reading Borough Council.

Secondly, the event plans were inadequate and did not contain a sufficient level of detail. This was acknowledged during the performance meeting of 9th May and followed up with by a letter from PC Wheeler dated 17th May.

Thirdly, two of the event plans received on 12th May from Mr Paul Butcher were for events on 12th May (**attached as Appendix RF-4**) and 18th May – clearly in further breach of the licence condition that states such plans should be submitted 7 days prior to the commencement of said event. A further example of this was an event plan submitted on 30th May for an event on 3rd June. (**attached as Appendix RF-5**)

Lastly, there is a concern about whether the premises licence holder is aware of the content of said event plans despite his name being put at the bottom of them.

The event plan submitted on 27th January 2017 (**attached as Appendix RF-2**) stated that six members of door staff will be employed at the premises for an expected attendance of 500 people. The condition on the premises licence clearly states that 7 door staff shall be employed at the premises if numbers exceed 450. Therefore, the event plan is clearly breaching the conditions of the licence relating to the employment of door supervisors.

A further example would be the event plan that was submitted for an event on 1st June clearly titled ‘Under 18’s Event’ (**attached as Appendix RF-3**). The concern with this event plan is that it makes mention of drinks promotions and that the event is also open to people over 18. It also states that the club scan will be in operation and that production of a valid identity document is mandatory otherwise entry will be refused. Given that the documents acceptable are a photocard driving licence, passport and ‘PASS’ card and that persons under 18 are unlikely to have those identity documents, then it raises significant concerns about how ID is being checked and whether people are being permitted on the premises without being checked and are then being exposed to alcohol. This would clearly undermine the licensing objective of protecting children from harm. All of the event plans make reference to checking the pubwatch banned list folder to prevent persons banned by pubwatch from entering the venue. It is confirmed by Thames Valley Police that known banned people were let into the premises in April at least twice – which seems contrary to the event plans submitted. I would also like to point out the inconsistencies in the event plan submitted on Tuesday 25th July (event called Seleenks) which raises significant child safety issues – pertinent to the protection of children from harm objective - and the letter of concern sent to the licence holder by the Council and Police in respect of these events. (**attached as Appendix RF-3a**)

It is respectfully submitted that not only have the event plans produced to RBC been sporadic, but they have also lacked detail and have, in places, been entirely contradictory. The plans involving under 18 and mixed age events are of particular concern as they contain an alarming amount of inconsistent information. This leads one to conclude that children could be put at significant risk or harmed by the proposed events.

Condition 3a in relation to event management plans for externally promoted events being submitted to Thames Valley Police within 7 days:

It is acknowledged that Thames Valley Police have received event plans for externally promoted events. These were submitted again by Paul Butcher. However, not all events involving an external promoter have been sent to the police within the required timescales. There is also the same level of concern as mentioned above that the event plans lack detail and contain contradictory statements that undermine the licensing objectives and are likely in breach of the conditions attached to the premises licence.

Condition 4 in relation to the employment of door supervisors:

By the premises licence holder’s own risk assessment within their event plan submitted on 27th January 2017 for an event on 4th February 2017, they failed to supply adequate door staff for an event of 500 people.

Condition 7 in relation to CCTV and provision of recordings:

The Licensing Authority is aware that Thames Valley Police have, on 6th May 2017, 19th May 2017 and 28th May 2017, requested CCTV footage from the premises licence holder directly. The condition states that any request from Thames Valley Police or Reading Borough Council for a recording to be made for evidential purposes must be carried out immediately when the premises are attended or within 24 hours in any other case. To date, we are of the belief that said CCTV footage had not been provided. This is clearly a breach of the condition stated on the premises licence and is obstructive of enforcing authorities who, in this instance, are investigating criminal offences. This clearly demonstrates the poor management of the premises and their disregard of the prevention of crime and disorder licensing objective. The licensing team nor Thames Valley Police have ever received notification that the CCTV was not working and therefore it should be provided when requested. There has been no explanation forthcoming from the licence holder as to why CCTV has not been provided when requested.

Condition 8 in relation to the use of the Club Scan device:

The premises licence states that all customers, non regular staff, promoters and performers entering the premises shall have their details verified on the club scan device. There is no evidence this is being done for under 18 events being held at the premises. There is no evidence that any mixed age events involving the attendance of persons under 18 years of age are utilising the club scan device for those customers. The condition clearly states that all customers must have their details recorded on the Club Scan device. If the venue wishes to hold under 18 parties then the condition still applies. As mentioned above, given that most 16-18 year olds do not have the required ID then it is questionable how this condition is being complied with. There has been no evidence that anyone at the venue even knows how to use or access the information contained on the Club Scan system. The licensing team are aware that Thames Valley Police have requested the assistance of the licence holder in looking at such records so as to investigate alleged criminal activity. Such cooperation has not been forthcoming.

Condition 15 in relation to the management of the premises being active members of pubwatch:

This is not being complied with. Attendance at Pubwatch is sporadic and the premises has, on at least two occasions, let in persons who are banned from all premises within Reading town centre. This is a clear breach of this condition and also shows a disregard for the Pubwatch apparatus and attempts by Pubwatch and the enforcing authorities to promote the licensing objectives and reduce crime within the town.

Condition 18 in relation to the town safe radio:

This condition has not been consistently complied with as it was not operational between 3rd April 2017 and 10th April 2017. This included the date of 7th April where the premises were observed trading without an operational radio. This is not only a breach of condition but also undermines the prevention of crime and disorder licensing objective. The purpose of the town safe radio and apparatus such as Pubwatch is that venues within the town are applying an agreed, consistent approach and are able to liaise with each other to prevent known trouble makers entering venues. The casual disregard which the licence holder has for these conditions is detrimental to the town as a whole.

Condition 1 under Prevention of Public nuisance in relation to noise emanating from the premises:

This is not being complied with. Indeed, it has not been complied with over a long period of time. Music and vibration can clearly be heard from the venue and the garden each night it is open. There have been occasions when music from the venue has been heard at the end of St Mary's Butts. This is clearly an issue giving the increase in residential dwellings in the town centre and is a breach of the licence condition.

Condition 4 under Protection of Children from harm in relation to training:

Up until the date of this submission this has not been produced. This condition has never been demonstrated as being complied with. This is of particular concern given the nature of some of the events being held at the premises. The premises licence holder is seemingly targeting events at persons under the age of 18. There have also been events that have seen a mix of under 18 and over 18 customers. This is clearly high risk – particularly in light of the concerns expressed above in relation to the use or lack of use of the club scan device and the lack of detail contained within the submitted event management plans. Therefore this training is essential to promoting the protection of children from harm licensing objective. To date – and despite being informed during a licensing inspection of 25th January 2017 and a performance meeting on 9th May 2017 – the licence holder has not produced any satisfactory training records in relation to the venue’s procedures around ensuring no under age drinking takes place. If you combine this with the lack of detail within the event plans, the questionable application of the club scan device; age verification policies and the consistent lack of a DPS on site, it provides a worrying picture and underlines a lack of compliance and a disregard for promoting the licensing objectives.

Knowingly trading without a Designated Premises Supervisor:

As stated above, the DPS (as from when the premises opened as Eva’s in December 2016 up until 31st May 2017) was stated as Mr Rajbinder Sarai. Concerns were raised about the suitability of Mr Sarai as a DPS for a venue such as Eva’s as far back as 25th January 2017 during a licensing inspection. Any early event plans were served to the Council by Mr Wayne Whoriskey and none seemed to contain any input from the person who was supposed to have control over the venue. Mr Sarai had also not attended the performance meeting held with the venue on 9th May 2017 (**attached as Appendix RF-6**) as it was stated that he was a bus driver and could not attend. It was proposed by RBC and TVP at this performance meeting that the DPS be removed as he seemed to not be in any position to run the premises on a day to day basis or seemed to have any input into the running of the premises.

On 31st May 2017, correspondence was received that Mr Sarai wished to be removed as DPS and he had already informed the premises licence holder of this ‘a few months ago’ (**attached as Appendix RF-7**). This confirmed the suspicion of officers that Mr Sarai seemed to be DPS in name only and had very little to do with the actual running of the premises. The premises licence holder acknowledged that Mr Sarai was no longer the DPS and corresponded with Thames Valley Police to state he would like a Vanessa Palmer to be the DPS. There seemed to be no knowledge on how to sort the problem out. (**attached at Appendix RF-8**) No valid application was received to replace the removed Mr Sarai on the licence and despite warnings on 2nd June 2017 that they would be committing numerous offences, the licence holder proceeded to open the premises and conduct licensable activities. This was a breach of Section 136 (1) (a) and Section 136 (1)(b) of the Licensing Act 2003 and showed a flagrant disregard for the law and the licensing objectives. The licensing authority retain the option to prosecute the relevant parties for these offences.

Two invalid applications were received to try and appoint a new DPS. Both were rejected as incomplete and therefore invalid. The situation with the DPS was only resolved when the licence holder utilised the Council’s pre-application consultation service and a member of the licensing team completed the forms for them on 8th June 2017.

This continues the thread of licensing breaches and general poor management of the premises that has severely undermined the licensing objectives.

Protection of Children from Harm Licensing Objective:

As already mentioned previously in this review, one of the prime concerns that the Licensing team have is the way the venue is being run – particularly in regard to under 18 events and the events that have a mix of under 18’s and over 18’s. The specific concerns are as follows:

a) Robust and detailed event plans are not being submitted – if at all. The event plans submitted for the under 18's events state that these events are low risk. Clearly these events are not low risk. The event plans are generic and provide no real detail on the event. The event plans state that the club scan will be in operation to check ID, yet it is doubtful that 16 year olds will have any of the acceptable ID. This would require all 500 people in attendance to have the relevant 'PASS' card. The event plans on at least one occasion has not had the required amount of door supervisors.

b) There is a significant concern over mixed age events. There seems to be no apparent separation of under 18's and over 18's. Therefore there is the likelihood that 16-18 year olds are exposed to the improper sale of alcohol and/or proxy purchasing of alcohol. Given that the licence holder has never produced any suitable training records in relation to how staff could potentially deal with this scenario, this is of particular concern.

c) The event plans for under 18 events as stated in appendix 3 and 3a are contradictory; are stated as low risk and contain information within them that indicates poor management; poor understanding of child protection issues therefore leading to a clear risk to the young people who attend.

The lack of control over the venue by the premises licence holder and the consistent breach of conditions as already outlined, does not inspire particular confidence that such events are not putting 16-18 year olds at risk.

For all of the above reasons, that is why the licensing team are asking for a condition removing the right of entry to the premises to any person aged under 18 years if the licence was permitted to remain in force.

Prevention of crime and disorder licensing objective:

The licensing committee will be aware of the historic issues at 20 Hosier Street which led to the revocation of the licence for Club 20 in 2016. Upon Mr Norbury purchasing the company Bar Mango Ltd from the previous owners, the Licensing team and Thames Valley Police agreed to meet a gentleman by the name of Scott Allan who presented as a part owner of the business. It is still not clear what the relationship between Mr Allan and Mr Norbury is given as there is only one director of Bar Mango Ltd stated on Companies House. The meeting with Mr Allan took place on 20th October 2016 at the premises. We were informed at that meeting that the premises had no intention of undertaking similar style events which had led to the revocation of the previous licence. Indeed, it was stated that music would be low key – even cheesy – and that there would be sit down service to VIP tables, shisha smoking as well as food being offered on site. This would appeal to a demographic of 21-25 year olds. It is worth noting here, that there was absolutely no mention of any under 18 events or mixed age events.

On 13th March however, the vision outlined by Mr Allan at that initial meeting seemed to have been completely disregarded by the premises licence holder. Mr Norbury happened to bump into licensing colleagues from Thames Valley Police and RBC Licensing and informed them that he wished to revert back to the same style of events that Club 20 had carried out before their licence was revoked. He stated that this was because the business and the change in direction of said business was not currently making any money. He was strongly cautioned not to do this as he was already aware of the issues that had been suffered by Club 20 when he purchased the business. Mr Norbury then failed to turn up to a meeting – which he himself requested - where the concerns raised by the enforcing authorities over this change were going to be expressed. The premises licence holder has attempted no further direct dialogue with the licensing team or TVP on this matter until a performance meeting was called for by the enforcing authorities on 9th May 2017. It appears to the licensing team that the premises licence holder – despite knowing from the outset that the events they are now holding have previously undermined the prevention of crime and disorder licensing objective – that they continue to pursue these events and events targeted at under 18's without having robust policies and procedures in place to manage them. This coupled

with the continued breaches of licensing conditions and the poor management of the premises, the licensing authority is under a duty to promote the licensing objectives and prevent matters from escalating to an extent where there is serious disorder or injury to members of the public.

On 30th June 2017, the licensing team attended the premises after Thames Valley Police had executed a warrant to search for weapons that were allegedly being stored on the premises. Although no weapons were found, a quantity of drugs were seized from the premises. The licence holder claimed that they were drugs that had been seized from customers, yet there were no records produced to demonstrate this. There is a set procedure in the town centre on how to confiscate and dispose of drugs found on persons attempting to enter premises. No evidence was produced that the correct procedures had been followed – again undermining crime and disorder and showing again the extremely poor management of the premises.

Whilst in attendance at the premises, Thames Valley Police took drug swabs of various surfaces which revealed some extremely high readings:

Right hand side surface of managers office – Positive for Cocaine – reading of 4.43 (High)

Left hand side surface of managers office – Positive for cocaine – reading of 3.99 (High)

Left hand side surface of managers office – Positive for Ketamine – reading of 1.42 (Medium)

Table surface area to the right in managers office – Positive for cocaine – reading of 5.55 (High)

Black safe within managers office – Positive for cocaine – reading of 3.47 (High)

Basement area surfaces (storage area) – Positive for cocaine – reading of 5.58 (High)

In public areas, swabs picked up a reading of 2.2 for cocaine in the male toilet cubicles as well as readings between 1.07 and 1.56 for cocaine on various surfaces such as the DJ booth and the back surfaces of the first floor bar. A brief analysis of these results could conclude that the readings found in the areas that the public have access to, are reasonably consistent with what we would expect to find in other similar premises within Reading. However, that would not explain the high readings found in the non public areas. We have not been able to ascertain or establish why drug readings in areas of the premises that the public do not have access to were so high. High drug readings are a serious concern and further undermine the licensing objective of prevention of crime and disorder and public safety.

It has been brought to the Licensing team's attention that a significant issue of crime and disorder occurred at the premises on 30th July which allegedly involved knives being used within the venue; the smoking of illegal drugs and the attendance within the premises of individuals known to be banned from all other venues in town. The incident required significant police resources to deal with it. Thames Valley Police are still investigating this and will supply further information in due course.

Breaches of smoking in the workplace legislation:

It should also be noted that the premises was covered in cigarette butts and smoking paraphernalia in public and non public areas. Whilst in attendance at the premises the premises licence holder was smoking within the premises consistently. This would seem to be a breach of the relevant workplace smoking legislation. This matter has also been reported to the Council's Environmental Health team.

Summary:

The Licensing team are extremely concerned with the consistent breaches of the conditions stated on the licence which go to undermine all of the licensing objectives. The licensing objectives are prospective. There does not need to have been an incident or mass disorder for the licensing objectives to be engaged. The licensing objectives should be actively promoted by all persons within the licensing process. The way the premises is being run is putting the public at risk – particularly young people who are being targeted by the licence holder's desire to have under 18 and mixed age events. The risk assessments produced for such events; the age verification procedures used for the events and the general poor management of the premises in terms of

compliance and promotion of the licensing objectives, has led to this review. It is not acceptable for young persons to be exposed to the risks associated with a night time venue without proper controls being in place (such as proper ID checks, clear event plans and competent management). The issues such as the premises knowingly trading without a DPS; the drug readings found in public and non public areas of the premises; the serious incident of crime and disorder involving knives on 30th July 2017 and the lack of cooperation with enforcing authorities and the rest of the town centre Pubwatch community is also extremely concerning. It is incumbent on the licensing authority to act to promote the licensing objectives and protect the public before someone is seriously injured or affected by the operation of this premises as they were at the event on 30th July 2017.

It is of course a matter for the licensing committee to take whatever steps they deem appropriate and proportionate to safeguard members of the public and to actively promote the licensing objectives. All options – ranging from removal of the DPS; modifying conditions to suspension or revocation remain open to the committee to consider.

If the licensing committee were minded to permit the licence to remain in force, we would respectfully submit that a condition be added to the licence to prevent persons under the age of 18 being allowed to attend the premises. We would also submit that the conditions on the licence are amended as per page 4 of this review application. A period of suspension may also be appropriate to ensure that the premises is complying with the conditions as we cannot go on with the situation as it is now where licence conditions are continuously breached and putting the public at risk.

Therefore we believe that it is essential that all appropriate and proportionate preventative steps should be taken in order to safeguard young persons; protect the public as a whole; prevent crime and disorder and to actively promote the licensing objectives.

Appendices attached:

Appendix RF-1 dated 25th January 2017 – Licensing Inspection

Appendix RF-2 dated 27th January 2017 – Event Plan

Appendix RF-3 submitted 12th May 2017 – Event Plan – Under 18's event

Appendix RF-3a submitted 25th July 2017 – Event Plan and letter – Under 18's event

Appendix RF-4 submitted 12th May 2017 – Event Plan – Urban Night

Appendix RF-5 submitted 30th May 2017 – Event Plan – RnB Night

Appendix RF-6 dated 9th May 2017 – Performance meeting minutes

Appendix RF-7 dated 31st May 2017 – Email from former DPS

Appendix RF-8 dated 3rd June 2017 – Email from current DPS reference application procedure

Please tick ✓ yes

Have you made an application for review relating to the premises before

If yes please state the date of that application

Day		Month		Year			
┆	┆	┆	┆	┆	┆	┆	┆

If you have made representations before relating to the premises please state what they were and when you made them

N/A

Please tick ✓

yes

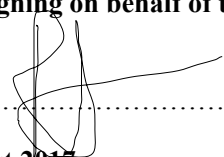
- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 3 – Signatures (please read guidance note 4)

Signature of applicant or applicant’s solicitor or other duly authorised agent (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature



Date **1st August 2017**

Capacity **Licensing Enforcement Officer**

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 6)

Licensing Team
Reading Borough Council
Civic Offices
Bridge Street

Post town
Reading

Post Code
RG1 2LU

Telephone number (if any) 01189 37 37 62

If you would prefer us to correspond with you using an e-mail address your e-mail address (optional) licensing@reading.gov.uk

Notes for Guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

PREMISES – RECORD OF INSPECTION DATED:

Licence No: LP2002002
 Name: EVA'S
 Address: 20 MOSIGA STREET, READING, RG1 7JL
 Type: Premises Licence | Club Premises Certificate

Licence Inspection
 Summary on Display: Yes No Correct Part A/Conditions held at Premises: Yes No
 Premises Licence Holder: BAR MANGO LTD DPS: LATSINDRA SARAI
 DPS as per Licence: Yes No DPS Present? Yes No
 If No, Reason: _____ Authorised Person: _____

Licensable Activities (Carried On)
 Regulated Entertainment: Plays Films Indoor Sporting Events Boxing/Wrestling Live Music Recorded Music Performance of Dance Anything Similar
 Are there any gaming machines? If so, how many? _____
 Gaming permit produced and correct? _____
 Late Night Refreshment: Yes No Sale/Supply of Alcohol: Yes No Location: On | Off Both
 Does the Licence/Certificate permit activities carried on? Yes No

Conditions of Licence/Certificate
PAGE 9. Condition 2 and 3A - WORK BEING DONE TO PROGRESS.
PAGE 11. Public Safety condition 1 is CONFUSING W RELATION TO CAPACITY.
* NEED TO SEE FIRE RISK ASSESSMENT TO CLARIFY.
PAGE 12 - PROTECTION OF CHILDREN FROM HARM (4) TRAINING COULD BE IMPROVED.

Summary of Key Points Discussed

* DECANTING OF CHAMPAGNE	* USE OF PROMOTEAS	* EVENTUAL EXTENSION OF HOURS IF CHANGED TO SEV ESTABLISHMENT.
* SEV LICENCE	* DOOR SUPERVISION NUMBERS	
* ITEMISED USAGE	* STREET LIGHTING CONDITION	
* MUSIC POLICY * PARKING SIGNAGE.	* MOST SUITABLE DPS	
	* POOR KNOWLEDGE OF LICENCE OBJECTIVES.	

Document Checklist
 Age policy operated 25. Section 57 _____ Training Records see over Authorisation List _____

Awareness of the Licensing Objectives by Licence Holder/DPS: A – Good | B – Fair | (C) Bad (Circle Appropriate)
 Inspection Outcome: Satisfactory Unsatisfactory
 Inspecting Officer(s): PC 5787 SIMON WHEELER / PETER NARANJIC (ABC)
 Signature of licensee or representative(s): _____
 Date of Inspection: 25/01/2017
 Time Started: 1100 | Time Ended: 1300

BASED ON PAPERWORK; BUT YET TO BE SEEN IN OPERATIONAL SETTING.



CONTINUATION SHEET OF ISSUES DISCUSSED:

PAGE 9 - EVENT PLANS 2) NO COMPLETED WRITTEN EVENT PLAN WAS YET AVAILABLE AND ADVICE GIVEN. 3. A) NO WRITTEN EVENT MANAGEMENT PLAN YET COMPLETED AS OUTSIDE PROMOTION TO DATE HAVE NOT BEEN USED.

PAGE 11 - PUBLIC SAFETY - 1) CAPACITY FIGURES ARE COMBINING ON THE LICENCE - ASKED FOR CONFIRMATION VIA FIRE RISK ASSESSMENT WHICH WAS NOT SHOWN TO US AT THE TIME OF THE INSPECTION; NOT AVAILABLE.

PAGE 12 - PROTECTION OF CHILDREN FROM HARM - 4) BASIC TRAINING SHOWN BUT SPECIFIC INDIVIDUAL STAFF TRAINING RECORDS NOT PROVIDED.

- EXAMPLES OF RISK ASSESSMENTS DISCUSSED.
- ABC TO PROVIDE TRAINING CONDITION TO HELP TRAINING REQUIREMENTS.
- FOLLOW UP ON FIRE RISK ASSESSMENT REQUIRED.
- A NUMBER OF CONDITIONAL EX FIR SIGNAGE WERE IN PROCESS OF BEING IMPLEMENTED.

OTHER DISCUSSION AREAS - WHO BEST TO BE DPS, MR WIKORISKEY MORE KNOWLEDGEABLE THAN THE DPS. ADVICE GIVEN DPI SHOULD PREDOMINANTLY BE ON SITE. MR NOROVAY STATED HE WAS INTERESTED IN (SEV) LICENCE; AND SHOWED POSITIVE TOWARDS MEMBERS AND OTHER CONDITION OF ENTRY SCHEMES.

INSPECTING OFFICER:

[Signature] 5787. *[Signature]*

SIGNATURE OF LICENSEE/REPRESENTATIVE: _____

DATE OF INSPECTION:

26/Jan 25/01/2017.

- DISCUSSED MUIL GENRES AND INDICATED "HOUSE" MUSIC ETC LIKELY TO BE USED; ALCOHOL PROCEDURES TO ↓ DRINK WOULD NEED IMPLEMENTATION.
- MANAGEMENT WANTED ADVICE ON DECANTING FROM BOTTLES AND WHETHER DS NUMBER WOULD BE EVENTUALLY AMENDED.

FOR OFFICIAL USE ONLY

Premises Scoring

1. Venue Type	60	2. Hours	30	3. Rateable Value	20
4. Compliance: Legislation	20	5. Compliance: Conditions	10	6. Best Practice	30
7. Complaints History	0	8. Confidence	25	Total:	195

Risk Rating: Very High High Medium Low Very Low


Please consult the scoring guidance note for more information on relevant considerations when scoring premises.

Licensing Profiles – Risk Rating Breakdown

1. Venue Type 60 - Nightclub 50 - Pub etc. (regular dance/music) 40 - Pub etc. (irregular dance/music) 30 - Off Licn & Late Night Take-away 20 - Off Licn (supermarkets) etc. 10 - Restaurants, Hotels etc. 5 - School, Village Halls etc.	2. Hours of Operation 30 - Between 2 & 5 am 20 - Between 12 & 2 am 15 - Between 11 and 12 am 10 - Between 5 & 7 am 5 - Between 7 and 11 pm 0 - Residents Only	3. Rateable Value 20 - Band D, E 15 - Band C 10 - Band B 5 - Band A
4. Compliance with Legislation 40 - Very Poor (No/very little) 30 - Poor (Few) 20 - Fair (Most) 10 - Good (Almost all) 0 - Excellent (All)	5. Compliance with Conditions 40 - Very Poor (No/very little) 30 - Poor (Few) 20 - Fair (Most) 10 - Good (Almost all) 0 - Excellent (All/No conditions)	6. Best Practice Measures 30 - No Measures 15 - 1/2 Measures 5 - Several Measures 0 - All possible Measures
7. Complaints History 40 - Persistent Complaints 30 - Regular Complaints 20 - Isolated Incidents (>2) 10 - Isolated Complaints (<2) 0 - None	8. Confidence in Operation 60 - No Confidence 40 - Low Confidence 25 - Slight Lack of Confidence 15 - Reasonable Confidence 5 - High Level of Confidence 0 - Total Confidence	

Points	Category	Description	Inspection Freq.
210 +	A	Very High Risk	Every 3 months
160 - 209	B	High Risk	Every 6 months
110 - 159	C	Medium Risk	Every 12 months
60 - 109	D	Low Risk	Every 18 months
0 - 59	E	Very Low Risk	Every 36 months

Check List

Inspection recorded on Amandus/or Flare EVU?	<input checked="" type="checkbox"/> Yes Reference:
Inspection Sheet Scanned and Indexed?	<input checked="" type="checkbox"/> Yes
Next Inspection Date Diarised?	<input checked="" type="checkbox"/> Yes Next Ins. Date: JUNE 2017
Required Actions Identified?	<input checked="" type="checkbox"/> Yes
If Yes, detail actions taken:	
R&C - TO CHASE FIRE RISK ASSESSMENT AND PROVIDE ANNUAL TRAINING CONDITION. TVI - TO CHECK RISK ASSESSMENTS WHEN PROVIDED.	
Officer Sign Off:	PC 5787 WHEELER  (Officer Name & Signature)
Sign Off Date:	26/11/2017

Eva's Nightclub Event Plan

To be submitted to Thames Valley Police no later than 7days prior to the commencement of the event.

Eva's Nightclub, 20 Hosier Street, Reading, Berkshire, RG1 7JL
Tel: 0118 9586984

Promoter	Lost Boy Events	Date of Event	Sat 4th Feb 2017
Event Type	Club Night	Event Name	Masquerade Saturdays
Contact Name	James Snowden	Opening Time	10pm
Address Line 1	██████████ Chobham Road	Closing Time	3am
Address Line 2	Sunningdale	Number of People	Up to 500ppl
Postcode	SL5 0HQ	Area	Whole Venue
Contact Email	██████████	Frequency	Weekly Saturday
Contact Number	██████████		

Drink (Detail any special offers or notes)	Food (detail any special offers or notes)
Normal Drinks Offering 2-4-1 cocktails before midnight	No food requirement

Security Plan	Entertainment
<p>Security team of 6. 2 positioned on the door(one of which searches) 2 others at static points on ground floor 1 x upstairs. 1 x roaming. Moving forward positions to be agreed with Simon Wheeler forming a number of security maps and options to be used in line with event risk.</p> <p>Current Event Risk: LOW</p>	<p>(Note: All performers will be required to be present valid ID to be scanned on entering the venue) DJ Ryan Hurley</p>

Forms of Promotion	Promoter due diligence & intelligence
<p>Social Media - Promoters & Eva's Link to flyer Link to promotional video Newsletter - Eva's email database Word of mouth Internal posters</p>	<p>Regularly hosts and runs successful events at Reading venues including: Mondays at Sakura Tuesdays & Thursdays at Lola Lo Fridays at Kinky Koala Has also promoted nights at Q Club & Matchbox Link to promotions page and galleries</p>

Agreed on Behalf of Eva's		Agreed by Promoter	
Name:	Peter Norbury / Wayne Whoriskey	Name:	James Snowden
Date:	27.01.17	Date:	27.01.17

Eva's Nightclub Event Plan

To be submitted to Thames Valley Police no later than 7days prior to the commencement of the event.

**Eva's Nightclub, 20 Hosier Street, Reading, Berkshire, RG1 7JL
Tel: 0118 9586984**

Promoter	EVAS/JOL	Date of Event	01/06/2017
Event Type	UNDER 18'S	Event Name	I AM FAMOUS
Contact Name	PETER NORBURY	Opening Time	19:30
Address Line 1	EVAS NIGHTCLUB ADDRESS AS ABOVE	Closing Time	01:00
Address Line 2		Number of People	300-400 EXP
Postcode		Area	FULL VENUE
Contact Email		Frequency	FORTNIGHTLY
Contact Number			

Drink & Food (Detail any special offers or notes)	Entertainment	Food (detail any special offers or notes)
NO DRINKS UNDER 2.50 NO PROMOTIONS ON DRINKS	LIVE DJ'S SHOKKA B, DJ 2STEP LIVE PA FROM NOT3S AND SLINKS SLINKS ON AT 23:00 20 MIN SET NOT3S ON AT 00:00 20 MIN SET THEN WIND DOWN ON MUSIC	NONE

Forms of Promotion	Promoter due diligence & intelligence
CLOSED FACEBOOOK GROUPS WORD OF MOUTH PROMO ON SITE UNDER 18'S	EVAS NIGHT CLUB WILL BE THEIR THIRD EVENT OF THIS NATURE, NOT3S AND SLINKS WE HAVE NO INTEL ON AS OF YET. NOT3S IS THE PERFORMER OF THE SONG ADDISON LEE

Agreed on Behalf of Eva's		Agreed by Promoter	
Name:	Peter Norbury / Wayne Whoriskey	Name:	N/A
Date:	10/05/17	Date:	

Staff Pre Session Briefing:

- Venue management team
- Security team
- Door Supervisors
- Bar/floor staff

Points to discuss:

- Staff roles and responsibilities
- Staff structure
- Admission price
- Guest List/Tickets sold.
- Age limit policy- Challenge 25.
- Dress Codes
- 100% Search Policy
- Music style-wind down period-
- Special needs/considerations
- Banned individuals inc Pub Watch
- Door Supervisor call signs
- Door Supervisor Deployment / Dispersal policy
- Mapping

Capacity: No more than 500 persons at any one time.

Specific intelligence relating to Reading Town Centre

- Check Pubwatch Banned from One, banned from All, list
- Any other specific intelligence available

Club Scan

- All customers inc artists/acts/inc their guests will be scanned and checked

Search Policy

- 100% Search policy in operation at all times on both female and males, entering the Venue. A female DS is present on the door for Female searches.
- All bags/ handbags and persons to be checked for drugs on entry.
- Anybody found in possession of class A drugs /offensive weapon will be refused entry, offending articles will be confiscated. Incident will be immediately called in via town safe radio.
- Anybody found in possession of class B/C drugs will have them confiscated, details recorded in the door-safe book and refused entry.
- CCTV will be in place to record all searches.

Age

- The event is available to anyone who is over the age of 18.
- Challenge 25 is the age policy operated within the venue at all times.
- Passport, UK driving licence and PASS hologram cards are the only accepted ID .
- The ID scan is in operation and a mandatory condition of entry. If valid ID is not available then the customer will be denied entry.

Attitude

- The attitude of the guest is essential. Certain questions will be asked to judge response.



Alison Bell

Head of Environment & Neighbourhood
Services
Civic Offices, Bridge Street, Reading, RG1
2LU

┌ Bar Mango Ltd
Eva's Nightclub
20 Hosier Street

Reading
RG1 7JL

Our Ref: Under 18 Events

E-mail: licensing@reading.gov.ukDate: 1st August 2017

Your contact is: Richard French, Licensing (RBC) PC Simon Wheeler (TVP)

Dear Sir/Madam

UNDER 18'S EVENTS/MIXED AGE EVENTS BEING HELD AT THE PREMISES

I write in relation to your venue holding events for persons under the age of 18.

Having received your most recent risk assessment for an event to be held on 3rd August 2017 and the contradictory nature of the information contained within the risk assessment, the Licensing team and Thames Valley Police have significant concerns relating to this event.

Whilst there is no condition on your premises licence to prohibit you from having such events, it is incumbent on you to ensure that they are run in a way that safeguards all attendees to your premises. To date, we do not believe that these events have been run in a way that prevents young people from being harmed. We would expect venues who wish to hold such events to do so in full compliance of their licence conditions. We would also expect venues to put additional safeguarding measures in place - particularly when mixed age events are being held. We would also expect responsible venues to ensure that any event plans submitted for such events are clear, robust and not contradictory.

To date, we do not believe that any of the above expectations have been fulfilled and this leads us to conclude that young persons are being put at risk from these events which undermines the protection of children from harm licensing objective.

We cannot support events of this nature mixing children below the age of 18 years with adults that are allowed at the same time to purchase alcohol within the premises. Indeed, during the performance meeting in May 2017 Thames Valley Police strongly recommended you do not hold such events and we now jointly urge you to comply with that advice.

If you choose to have such events then it will be down to the licence holder to ensure that event plans are concise, robust and not contradictory and compliance with licence conditions are significantly improved.

The Council and the police take matters of safeguarding young and vulnerable persons extremely seriously and expects licence holders to take all necessary steps to ensure people are not harmed from such events.

Yours faithfully

Richard French
Licensing Enforcement Officer (RBC)

PC Simon Wheeler
Thames Valley Police

Eva's Nightclub Event Plan

To be submitted to Thames Valley Police no later than 7days prior to the commencement of the event

Eva's Nightclub, 20 Hosier Street, Reading, Berkshire, RG1 7JL

Tel: 0118 9586984

Promoter	EVAS/JOL	Date of Event	03.08.2017
Event Type	Under 18's	Event Name	Selenks
Contact Name	PETER NORBURY	Opening Time	20:00
Address Line 1	EVAS NIGHTCLUB ADDRESS AS ABOVE	Closing Time	01:00
Address Line 2		Number of People	Expected 200
Postcode		Area	FULL VENUE
Contact Email		Frequency	Weekly
Contact Number			

Drink & Food (Detail any special offers or notes)	Entertainment	Food (detail any special offers or notes)
NO DRINKS UNDER 2.50 NO PROMOTIONS ON DRINKS	LIVE ACT/DJ	NONE

Forms of Promotion	Promoter due diligence & intelligence
Social Media	Under 18's event held at evas on previous nights. No issues. No known issues with artist

Agreed on Behalf of Eva's		Agreed by Promoter	
Name:	Peter Norbury / Wayne Whoriskey	Name:	Peter Norbury/Jol
Date:	25.07.2017	Date:	25.07.2017

Staff Pre Session Briefing:

- Venue management team
- Security team
- Door Supervisors
- Bar/floor staff

Points to discuss:

- Staff roles and responsibilities
- Staff structure
- Admission price
- Guest List/Tickets sold.
- Age limit policy- Challenge 25.
- Dress Codes
- 100% Search Policy
- Music style-wind down period-
- Special needs/considerations
- Banned individuals inc Pub Watch
- Door Supervisor call signs
- Door Supervisor Deployment / Dispersal policy
- Mapping

Capacity: No more than 500 persons at any one time.

Specific intelligence relating to Reading Town Centre

- Check Pubwatch Banned from One, banned from All, list
- Any other specific intelligence available

Club Scan

- All customers inc artists/acts/inc their guests will be scanned and checked

Search Policy

- 100% Search policy in operation at all times on both female and males, entering the Venue. A female DS is present on the door for Female searches.
- All bags/ handbags and persons to be checked for drugs on entry.
- Anybody found in possession of class A drugs /offensive weapon will be refused entry, offending articles will be confiscated. Incident will be immediately called in via town safe radio.
- Anybody found in possession of class B/C drugs will have them confiscated, details recorded in the door-safe book and refused entry.
- CCTV will be in place to record all searches.

Age

- The event is available to anyone who is over the age of 18.
- Challenge 25 is the age policy operated within the venue at all times.
- Passport, UK driving licence and PASS hologram cards are the only accepted ID .
- The ID scan is in operation and a mandatory condition of entry. If valid ID is not available then the customer will be denied entry.

Attitude

- The attitude of the guest is essential. Certain questions will be asked to judge response.
- If a prospective guest has the wrong attitude then they shall be refused entry.

Mapping - Door Supervisor Deployment - if the following minimum criteria cannot be met then the venue will operate a one in one out policy so as not to exceed capacities set out in licensing conditions.

Security Map - 375 guests or less in the venue								
Security Positions & Times	22:00	23:00	00:00	01:00	02:00	01:00	02:00	03:00
Front Door incl searching	2	2	2	2	2	2	2	2
Ground Floor	1	1	1	1	1	1	1	1
Upstairs	1	1	1	1	1	1	1	1
Garden	1	1	1	1	1	1	1	1
Roaming	0	0	0	0	0	0	0	0
Totals	5	5	5	5	5	5	5	5

Security Map - between 375 and 450 guests in the venue								
Security Positions & Times	22:00	23:00	00:00	01:00	02:00	01:00	02:00	03:00
Front Door incl searching	3	3	3	3	2	2	2	2
Ground Floor	1	1	1	1	2	2	2	2
Upstairs	1	1	1	1	1	1	1	1
Garden	1	1	1	1	1	1	1	1
Roaming	1	1	1	1	1	1	1	1
Totals	7	7	7	7	7	7	7	7

Security Map - 450 guests or more in the venue								
Security Positions & Times	22:00	23:00	00:00	01:00	02:00	01:00	02:00	03:00
Front Door incl searching	4	4	4	3	2	2	2	2
Ground Floor	1	1	1	2	2	2	2	2

Upstairs	1	1	1	1	1	1	1	1
Garden	1	1	1	1	2	2	2	2
Roaming	1	1	1	1	1	1	1	1
Totals	8	8	8	8	8	8	8	8

Event Risk Assessment

Date of Assessment: 25.08.2017

Assessed by: Kirsty Butcher

Location: Evas NightClub

Risk from high to low

20 High

0 Low

Artist	3
Crowd Audience	5
Total Attending	7
AGE OF ATTENDEES	8
Total	23/80

ASSESSMENT **LOW** RISK

Due to nature of event please see our safeguarding plan as this will be enforced.

also the security numbers will be upped to Seven sia door supervisors and one first aider on site also for any wellbeing/welfare issues. due to this being a very secure event, also no over 21's will be permitted entry either on guest list or not due to the nature of this event. Also because of the breach we encountered security plan as follow

DOORS 3 SIA TO MANAGE/MONITOR QUEUE CHECK VALID ID AND SEARCH

CLUB SCAN STEWARD POSITION MAKE SURE ALL ID'S GET SCANNED ENFORCED BY A SIA IF A REFUSAL TAKES PLACE IN CASE OF CLUB SCAN BAR

DANCE FLOOR 1 SIA KEEP EYES ON FOR ANY DISORDER

UPPER 1 SIA MAINTAIN VISUAL

GARDEN 2 SIA ONE PLACED AT BACK WHERE THERE IS A WEAK POINT FOR PEOPLE JUMPING OVER AND ONE AT THE FRONT GATE

DOORS CLOSE AT 00:00 THEN DOWN TO 2 SIA ON DOORS ONE GOES TO DANCE FLOOR ALSO TWO IS NOT REQUIRED WHEN DOORS ARE CLOSED TWO IS NEEDED

Security Call Signs

To be detailed on the shift planner and assessed continually based on risk elements. Re-deployment will occur if it is deemed necessary and proportionate to risk.

In the event of an incident requiring security presence a radio call can be made by any staff member, management or security. The member of the team making the call should state one of the phrases below and state the location clearly (e.g Ground Floor DJ, Upstairs Bar, Ground Floor cloakroom etc).

Door supervisor response and deployment based on an incident arising:

- **Code Green** - 1 member of roaming security to attend
- **Code Amber** - 1 member of roaming security plus head door to attend. Front door entries should be stopped until head door authorises recommencement. Searching security member to hold door.
- **5'5** - 1 member of roaming security, head door and closest security operative to the designated area to attend. Front door entries should be stopped until head door authorises recommencement. Searching security member to hold door.
- **10'10** call - Searching security member to 1 to remain on front door to liaise with town radio where applicable. All Operatives from floor + Internals + Head Door + 1 from front door + Searchers + Venue Manager

Other Venue Codes

- **Code Yellow** Crowd Disturbance
- **Code Red** Fire
- **Code Silver** Weapon
- **Code Black** Suspect Package
- **Code Blue** Any incident of a sexual nature
- **Mr Luther** Close venue

In the event of a major incident:

Primary Considerations

- Safety of Customers and Staff and general public
- Alerting Emergency Services
- Preservation of crime scene
- Witness statements and incident reports in venue security book

Drinks Promotions

Any drinks promotions may be withdrawn at any point in time at the manager's discretion.

Music & Atmosphere Management

- Management reserve the right to change music policy at any point in time without prior notice in order to preserve customer safety, control the atmosphere and mood of the venue.
- Music and lighting management steps will be taken within the final 30minutes of the night in order to wind down the event. Music may decrease in volume, tempo and change genres with the objective of pacifying the crowd prior to the end of the night. Once the night has finished music will be reduced to a background level

Dispersal of Crowd

A Dispersal policy is in place for the venue. High visibility fluorescent jackets are worn by Door supervisors during dispersal once the event has finished. Security will manage the safe exit of guests and dispersal from the clubs proximity, preferably towards St Mary's Butts. Eva's Nightclub operates a good neighbour policy to help prevent unnecessary disruption to neighbours and the local area. The dispersal policy seeks to minimise the potential for crime or disorder from guests leaving the venue.

PFC CROWD MANAGEMENT

Evas has noticed the problems that occur outside the chicken shop with their minimal security evas is happy to monitor the area with its security personnel in the interest of their patrons safety when on their journey home, evas will help to enforce a safer town and recognizes the shop as a hotspot for incidents.

Breakages and Spillages

- Door staff to identify who their bar supervisor/floor manager is on the night
- Radio through to floor/bar contact upon finding spillage or breakage.
- Must not leave until cleared away by venue staff

Administration

- Security incidents are to be recorded without fail in venue security book.

Toilet Checks and Fire Exits

- Toilet checks and Fire exit checks are to be completed frequently and relayed to the front door in order to record.

De-briefing

To assess and develop the management of risk and overall security within the premise a de-briefing will take place at the end of business. All operatives, and an elected member of the management team are to be present. This is to be recorded in order to develop our standards of operation.

Event Operation Safety Plan

Overview

This chapter is intended to lay out the basic safety procedures related to several specific areas of event management during the live operation of the event site.

It will pay specific attention to at risk groups (e.g. young and vulnerable persons) and specific high risk activities and areas of the site. The procedures outlined here are intended for normal operating conditions only and are subject to change under extraordinary operational conditions outlined within the major incident plan.

Evas Structure

NAME	TITLE
VANESSA PALMER	DPS
PETER NORBURY	DIRECTOR OF EVAS NIGHTCLUB LTD
PAUL BUTCHER	HOS
KIRSTY BUTCHER	POSITION ONE EVAS SECURITY
GINO	BAR MANAGER
PETER NORBURY/JOL	PROMOTOR

Youth Attendance

In relation to youth on site, a section of the event webpage will be devoted to age restrictions and identification:

Visitors are to cooperate with and obey instructions or directions given by Security or management

If you can't provide valid identification when asked, you may not be able to gain entry. Refunds are not automatically issued as you have been informed to bring identification. Any refunds are at the Management's discretion.

All young persons over the age of 18 and appearing to be under 25 must bring photo ID as a condition of entry. This Includes:

An in-date photographic driver's license or provisional license

A valid passport (not a photocopy). Out of date passports will NOT be accepted

Anybody found to be using identification that is not their own will result in both the identification and their event ticket being confiscated. This may also result in prosecution for both the owner of the identification and the individual fraudulently attempting to use it.

Please ensure you keep your identification on you at all times.

SAFEGUARDING FOR MINORS AS BELOW

1.1 T&C on entry

1.2 Strategies in place prevention of underage drinking

1.3 Lone Person

1.4 Operation home safe

1.5 Operation Chicken Shop

Eva's

Terms and Conditions on ENTRY

1. NO ID NO ENTRY MINIMUM AGE 16 (GOVERNMENT) APPROVED AS THIS IS REQUIRED FOR CLUBSCAN
2. NO UNDER 16'S WILL BE PERMITTED ENTRY
3. SEARCHING WILL BE CONDUCTED, IF YOU CHOOSE NOT TO CONSENT THEN YOU WILL NOT BE PERMITTED ENTRY
4. ANY PERSONS DEEMED TO BE UNFIT FROM EITHER DRINK OR DRUGS WILL NOT BE GRANTED ENTRY
5. PERSONS FOUND WITH DRUGS WILL BE ASKED TO LEAVE AND POLICE WILL BE CONTACTED
6. ANY UNDER 18'S THAT APPEAR TO HAVE CONSUMED ALCOHOL WILL NOT BE GRANTED ENTRY
7. NO FOOD OR DRINKS WILL BE ALLOWED INTO THE VENUE
8. ANY PERSONS WITH BAGS MUST PUT THEM IN THE CLOAKROOM AT THE FEE OF £2.00
9. ONLY 18+ WILL BE ALLOWED TO PURCHASE ALCOHOLIC DRINKS WHEN IN POSSESSION OF 18 AND OVER VERIFIED MARK
10. PERSONS THAT ARE PERMITTED ALCOHOLIC DRINKS SHALL NOT LEAVE THEM UNATTENDED OR GIVE THEM TO OTHERS WITHOUT THE 18 AND OVER VERIFIED MARK
11. NO UNDER 18'S WILL CONSUME ALCOHOL ON SITE
12. NO UNDER 18'S SHALL HAVE ALCOHOLIC DRINKS IN THEIR POSSESSION
13. ANY ABUSIVE BEHAVIOUR TO STAFF OR OTHERS IN THE VENUE WILL NOT BE TOLERATED

BY READING AND UNDERSTANDING THE ABOVE YOU AGREE TO COMPLY WITH EVAS TERMS AND CONDITIONS. YOU ALSO UNDERSTAND FAILING TO COMPLY WITH TERMS AND CONDITIONS MAY RESULT IN YOU BEING ESCORTED OFF SITE.

Strategies in place for preventions of underage drinking

1. Any persons seen drinking from any container will be asked and questioned on what the container contains a test will be performed on the liquid inside the container if required.
2. Any persons seen drinking an alcoholic substance whilst waiting for entry to the premises without valid 18 or over id will be refused entry.
3. Breathalyzers will be in operation (depending on if the unit is fully operational)
4. 18 and over must announce they are over the legal age only then will a member of security check their ID which must be uk government approved they shall receive a wristband and a stamp then they can go to the bar which they then show their wristband and stamp, only then bar staff will check id once verified they can only buy one alcoholic drink at a time to purchase another drink they must come with there pervious cup.
5. weapon drug and drink search will be carried out

1.3 Lone Person

Evas will operate a lone persons operations which will be safeguarding lone persons Eva will not let people leave alone we shall ask them to remain until picked up by a parent or guardian if under the age of 18, females over the age of 18 we be asked the same. they can wait inside the club until they are collected.

1.4 Operation home safe

Evas will stay at the gathering spots and try and disperse the crowd top of the road bearing left and right making sure they get collected or got into taxis in a safe and controlled manner.

1.5 Operation chicken shop

Evas are well aware of the problems outside the PFC chicken shop and grow concerns over its patrons safety therefore evas will be placing security personnel to monitor the area and also make sure their patrons are safe and intervene if necessary.

Last Entry

Last entry for ticket holders will be 23:30 for under 18's and 02:00 for business as usual events There will be no re-admittance of people who have left and try to re-enter, though there may be exceptional circumstances as decided by the Venue Manager. Exceptions will be logged by Control. This information will be made clear on the webpage on the door policy and on various social media sites.

Conditions of Entry

R.O.A.R (Rights of Admission Reserved) and Terms & Conditions will be clearly displayed on the website. Promoters will encourage tickets be purchased before the event on a first come first served basis.

On the event website, there will be a detailed list of prohibited items which will include alcohol, glass bottles, weapons, drugs etc with a warning that such items found on a person at the entry search will be confiscated, entry to site may be refused and action may be taken against the individual.

As part of access control, security personnel will undertake bag searches for prohibited items and if required carry out the necessary reporting procedures to the police.

Those who obviously appear to be under the influence of drugs will be refused admittance.

In the event of tickets selling out before the event date, a small amount will be held back for sales on the day to deter ticket touts, but the message that the event is sold out will be made to the public.

Communications

The main means of communication on the event will be with two-way radios. As a backup, mobile telephones can be used. A radio communications contact list will be distributed to all event staff and on-site contractors. This will detail radio channels and call signs.

A mobile telephone contact list will also be distributed. All radios will be issued with earpieces/noise cancelling head sets if required, thus minimising the possibility of public overhearing sensitive radio traffic

First Aid and Nearest Hospital

A sufficiently stocked and well maintained first aid box will be kept onsite always and its location personnel shall provide first aid cover for the duration of the installation.

All first aid incidents shall be reported to the Event Director / Safety Advisor via the radio and the relevant course of action taken. If required, the ambulance service will be called using 999.

The nearest accident and emergency hospital is The Royal Berkshire Hospital which is approximately 6 miles away. The address of the hospital is:

Royal Berkshire Hospital Craven Rd, Reading RG1 5AN

Parking

There is no parking available on site and this fact will be communicated to all patrons well in advance of the event.. It is expected that the majority of the crowd will be reading based

It is anticipated that public will leave site at staggered times as the various stages or facilities close.

Pick Up/Drop Off point

There is no pick up and drop of point outside Evas nightclub for risk of patrons, Evas will be encouraging patrons to use the taxi ranks provided by Reading Borough Council at the top of Hosier Street and not left onto the Chicken Shop where known incidents occur, makes a safe environment for emergency workers to gain access also.

Music

Eva's will have one stage on busy nights possible two with one on the balcony, Music will very largely be DJs, MCs, mixing both live and recorded music. All music, incidental and otherwise, will cease by times agreed with the council

Noise management and PA Systems

The Event Management will make every effort possible to reduce the impact of noise and nuisance on the neighbouring public as per Licensing Objective

2 "Prevention of Public Nuisance". As such they have hired the services of an Acoustic Consultant from a locally recognised provider of noise management systems.

Management will adhere to noise levels agreed by the licensing authority. In brief, they will abide by the agreed Music Noise Level (MNL)

All loudspeakers will be arranged and directed as agreed with the Licensing Authority at least 28 days prior to the event.

Noise levels from the stage will be monitored by the sound desk engineers and checked by the Noise Management Consultant. Event Management will review these levels regularly and keep a record of the levels found. The sound engineers will respond to the Venue Management's request to reduce the noise level if it is deemed necessary.

Extraordinary Operation and Major Incident Plans

Fire Arrangements

Fire Safety Policy

It is the policy of Evas Event management Ltd to ensure so far as is reasonably practicable, the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all personnel and to provide resources, information, training and supervision as is needed for these

purposes. EML also accepts its responsibilities for the health and safety of others who may be affected by its activity.

To this end the organisation will comply fully with the requirements of the requirements of the Health and Safety at Work etc. Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and all other relevant statutory provisions and recognised codes of practice. EML expects all employees and contractors working on behalf of the organisation to co-operate fully in the achievement of this policy.

Fire Safety Briefing

All staff and contractors have attended the Safety Briefing prior to all works commencing which will be conducted by the Event Safety Advisor. The Safety Briefing will include all the fire and emergency procedures.

Emergency Lighting

Emergency lighting in any enclosed structure must comply with BS 5266, and will be sited at every fire exit, and must not be impeded at any time by temporary fixtures and fittings. All emergency lighting must have a backup power source in case of an emergency where there is loss of main power.

Exit signs

All exits shall have a sign with a green “running man” or marked ‘FIRE EXIT’ in plain block lettering not less than 125mm high, over the doors. Where an exit cannot be seen from a particular point due to event installations, directional signs to the nearest exit will be placed in obvious positions along the escape route. All signage will conform to BS 5499: Part 1 Fire Safety Signs, etc.

Fire Extinguishers

Each fire exit from an enclosed building or structure will have a designated fire point, equipped with a minimum of 1 x 9ltr water gas or 1x foam extinguisher. All electrical installations, sound equipment and main electrical dimming / distribution points will have a minimum of one CO2 gas extinguisher.

Escape Routes and Fire Exits

Travel distance

As the event is in a venue the likelihood of a full site evacuation being required is minimal. Due to the small size and minimal risks inside the venue this is highly unlikely but in the event of this, The event will ensure that at all times there is exit capacity sufficient to affect a full evacuation within 3.5 minutes.

Escape routes and final exits

All evacuations will be pushed to the South where security measures will be in place to temporarily signal danger to oncoming traffic and encourage the event crowd to stay away from the highway.

Full details of evacuation procedures are detailed in the Major Incident Plan.

No Smoking Policy

In keeping with current legislation, a strict NO SMOKING policy inside enclosed structures will be maintained throughout the event. Staff or guests who fail to comply with this directive may be asked to leave the event.

A pre-appointed smoking facility for staff working within each structure shall be determined and its location will be clearly visible with signage.

Means of Escape for Disabled People

The Event Director will identify, during the pre-event induction, a reasonable number of competent staff members who will provide specific assistance to disabled people during any evacuation or emergency procedure (should there be any disabled persons identified prior to the event).

Disabled people should in the first instance be moved to a position of comparative safety within a safe refuge (e.g. protected location) and thereafter moved to final assembly points.

Fire, Emergency and Medical Procedures

Fire Procedure

On discovering a fire, all personnel should take the following action:

- Raise the alarm via radio to event control

- Evacuate from immediate danger

- Only tackle fire if trained and if safe to do so

- Do NOT take any risks

- Do NOT delay to collect personal items

Do not return to the area unless instructed to do so by the emergency services

- Assemble at Assembly Point located to the west of the site.

EVENT CONTROL – FIRE

Upon hearing the fire alarm, the Event Safety Advisor shall inform the EML team of the need to convene due to the discovery of a fire. Condition Amber will be declared in line with the Major Incident Plan

Emergency Procedure

INVESTIGATION

In the event of an emergency within the site, the following action will be taken:

A message, spoken in clear English to prevent the possibility of confusion will be relayed over the radio network:

FIRE, FIRE, FIRE IN THE MARQUEE AT 'location of incident'

On hearing this alert the Head of Security, and Event Director will meet and convene the EML and dispatch staff to the affected area to report back. Condition Amber will be initiated and all staff will prepare for evacuation in line with the Major Incident Plan.

EVENT CONTROL - INVESTIGATION

During the investigation stage, Event Director, shall liaise with Event Control and inform them of an incident with the potential to require evacuation of the site.

EVACUATION

The EMT will have sufficient time to assess the situation and decide on whether an evacuation is necessary. If deemed necessary, condition RED will be declared and the venue management will make the call over the radio network to evacuate. This will be in the form of the following coded message:

'CODE RED, I REPEAT CODE RED. PREPARE FOR EVACUATION'

On hearing this message, fire marshals shall sound the alarm and initiate an evacuation. The following message will be relayed over the PA system / loud hailer:

'LADIES AND GENTLEMAN IT HAS BECOME NECESSARY TO EVACUATE THE

AREA, PLEASE MAKE YOUR WAY TO THE NEAREST AVAILABLE EXIT' THE FOLLOWING EXCEPTIONS APPLY:

1. IF THE DECISION TO EVACUATE HAS NOT BEEN MADE WITHIN 10 MINUTES OF THE INITIAL RADIO CALL, EVACUATION WILL BE ACTIONED BY THE EVENT DIRECTOR.
2. IF THE SITUATION IS AN OBVIOUS FIRE, AN EVACUATION WILL BE CALLED.
3. IF THERE IS NO POWER, LOUD HAILERS WILL BE USED, SECURITY WILL STILL TAKE LOUDHAILERS OUT OF THE SITE TO HELP STAFF AND GUESTS AT THE MUSTER POINT.

The nominated MANAGEMENT will do a final sweep of the site to ensure all back of house and toilets are clear of public and staff. All other staff will assist in moving guests to the muster point.

The fire plan (attached) will show the muster point and all will be aware of these areas at an event briefing to all staff. Production staff will ensure all electrical systems are isolated.

EVENT CONTROL – EVACUATION

If it becomes necessary to evacuate the site, the Event Safety Advisor shall inform Event Control of the need to evacuate due to the discovery of a fire. The evacuation procedures will be followed and await further instruction from the emergency services, event control.

IF NO EVACUATION IS ACTIONED

If an evacuation is not necessary, the following radio message will be relayed over the radio network:
'CODE GREEN. STAND DOWN. CODE GREEN'

EVENT MANAGEMENT – FALSE ALARM

The Event Safety Advisor will inform the Event Control of the false alarm.

Medical Procedure

In the event of a medical incident within the site, the code word 'White' will be used, the message will be broadcast to all radio users as the code word and the location of incident.

The medical supervisor shall be contacted via event control if medical assistance is required.

Full and detailed medical plans are available in a separate document.

Major Incident Plan

Definitions

Emergency -The Civil Contingencies Act 2004 defines an emergency as:

- an event or situation which threatens serious damage to human welfare, including loss of human life, human illness or injury, homelessness, damage to property, disruption of the supply of money, food, water, energy or fuel, disruption of a system of communication, disruption of facilities for transport and disruption of services relating to health
- an event or situation which threatens serious damage to the environment, including contamination of land, water or air with biological, chemical or radioactive matter and disruption or destruction of plant life or animal life
- war, or terrorism, which threatens serious damage to the security of the United Kingdom

Incident - An incident is a circumstance in which the Event Organisers and / or emergency services must intervene to preserve public safety and protect them from a harmful situation. This could be a medical situation, a fire, public disorder or similar.

Major incident - Any emergency that requires the implementation of special arrangements by one, or all the organisations represented in, It will in general include the involvement, either directly or indirectly, of large numbers of people.

Suspect Package Guidelines

In case of the identification of any suspicious package all staff will be advised to alert Event Control of its location. The staff member should then remain with the item. They should UNDER NO CIRCUMSTANCES TOUCH OR MOVE THE ITEM.

Upon receiving the call Event Control will declare an Amber alert and position staff to quickly and efficiently put in place a cordon around the item. The scope of this cordon should be established in line with the following:

- ii Suitcase, or small vehicle borne device – 200m
- iii Large Vehicle borne device (Transit type van) – 400m

Once the cordon has been established a 999 call will be placed detailing the particulars of the suspect package and staff despatched to the RVP to receive external assistance.

Transfer of Command

Should a major incident be declared by the ELT or the site alert state has reached CONDITION RED and there is no indication of an improving situation (see below), the EMT, if requested to do so by Police, Fire or Ambulance services, will hand over control of the event. Event Control will log this take over and a transfer of command form will be signed by both parties. Transfer of Command forms will be held on site by the Event Safety Advisor

Incident Response and Operation

Should a situation develop into an emergency or major incident, the response will be co-ordinated by the EMT and other services including fire and ambulance and police as necessary. In the event of transfer of command the emergency service taking lead will depend on the nature of the incident. For example, in the event of a fire, this would likely be the Fire Brigade.

EVACUATION

An evacuation can only be called by the HOS OR EVAS MANAGEMENT TEAM AS IN STRUCTURE, Evacuations may be partial, i.e. a particular area within the event site, of full, i.e. the whole of the Event area. An evacuation is a last resort as it can often cause confusion, crowd surges or violent behaviour amongst the public.

Should a major incident occur then control of the site may be handed to local police, if requested to do so, led by the most senior police officer in attendance. This decision will be taken in consultation with the EMT and will only be actioned when all parties in attendance agree that there is significant danger to life if primacy is not relinquished to a third party. Otherwise the responsibility for the site remains with the EMT Where external emergency services are needed, and must take primacy and are able to assume control of the site, then the on-site security team will come under the direction of the emergency services, as directed by the EMT

Partial Evacuation

In the event of a decision to evacuate a part of the event site, stewards and staff with loud hailers will make the announcement to the public to move towards the closest appropriate exit from the incident site. They will form cordon lines to move people along.

Full Evacuation

In the event of the need to evacuate the whole of the event site, an announcement shall be made on the PA system asking the public to move quickly towards the nearest exit from the site heading south.

SECURITY and staff will reinforce this message and will form cordon lines to assist in moving people along.

Security staff will be dispatched to surrounding highways to signal to traffic of the impending crowd movement.

Once the EMT have advised Control that a full evacuation is necessary further instructions will be given as follows:

- Decide on appropriate evacuation routes from pre-agreed options
- Place all radios and operators under the direction of the EMT
- Advise site medical staff
- Set-up information point to advise the public in the muster point
- Direct any enquiries for casualty information to Medical Control
- Direct any press or media to Event Management
- Arrange for emergency lighting (as required)

- Any staff not in the immediate danger will be instructed to remain within their operating area
- No vehicle movement, other than emergency services, will be permitted.
- Once the site has been evacuated, all entrance and exit points will be staffed by security.

Emergency Vehicles

Some incidents may require emergency response vehicles to enter the site. Any emergency services should be called via the ELT and their vehicles directed to the designated RVP.

Evas have fully trained staff personnel to a very high standard with operation CREST from cheshire police and full knowledge of operation griffin, trained in restraint techniques and handcuffed trained.

FORM CREATED BY P.B

Eva's Nightclub Event Plan

APPENDIX RF-4

To be submitted to Thames Valley Police no later than 7 days prior to the commencement of the event

Eva's Nightclub, 20 Hosier Street, Reading, Berkshire, RG1 7JL

Tel: 0118 9586984

Promoter	EVAS	Date of Event	12/05/2017
Event Type	URBAN NIGHT	Event Name	Y.O.L.O
Contact Name	PETER NORBURY	Opening Time	22:00
Address Line 1	EVAS NIGHTCLUB ADDRESS AS ABOVE	Closing Time	03:00 venue clear 03:30
Address Line 2		Number of People	200-300 EXP
Postcode		Area	DOWN STAIRS/FULL VENUE DEPENDING ON NUMBERS
Contact Email		Frequency	WEEKLY
Contact Number			

Drink & Food (Detail any special offers or notes)	Entertainment	Food (detail any special offers or notes)
NO DRINKS UNDER 2.50 NO PROMOTIONS ON DRINKS	LIVE DJ NO KNOWN ACTS	NONE

Forms of Promotion	Promoter due diligence & intelligence
FACEBOOK WORD OF MOUTH WEEKLY EVENT	EVENTS OF THIS NATURE HAVE BEEN RUNNING FOR TWO MONTHS

Agreed on Behalf of Eva's		Agreed by Promoter	
Name:	Peter Norbury / Wayne Whoriskey	Name:	N/A
Date:	11/05/17	Date:	

Staff Pre Session Briefing:

- Venue management team
- Security team
- Door Supervisors
- Bar/floor staff

Points to discuss:

- Staff roles and responsibilities
- Staff structure
- Admission price
- Guest List/Tickets sold.
- Age limit policy- Challenge 25.
- Dress Codes
- 100% Search Policy
- Music style-wind down period-
- Special needs/considerations
- Banned individuals inc Pub Watch
- Door Supervisor call signs
- Door Supervisor Deployment / Dispersal policy
- Mapping

Capacity: No more than 500 persons at any one time.

Specific intelligence relating to Reading Town Centre

- Check Pubwatch Banned from One, banned from All, list
- Any other specific intelligence available

Club Scan

- All customers inc artists/acts/inc their guests will be scanned and checked

Search Policy

- 100% Search policy in operation at all times on both female and males, entering the Venue. A female DS is present on the door for Female searches.
- All bags/ handbags and persons to be checked for drugs on entry.
- Anybody found in possession of class A drugs /offensive weapon will be refused entry, offending articles will be confiscated. Incident will be immediately called in via town safe radio.
- Anybody found in possession of class B/C drugs will have them confiscated, details recorded in the door-safe book and refused entry.
- CCTV will be in place to record all searches.

Age

- The event is available to anyone who is over the age of 18.
- Challenge 25 is the age policy operated within the venue at all times.
- Passport, UK driving licence and PASS hologram cards are the only accepted ID .
- The ID scan is in operation and a mandatory condition of entry. If valid ID is not available then the customer will be denied entry.

Attitude

Eva's Nightclub Event Plan

APPENDIX RF-5

To be submitted to Thames Valley Police no later than 7 days prior to the commencement of the event

Eva's Nightclub, 20 Hosier Street, Reading, Berkshire, RG1 7JL

Tel: 0118 9586984

Promoter	THE BIZZNESS ENT	Date of Event	03/06/17
Event Type	RNB	Event Name	SLICK & SEXY (Summer Fling)
Contact Name	DEMI OJOI Ibrahim Kalokoh	Opening Time	22:00
Address Line 1	██████████	Closing Time	03:00 venue clear 03:30
Address Line 2		Number of People	300-450 EXP
Postcode	BH9 1LJ	Area	FULL VENUE
Contact Email		Frequency	WEEKLY
Contact Number	██████████		

Drink & Food (Detail any special offers or notes)	Entertainment	Food (detail any special offers or notes)
NONE	RESIDENT DJ PLATINUM DJ HOTSTEPPA	NONE

Forms of Promotion	Promoter due diligence & intelligence
SOCIAL MEDIA FACEBOOK WORD OF MOUTH WEEKLY EVENT	WEEKLY EVENTS IN SATURDAY WITH AVERAGE AGE OF 27.8 WITH A 65/35 FEMALE MALE SPLIT REGULAR NIGHTS AT HALO BOURNEMOUTH, SOUTHAMPTON BOAT PARTYS, CAMEO BOURNEMOUTH Ibrahim Has had two previous events with no issues

Agreed on Behalf of Eva's	Agreed by Promoter
----------------------------------	---------------------------

Name:	Peter Norbury / Wayne Whoriskey	Name:	Demi Ojoi
Date:	12/05/17 12/05/17	Date:	

Staff Pre Session Briefing:

- Venue management team
- Security team
- Door Supervisors
- Bar/floor staff

Points to discuss:

- Staff roles and responsibilities
- Staff structure
- Admission price
- Guest List/Tickets sold.
- Age limit policy- Challenge 25.
- Dress Codes
- 100% Search Policy
- Music style-wind down period-
- Special needs/considerations
- Banned individuals inc Pub Watch
- Door Supervisor call signs
- Door Supervisor Deployment / Dispersal policy
- Mapping

Capacity: No more than 500 persons at any one time.

Specific intelligence relating to Reading Town Centre

- Check Pubwatch Banned from One, banned from All, list
- Any other specific intelligence available

Club Scan

- All customers inc artists/acts/inc their guests will be scanned and checked

Search Policy

- 100% Search policy in operation at all times on both female and males, entering the Venue. A female DS is present on the door for Female searches.
- All bags/ handbags and persons to be checked for drugs on entry.
- Anybody found in possession of class A drugs /offensive weapon will be refused entry, offending articles will be confiscated. Incident will be immediately called in via town safe radio.
- Anybody found in possession of class B/C drugs will have them confiscated, details recorded in the door-safe book and refused entry.
- CCTV will be in place to record all searches.

Age

- The event is available to anyone who is over the age of 18.
- Challenge 25 is the age policy operated within the venue at all times.
- Passport, UK driving licence and PASS hologram cards are the only accepted ID .
- The ID scan is in operation and a mandatory condition of entry. If valid ID is not available then the customer will be denied entry.

Attitude

- The attitude of the guest is essential. Certain questions will be asked to judge response.
- If a prospective guest has the wrong attitude then they shall be refused entry.

Performance meeting notes 9th May 2017

Start time 1424 hours

End time 1630 hours

Attendees:-

Clyde Masson (RBC), Simon Wheeler (TVP), Peter Norbury (EVAS director), Vicky Winyard (Part owner), Paul Butcher (Security Manager)

SW – Asked why the Designated Premises Supervisor Rajbinder Sarai was not in attendance at the meeting?

PN – Stated that he was a bus driver during the day and that in any case they were looking to put in a new DPS in place who currently managed the bar.

SW – Stated there were concerns with the DPS knowledge in terms of being a Night club manager and asked how often he actually attended the venue to oversee how it was being run?

PN – Stated that the DPS had licensing knowledge and currently ran a small Pub in West London; the Victoria or the Woolpack, and that he visited EVAS two weekends per month. PN further stated that he and VW were waiting to get their personal licences and to date had completed a level 2 qualification.

SW – Stated that the meeting was an official performance meeting to discuss potential failings within the business and to gain clarity on some situations and concerns that had arisen over time and included an incident the previous weekend which required a large Police attendance. SW reiterated that this was a meeting to discuss the facts around certain situations to determine whether or not actions could be identified to rectify the situations or whether conditions may be required to be put forward or any other action such as a review may have to be considered.

SW – Stated that an inspection was carried out at the premises on 25/01/2017 during which the fire risk assessment was not provided. It was stated that there is a legal requirement for the fire risk assessment to have been carried out and available for inspection and that this should set out safe capacity numbers. Attendees were asked if this had been brought to the meeting and could be viewed?

PN and VW – Stated that as far as they were aware they had this in place but needed to find it and would send it across to be viewed.

SW – Stated that also during the inspection condition 4 under the prevention of children from harm relating to training for staff to ensure underage drinking does not occur on the premises and training records relating to that were not available. SW asked if these were now in place and were signed training records now available?

VW – Stated that had now been done and although they had not been brought to the meeting they would be provided to be seen.

SW – Asked if Wayne Whoriskey was still involved in the business?

PN – Stated that Wayne was still involved as a consultant but due to the birth of a child any intervention by Wayne is undertaken remotely over the phone.

SW – Moved on to discussing Event Plans and the attention of meeting participants was drawn to the conditions 2 and 3a on page 9 of the licence agreed via consent order on 14th September 2016.

SW stated that the condition states that written event plans where licensable activity predominantly involves performance of recorded or live music with dancing must be provided to Thames Valley Police and Reading Borough Council at least 7 days prior to the commencement of the event plan.

The attendees were shown event plans from the 27/01/2017, 21/04/2017 and 02/05/2017. SW discussed how the first plan was amended by Wayne Whoriskey to provide more detail and that when the next event plan was received 3 months later it was poorly written and had insufficient detail and in effect didn't follow the format of the event plan which was better presented by Wayne Whoriskey. It was also detailed that evidence had been found on social media that the venue had changed its promotions and events a number of times between January and April and begged the question why other event plans hadn't been submitted in line with their venue conditions? SW questioned why even having issued a Closure notice to the premises on 11th April 2017 for failing to provide event plans that since that day none had been received by Thames Valley police or Reading Borough Council until the most recent in May.

Finally SW discussed the received plans which were received at the Police station on May 2nd for events on 5th and 6th May 2017. SW stated again they were insufficiently written, again copies had not been supplied to the Council and in this situation they were also received with less than the 7 day requirement.

PN and VW – stated that they had brought the event plans to Reading Police Station prior to this date and after the closure notice had been issued and were adamant they gained stamps for them. They stated that the Police must have lost them at the time and that the late provision occurred because further copies had to be supplied.

SW – Then asked for clarification on the under 18 events that were being run and asked how they worked? And what measures were put into place?

PB – Stated that they took full account of safeguarding processes and described a three stage verification policy.

1. All attendees show valid ID and over 18's only receive a stamp and wrist band.
2. Only one drink is sold per time to over 18's who have to show the stamp, band and ID again at the point of each individual sale.
3. The glass has to be returned before another drink can be purchased and if any over 18 is seen leaving a drink unattended they are asked to leave.

It was confirmed that all events of this nature conclude by 0100 hours and attendees must be between the ages of 16+ and 18 only. Each patron is wanded using a

security metal detector and all pockets are turned out during the search process prior to them being scanned using the ID scanner.

PB assured that only Pass ID, provisional driving licences and UK passports or birth certificates were accepted as proof of ID.

PB stated that safeguarding measures are put into place at the end of the evening and parents can come to collect children.

In relation to the Birthday party hire of the venue it was confirmed that it was a private invite party only and the same wrist band system and checks were used throughout the event.

PN – Stated that we should look at the online reviews for their under 18 events.

PB – Stated that they employ 8 Door security for these events and two female security operatives.

SW – Referenced an incident relating to URN 20/04/2017 in relation to an intoxicated 17 year old and asked for the venue perspective on this incident?

PB – The female was refused entry as she arrived intoxicated and staff remained with her until friends collected her. PB stated that their duty of care was complied with.

He also stated that the venue wish to implement the usage of a breathalyser and reminded SW that this had been asked for previously as he had been told the Police have some to be borrowed.

SW – Stated he had asked the Licensing Officer Mike King to arrange this and would chase that up.

PN – Added in relation to under 18 events that they would never go over 400 persons in order that the consumption of alcohol could be monitored.

SW – Moved on and asked how the venue saw their current promotions and usage of “urban” style promoted events which historically over a number of years have led to unfortunate incidents of crime and disorder on a regular basis?

PN – Since our new promotions we have not had any issues from a security point of view, and unless the Police can say differently generally we have very few issues. PN also stated that ID scan statistics show that the venue attracts a far higher percentage of women to men ratio.

SW – Discussed the management of the front area of the premises and stated crowd and queuing management could be tidied up and issued a concern that door supervisors were difficult to identify via the Council cameras, suggesting a barrier queuing area along the pavement of Hosier Street and hi vis jackets for security staff outside of the venue.

PB and PN – Asked the opinion of CM as to the potential for closing a portion of the road to prevent traffic infringements and or the potential for a Private hire pick up point.

SW – Recommended that a feasibility discussion for a black cab rank to be placed in Hosier street may allow for the greater organisation of the area, naturally keep the street clear and also provide a legal and reputable means for members of the public to get home.

SW – Asked two questions; firstly what is happening at the venue to ensure that Pubwatch bans are adhered to as social media had shown that on a number of occasions banned individuals had been identified inside the club? Secondly can you tell me the circumstances from your venue perspective of what took place this past weekend with [REDACTED] (person banned)?

PN and VW addressed the Pubwatch bans by stating that they had not had the full and up to date Pubwatch banning folder, or at the very least they couldn't find it and because of that they had not known. They stated that once they had the full folder and knew the banned individuals this led to the incident with [REDACTED] as he was told he could no longer come in.

PB – The night was going smoothly this weekend but just to take a step back this started a week before when [REDACTED] turned up and we told him that he was on Pubwatch so couldn't gain entry. He had said at the time that he would barge into the club whenever he wanted but on that occasion did leave.

Then this Friday at about 0050 hours [REDACTED] turned up with his brother [REDACTED]. We told him "not tonight as you are here to cause trouble". He was with a larger group of males who were stood at the top of the ramp nearby. We told him if he didn't leave we would call the Police, which we had to do.

PB stated that when Police arrived [REDACTED] walked slowly off up the ramp and they asked the Police to stay around to provide a presence as [REDACTED] was with the group.

PB stated that the Police left a while later as they had to go to another job and [REDACTED] was left stood at the top of the ramp behind a car.

Once the Police had left the street [REDACTED] walked straight up to the front of the club again but as before was told to go away. PB said that [REDACTED] said "I will roll into another club". And gave the impression he intended to force his way into somewhere else.

PB stated that at approximately 0200 hours [REDACTED] again returned and was again told "No". However on this occasion he and the group he was with walked away towards Pavlovs dog but then jumped into Pavlovs dog bin shed and hopped into the garden area at EVAS.

PB said again Police were informed and a decision was made with Inspector Crowther that because of the number of persons in [REDACTED] group inside the club that the safest way to resolve the situation would be not for security staff to challenge them but instead for the club to be shut and for everyone to naturally disperse.

PN decided to terminate the event and [REDACTED] then before Officers entered jumped the rear fence and ran away. They also stated that [REDACTED] two older brothers had also turned up to negotiate him to leave the venue.

PB stated that during dispersal 9 door supervisors followed the crowd and remained in the area of Perfect fried chicken to prevent issues. PB noted that PFC is a problematic area and stated that his staff had witnesses on other occasions stand by and watch people becoming assaulted – never intervening.

PN – Indicated that the issues [REDACTED] was causing at his premises may be due to the fact his father is planning to re-open Bridges in Caversham and he wants his customers.

SW – Stated that as the venue management had concerns over the re-attendance of [REDACTED] TVP would look to provide an element of Police presence at the venue this weekend.

PN – Then made the following comments, stating he would be willing to allow any Officer into his premises at any time or into his CCTV room to observe customers if Police thought anything untoward was taking place inside the Club. He said that on Thursday nights they get groups of youngsters hanging around outside and they could do with some support to manage that.

SW – reiterated that Police only have finite resources and presence on a Thursday is not realistic, however the venue must plan for such eventualities themselves.

PN – Then brought the conversation back to [REDACTED] and his concern that he believed Police were targeting him because of “people” that were attending his venue. PN stated that if Police wanted certain people not to enter the venue then they should give him the names and tell him whom not to let in.

SW – Stated that it was not that simple, the Police cannot just provide lists of people that they wouldn't wish to enter premises. Any individual must be banned correctly through a Pubwatch system for which the Police cannot be involved in that process and it was pointed out that the venue has it's own right of admission refusal and they must make those decisions. However SW stated that TVP would support a venue and should support staff to prevent persons entering or causing issues at a premises when they are following banning protocols or preventing the entry of persons they suspect have either been involved in causing issues before or may do in the future.

PN – stated “I think the Police are scared; I want to bar people. I'm here to make money, fuck my customers if getting rid of the trouble helps me”.

PN also made comments that he felt the Police were late in bringing up these concerns and that in his opinion it was like giving him enough rope to hang himself and they just wanted him to shut.

PB – reacting to PN asked him to calm down and said that they would go away and start to make the changes that were required and discussed in the meeting.

SW – Stated that a letter would be written to the premises summarising the main discussion points and any required actions deemed necessary.

SW – Summarised discussion and outcomes:-

1. Recommendation to remove DPS – PN and VW said in process of changing.
2. Fire risk assessment – VW and PN promised to send to TVP and RBC.
3. Training in relation to protection of Children from harm condition 4 – VW stated completed and will send across for TVP/RBC viewing.
4. Event plans – PB stated will provide event plans with greater information and clarity.
5. Under 18 events – full event plans to be provided, RBC and TVP provided concerns over mixed events where alcohol sold and under 18 persons are also allowed entry.
6. Breathalyser – venue wanted to use this and request TVP provision asap if this can be provided or they will purchase themselves.
7. URN on 17/04 and 20/04 discussed and it was determined premises was not to blame for these incidents and acted to ensure vulnerability was catered for.
8. Management of venue external queuing area discussed, TVP recommend looking at queue management barrier options. RBC to look into Taxi rank options in Hosier Street.
9. Incident involving the closure of the premises discussed and conclusion on this occasion that this was correct action and was brought about because the venue were now enforcing Pubwatch bans. PN and PB confirmed Pubwatch folder was now up to date.
10. PN concerns over Police response and lack of interaction with problematic persons was noted by TVP.
11. TVP still had concerns over continued usage of Urban promoted events solely based on historical incidents of Crime and Disorder and restated the risk was the venues to take.

Meeting ends.

French, Richard

From: Wheeler Simon <Simon.Wheeler@thamesvalley.pnn.police.uk>
Sent: 02 June 2017 08:54
To: King Mike; French, Richard; Narancic, Peter
Subject: FW: Eva's

Importance: High

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

FYI from the DPS

Simon Wheeler Police Constable 5787
 Reading Licensing Dept | Reading LPA | Thames Valley Police

Switchboard (non emergency): ☎ 101
 Mobile: [REDACTED]
 ✉ Castle Street, Reading, Berkshire, RG1 7TH

From: Raj Sarai [REDACTED]
Sent: 31 May 2017 14:59
To: Wheeler Simon <Simon.Wheeler@thamesvalley.pnn.police.uk>
Subject: Eva's

I received a letter stating about the CCTV for Eva's night club. I have spoken with peter an was told that it has been dealt with. I have told Peter i would like my licence to be removed, a few months ago, he said its in the process. Could you please let me know if a request has been put forward to yourselves. If hasn't i would like to be removed.
 Please don't hesitate to contact me

Raj.
 [REDACTED]

This email has been scanned by the Symantec Email Security.cloud service.
 For more information please visit <http://www.symanteccloud.com>

Thames Valley Police Currently use the Microsoft Office 2007 suite of applications. Please be aware of this if you intend to include an attachment with your email. This communication contains information which is confidential and may also be privileged. Any views or opinions expressed are those of the originator and not necessarily those of Thames Valley Police. It is for the exclusive use of the addressee(s). If you are not the intended recipient(s) please note that any form of distribution, copying or use of this communication or the information in it is strictly prohibited and may be unlawful. If you have received this communication in error please forward a copy to: informationsecurity@thamesvalley.pnn.police.uk and to the sender. Please then delete the e-mail and destroy any copies of it. Thank you.

French, Richard

From: vanessa palmer [REDACTED] >
Sent: 03 June 2017 20:09
To: Licensing
Subject: *fwd to rs by li*
Attachments: DPS_Consent_Form.doc

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Hi

I have currently been advised my Licence is with you and to complete the attached form and send over to become the DPS to Evas Night Reading. Please advise what are the next steps I need to do to put in to place.

Thank you

Vanessa

Vanessa Palmer |
[REDACTED]

Click [here](#) to report this email as spam.

Eva's Nightclub Event Plan

To be submitted to Thames Valley Police no later than 7days prior to the commencement of the event.

Eva's Nightclub, 20 Hosier Street, Reading, Berkshire, RG1 7JL
Tel: 0118 9586984

Promoter	Lost Boy Events	Date of Event	Sat 4th Feb 2017
Event Type	Club Night	Event Name	Masquerade Saturdays
Contact Name	James Snowden	Opening Time	10pm
Address Line 1	██████████ Chobham Road	Closing Time	3am
Address Line 2	Sunningdale	Number of People	Up to 500ppl
Postcode	SL5 0HQ	Area	Whole Venue
Contact Email	██████████	Frequency	Weekly Saturday
Contact Number	██████████		

Drink (Detail any special offers or notes)	Food (detail any special offers or notes)
Normal Drinks Offering 2-4-1 cocktails before midnight	No food requirement

Security Plan	Entertainment
Security team of 6. 2 positioned on the door(one of which searches) 2 others at static points on ground floor 1 x upstairs. 1 x roaming. Moving forward positions to be agreed with Simon Wheeler forming a number of security maps and options to be used in line with event risk. Current Event Risk: LOW	(Note: All performers will be required to be present valid ID to be scanned on entering the venue) DJ Ryan Hurley

Forms of Promotion	Promoter due diligence & intelligence
Social Media - Promoters & Eva's Link to flyer Link to promotional video Newsletter - Eva's email database Word of mouth Internal posters	Regularly hosts and runs successful events at Reading venues including: Mondays at Sakura Tuesdays & Thursdays at Lola Lo Fridays at Kinky Koala Has also promoted nights at Q Club & Matchbox Link to promotions page and galleries

Agreed on Behalf of Eva's		Agreed by Promoter	
Name:	Peter Norbury / Wayne Whoriskey	Name:	James Snowden
Date:	27.01.17	Date:	27.01.17

Eva's Nightclub Event Plan

To be submitted to Thames Valley Police no later than 7days prior to the commencement of the event.

Eva's Nightclub, 20 Hosier Street, Reading, Berkshire, RG1 7JL
Tel: 0118 9586984

Promoter	EVAS/JOL	Date of Event	01/06/2017
Event Type	UNDER 18'S	Event Name	I AM FAMOUS
Contact Name	PETER NORBURY	Opening Time	19:30
Address Line 1	EVAS NIGHTCLUB ADDRESS AS ABOVE	Closing Time	01:00
Address Line 2		Number of People	300-400 EXP
Postcode		Area	FULL VENUE
Contact Email		Frequency	FORTNIGHTLY
Contact Number			

Drink & Food (Detail any special offers or notes)	Entertainment	Food (detail any special offers or notes)
NO DRINKS UNDER 2.50 NO PROMOTIONS ON DRINKS	LIVE DJ'S SHOKKA B, DJ 2STEP LIVE PA FROM NOT3S AND SLINKS SLINKS ON AT 23:00 20 MIN SET NOT3S ON AT 00:00 20 MIN SET THEN WIND DOWN ON MUSIC	NONE

Forms of Promotion	Promoter due diligence & intelligence
CLOSED FACEBOOOK GROUPS WORD OF MOUTH PROMO ON SITE UNDER 18'S	EVAS NIGHT CLUB WILL BE THEIR THIRD EVENT OF THIS NATURE, NOT3S AND SLINKS WE HAVE NO INTEL ON AS OF YET. NOT3S IS THE PERFORMER OF THE SONG ADDISON LEE

Agreed on Behalf of Eva's		Agreed by Promoter	
Name:	Peter Norbury / Wayne Whoriskey	Name:	N/A
Date:	10/05/17	Date:	

Staff Pre Session Briefing:

- Venue management team
- Security team
- Door Supervisors
- Bar/floor staff

Points to discuss:

- Staff roles and responsibilities
- Staff structure
- Admission price
- Guest List/Tickets sold.
- Age limit policy- Challenge 25.
- Dress Codes
- 100% Search Policy
- Music style-wind down period-
- Special needs/considerations
- Banned individuals inc Pub Watch
- Door Supervisor call signs
- Door Supervisor Deployment / Dispersal policy
- Mapping

Capacity: No more than 500 persons at any one time.

Specific intelligence relating to Reading Town Centre

- Check Pubwatch Banned from One, banned from All, list
- Any other specific intelligence available

Club Scan

- All customers inc artists/acts/inc their guests will be scanned and checked

Search Policy

- 100% Search policy in operation at all times on both female and males, entering the Venue. A female DS is present on the door for Female searches.
- All bags/ handbags and persons to be checked for drugs on entry.
- Anybody found in possession of class A drugs /offensive weapon will be refused entry, offending articles will be confiscated. Incident will be immediately called in via town safe radio.
- Anybody found in possession of class B/C drugs will have them confiscated, details recorded in the door-safe book and refused entry.
- CCTV will be in place to record all searches.

Age

- The event is available to anyone who is over the age of 18.
- Challenge 25 is the age policy operated within the venue at all times.
- Passport, UK driving licence and PASS hologram cards are the only accepted ID .
- The ID scan is in operation and a mandatory condition of entry. If valid ID is not available then the customer will be denied entry.

Attitude

- The attitude of the guest is essential. Certain questions will be asked to judge response.

- If a prospective guest has the wrong attitude then they shall be refused entry.

Mapping - Door Supervisor Deployment - if the following minimum criteria cannot be met then the venue will operate a one in one out policy so as not to exceed capacities set out in licensing conditions.

Security Map - 375 guests or less in the venue								
Security Positions & Times	22:00	23:00	00:00	01:00	02:00	01:00	02:00	03:00
Front Door incl searching	2	2	2	2	2	2	2	2
Ground Floor	1	1	1	1	1	1	1	1
Upstairs	1	1	1	1	1	1	1	1
Garden	1	1	1	1	1	1	1	1
Roaming	1	1	1	1	1	1	1	1
Totals	5	6	6	6	6	6	6	6

Security Map - between 375 and 450 guests in the venue								
Security Positions & Times	22:00	23:00	00:00	01:00	02:00	01:00	02:00	03:00
Front Door incl searching	3	3	3	3	2	2	2	2
Ground Floor	1	1	1	1	2	2	2	2
Upstairs	1	1	1	1	1	1	1	1
Garden	1	1	1	1	1	1	1	1
Roaming	1	1	1	1	1	1	1	1
Totals	7	7	7	7	7	7	7	7

Security Map - 450 guests or more in the venue								
Security Positions & Times	22:00	23:00	00:00	01:00	02:00	01:00	02:00	03:00
Front Door incl searching	4	4	4	3	2	2	2	2
Ground Floor	1	1	1	2	2	2	2	2

Upstairs	1	1	1	1	1	1	1	1
Garden	1	1	1	1	2	2	2	2
Roaming	1	1	1	1	1	1	1	1
Totals	8	8	8	8	8	8	8	8

Event Risk Assessment

Date of Assessment: 08/05/2017

Assessed by: Paul Butcher

Location: Evas NightClub

Risk from high to low

20 High

0 Low

Artist	8
Crowd Audience	8
Total Attending	12
AGE OF ATTENDEES	10
Total	38/80

ASSESSMENT **MEDIUM RISK**

Due to nature of event please see our safeguarding plan as this will be enforced.

also the security numbers will be upped to Eight sia door supervisors and one first aider on site also for any wellbeing/welfare issues. due to this being a very secure event, also no over 21's will be permitted entry either on guest list or not due to the nature of this event. Also because of the breach we encountered security plan as follow

DOORS 3 SIA TO MANAGE/MONITOR QUEUE CHECK VALID ID AND SEARCH

CLUB SCAN STEWARD POSITION MAKE SURE ALL ID'S GET SCANNED ENFORCED BY A SIA IF A REFUSAL TAKES PLACE IN CASE OF CLUB SCAN BAR

DANCE FLOOR 1 SIA KEEP EYES ON FOR ANY DISORDER

UPPER 1 SIA MAINTAIN VISUAL

GARDEN 2 SIA ONE PLACED AT BACK WHERE THERE IS A WEAK POINT FOR PEOPLE JUMPING OVER AND ONE AT THE FRONT GATE

CCTV 1 SIA WATCHING FOR CROWD DISORDER AT THE FRONT AND ANY OTHER ISSUES INSIDE THE VENUE

DOORS CLOSE AT 23:00 THEN DOWN TO 2 SIA ON DOORS ONE GOES TO DANCE FLOOR ALSO TWO IS NOT REQUIRED WHEN DOORS ARE CLOSED TWO IS NEEDED

Security Call Signs

To be detailed on the shift planner and assessed continually based on risk elements. Re-deployment will occur if it is deemed necessary and proportionate to risk.

In the event of an incident requiring security presence a radio call can be made by any staff member, management or security. The member of the team making the call should state one of the phrases below and state the location clearly (e.g Ground Floor DJ, Upstairs Bar, Ground Floor cloakroom etc).

Door supervisor response and deployment based on an incident arising:

- **Code Green** - 1 member of roaming security to attend
- **Code Amber** - 1 member of roaming security plus head door to attend. Front door entries should be stopped until head door authorises recommencement. Searching security member to hold door.
- **5'5** - 1 member of roaming security, head door and closest security operative to the designated area to attend. Front door entries should be stopped until head door authorises recommencement. Searching security member to hold door.
- **10'10** call - Searching security member to 1 to remain on front door to liaise with town radio where applicable. All Operatives from floor + Internals + Head Door + 1 from front door + Searchers + Venue Manager

Other Venue Codes

- **Code Yellow** Crowd Disturbance
- **Code Red** Fire
- **Code Silver** Weapon
- **Code Black** Suspect Package
- **Code Blue** Any incident of a sexual nature
- **Mr Luther** Close venue

In the event of a major incident:

Primary Considerations

- Safety of Customers and Staff and general public
- Alerting Emergency Services
- Preservation of crime scene
- Witness statements and incident reports in venue security book

Drinks Promotions

Any drinks promotions may be withdrawn at any point in time at the manager's discretion.

Music & Atmosphere Management

- Management reserve the right to change music policy at any point in time without prior notice in order to preserve customer safety, control the atmosphere and mood of the venue.
- Music and lighting management steps will be taken within the final 30 minutes of the night in order to wind down the event. Music may decrease in volume, tempo and change genres with the objective of pacifying the crowd prior to the

end of the night. Once the night has finished music will be reduced to a background level

Dispersal of Crowd

A Dispersal policy is in place for the venue. High visibility fluorescent jackets are worn by Door supervisors during dispersal once the event has finished. Security will manage the safe exit of guests and dispersal from the clubs proximity, preferably towards St Mary's Butts. Eva's Nightclub operates a good neighbour policy to help prevent unnecessary disruption to neighbours and the local area. The dispersal policy seeks to minimise the potential for crime or disorder from guests leaving the venue.

PFC CROWD MANAGEMENT

Evas has noticed the problems that occur outside the chicken shop with their minimal security evas is happy to monitor the area with its security personnel in the interest of their patrons safety when on their journey home, evas will help to enforce a safer town and recognizes the shop as a hotspot for incidents.

Breakages and Spillages

- Door staff to identify who their bar supervisor/floor manager is on the night
- Radio through to floor/bar contact upon finding spillage or breakage.
- Must not leave until cleared away by venue staff

Administration

- Security incidents are to be recorded without fail in venue security book.

Toilet Checks and Fire Exits

- Toilet checks and Fire exit checks are to be completed frequently and relayed to the front door in order to record.

De-briefing

To assess and develop the management of risk and overall security within the premise a de-briefing will take place at the end of business. All operatives, and an elected member of the management team are to be present. This is to be recorded in order to develop our standards of operation.

Event Operation Safety Plan

Overview

This chapter is intended to lay out the basic safety procedures related to several specific areas of event management during the live operation of the event site.

It will pay specific attention to at risk groups (e.g. young and vulnerable persons) and specific high risk activities and areas of the site. The procedures outlined here are intended for normal operating conditions only and are subject to change under extraordinary operational conditions outlined within the major incident plan.

Evas Structure

NAME	TITLE
RAJ SARAI	DPS
PETER NORBURY	DIRECTOR OF EVAS NIGHTCLUB LTD
PAUL BUTCHER	HOS
KIRSTY WELLINGS	POSITION ONE EVAS SECURITY
VANESSA PALMER	BAR MANAGER
DEMI OJOI	SATURDAY NIGHT PROMOTOR

Youth Attendance

In relation to youth on site, a section of the event webpage will be devoted to age restrictions and identification:

Visitors are to cooperate with and obey instructions or directions given

by Security or management

If you can't provide valid identification when asked, you may not be able to gain entry. Refunds are not automatically issued as you have been informed to bring identification. Any refunds are at the Management's discretion.

All young persons over the age of 18 and appearing to be under 25 must bring photo ID as a condition of entry. This Includes:

An in-date photographic driver's license or provisional license

A valid passport (not a photocopy). Out of date passports will NOT be accepted

Anybody found to be using identification that is not their own will result in both the identification and their event ticket being confiscated. This may also result in prosecution for both the owner of the identification and the individual fraudulently attempting to use it.

Please ensure you keep your identification on you at all times.

SAFEGUARDING FOR MINORS AS BELOW

1.1 T&C on entry

1.2 Strategies in place prevention of underage drinking

1.3 Lone Person

1.4 Operation home safe

1.5 Operation Chicken Shop

Eva's

Terms and Conditions on ENTRY

1. NO ID NO ENTRY MINIMUM AGE 16 (GOVERNMENT) APPROVED AS THIS IS REQUIRED FOR CLUBSCAN
2. NO UNDER 16'S WILL BE PERMITTED ENTRY
3. SEARCHING WILL BE CONDUCTED, IF YOU CHOOSE NOT TO CONSENT THEN YOU WILL NOT BE PERMITTED ENTRY
4. ANY PERSONS DEEMED TO BE UNFIT FROM EITHER DRINK OR DRUGS WILL NOT BE GRANTED ENTRY
5. PERSONS FOUND WITH DRUGS WILL BE ASKED TO LEAVE AND POLICE WILL BE CONTACTED
6. ANY UNDER 18'S THAT APPEAR TO HAVE CONSUMED ALCOHOL WILL NOT BE GRANTED ENTRY
7. NO FOOD OR DRINKS WILL BE ALLOWED INTO THE VENUE
8. ANY PERSONS WITH BAGS MUST PUT THEM IN THE CLOAKROOM AT THE FEE OF £2.00
9. ONLY 18+ WILL BE ALLOWED TO PURCHASE ALCOHOLIC DRINKS WHEN IN POSSESSION OF 18 AND OVER VERIFIED MARK
10. PERSONS THAT ARE PERMITTED ALCOHOLIC DRINKS SHALL NOT LEAVE THEM UNATTENDED OR GIVE THEM TO OTHERS WITHOUT THE 18 AND OVER VERIFIED MARK
11. NO UNDER 18'S WILL CONSUME ALCOHOL ON SITE
12. NO UNDER 18'S SHALL HAVE ALCOHOLIC DRINKS IN THEIR POSSESSION

13. ANY ABUSIVE BEHAVIOUR TO STAFF OR OTHERS IN THE VENUE WILL NOT BE TOLERATED

BY READING AND UNDERSTANDING THE ABOVE YOU AGREE TO COMPLY WITH EVAS TERMS AND CONDITIONS. YOU ALSO UNDERSTAND FAILING TO COMPLY WITH TERMS AND CONDITIONS MAY RESULT IN YOU BEING ESCORTED OFF SITE.

Strategies in place for preventions of underage drinking

1. Any persons seen drinking from any container will be asked and questioned on what the container contains a test will be performed on the liquid inside the container if required.
2. Any persons seen drinking an alcoholic substance whilst waiting for entry to the premises without valid 18 or over id will be refused entry.
3. Breathalyzers will be in operation (depending on if the unit is fully operational)
4. 18 and over must announce they are over the legal age only then will a member of security check their ID which must be uk government approved they shall receive a wristband and a stamp then they can go to the bar which they then show their wristband and stamp, only then bar staff will check id once verified they can only buy one alcoholic drink at a time to purchase another drink they must come with there pervious cup.
5. weapon drug and drink search will be carried out

1.3 Lone Person

Evas will operate a lone persons operations which will be safeguarding lone persons Eva will not let people leave alone we shall ask them to remain until picked up by a parent or guardian if under the age of 18, females over the age of 18 we be asked the same. they can wait inside the club until they are collected.

1.4 Operation home safe

Evas will stay at the gathering spots and try and disperse the crowd top of the road bearing left and right making sure they get collected or got into taxis in a safe and controlled manner.

1.5 Operation chicken shop

Evas are well aware of the problems outside the PFC chicken shop and grow concerns over its patrons safety therefore evas will be placing security personnel to monitor the area and also make sure their patrons are safe and intervene if necessary.

Last Entry

Last entry for ticket holders will be 23:30 for under 18's and 02:00 for business as usual events There will be no re-admittance of people who have left and try to re-enter, though there may be exceptional circumstances as decided by the Venue Manager. Exceptions will be logged by Control. This information will be made clear on the webpage on the door policy and on various social media sites.

Conditions of Entry

R.O.A.R (Rights of Admission Reserved) and Terms & Conditions will be clearly displayed on the website. Promoters will encourage tickets be purchased before the event on a first come first served basis.

On the event website, there will be a detailed list of prohibited items which will include alcohol, glass bottles, weapons, drugs etc with a warning that such items found on a person at the entry search will be confiscated, entry to site may be refused and action may be taken against the individual.

As part of access control, security personnel will undertake bag searches for prohibited items and if required carry out the necessary

reporting procedures to the police.

Those who obviously appear to be under the influence of drugs will be refused admittance.

In the event of tickets selling out before the event date, a small amount will be held back for sales on the day to deter ticket touts, but the message that the event is sold out will be made to the public.

Communications

The main means of communication on the event will be with two-way radios. As a backup, mobile telephones can be used. A radio communications contact list will be distributed to all event staff and on-site contractors. This will detail radio channels and call signs.

A mobile telephone contact list will also be distributed. All radios will be issued with earpieces/noise cancelling head sets if required, thus minimising the possibility of public overhearing sensitive radio traffic

First Aid and Nearest Hospital

A sufficiently stocked and well maintained first aid box will be kept onsite always and its location personnel shall provide first aid cover for the duration of the installation.

All first aid incidents shall be reported to the Event Director / Safety Advisor via the radio and the relevant course of action taken. If required, the ambulance service will be called using 999.

The nearest accident and emergency hospital is The Royal Berkshire Hospital which is approximately 6 miles away. The address of the hospital is:

Royal Berkshire Hospital Craven Rd, Reading RG1 5AN

Parking

There is no parking available on site and this fact will be communicated to all patrons well in advance of the event.. It is expected that the majority of the crowd will be reading based

It is anticipated that public will leave site at staggered times as the various stages or facilities close.

Pick Up/Drop Off point

There is no pick up and drop of point outside Evas nightclub for risk of patrons, Evas will be encouraging patrons to use the taxi ranks provided by Reading Borough Council at the top of Hosier Street and not left onto the Chicken Shop where known incidents occur, makes a safe environment for emergency workers to gain access also.

Music

Eva's will have one stage on busy nights possible two with one on the balcony, Music will very largely be DJs, MCs, mixing both live and recorded music. All music, incidental and otherwise, will cease by times agreed with the council

Noise management and PA Systems

The Event Management will make every effort possible to reduce the impact of noise and nuisance on the neighbouring public as per Licensing Objective

2 "Prevention of Public Nuisance". As such they have hired the services of an Acoustic Consultant from a locally recognised provider of noise management systems.

Management will adhere to noise levels agreed by the licensing authority. In brief, they will abide by the agreed Music Noise Level (MNL)

All loudspeakers will be arranged and directed as agreed with the Licensing Authority at least 28 days prior to the event. Noise levels from the stage will be monitored by the sound desk engineers and checked by the Noise Management Consultant. Event Management will review these levels regularly and keep a record of the levels found. The sound engineers will respond to the Venue Management's request to reduce the noise level if it is deemed necessary.

Extraordinary Operation and Major Incident Plans

Fire Arrangements

Fire Safety Policy

It is the policy of Evas Event management Ltd to ensure so far as is reasonably practicable, the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all personnel and to provide resources, information, training and supervision as is needed for these purposes. EML also accepts its responsibilities for the health and safety of others who may be affected by its activity.

To this end the organisation will comply fully with the requirements of the requirements of the Health and Safety at Work etc. Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and all other relevant statutory provisions and recognised codes of practice. EML expects all employees and contractors working on behalf of the organisation to co-operate fully in the achievement of this policy.

Fire Safety Briefing

All staff and contractors have attended the Safety Briefing prior to all works commencing which will be conducted by the Event Safety Advisor. The Safety Briefing will include all the fire and emergency procedures.

Emergency Lighting

Emergency lighting in any enclosed structure must comply with BS 5266, and will be sited at every fire exit, and must not be impeded at any time by temporary fixtures and fittings. All emergency lighting must have a backup power source in case of an emergency where there is loss of main power.

Exit signs

All exits shall have a sign with a green “running man” or marked ‘FIRE EXIT’ in plain block lettering not less than 125mm high, over the doors. Where an exit cannot be seen from a particular point due to event installations, directional signs to the nearest exit will be placed in obvious positions along the escape route. All signage will conform to BS 5499: Part 1 Fire Safety Signs, etc.

Fire Extinguishers

Each fire exit from an enclosed building or structure will have a designated fire point, equipped with a minimum of 1 x 9ltr water gas or 1x foam extinguisher. All electrical installations, sound equipment and main electrical dimming / distribution points will have a minimum of one CO2 gas extinguisher.

Escape Routes and Fire Exits

Travel distance

As the event is in a venue the likelihood of a full site evacuation being required is minimal. Due to the small size and minimal risks inside the venue this is highly unlikely but in the event of this, The event will ensure that at all times there is exit capacity sufficient to affect a full evacuation within 3.5 minutes.

Escape routes and final exits

All evacuations will be pushed to the South where security measures will be in place to temporarily signal danger to oncoming traffic and encourage the event crowd to stay away from the highway.

Full details of evacuation procedures are detailed in the Major Incident Plan.

No Smoking Policy

In keeping with current legislation, a strict NO SMOKING policy inside enclosed structures will be maintained throughout the event. Staff or guests who fail to comply with this directive may be asked to leave the event.

A pre-appointed smoking facility for staff working within each structure shall be determined and its location will be clearly visible with signage.

Means of Escape for Disabled People

The Event Director will identify, during the pre-event induction, a reasonable number of competent staff members who will provide specific assistance to disabled people during any evacuation or emergency procedure (should there be any disabled persons identified prior to the event).

Disabled people should in the first instance be moved to a position of comparative safety within a safe refuge (e.g. protected location) and thereafter moved to final assembly points.

Fire, Emergency and Medical Procedures

Fire Procedure

On discovering a fire, all personnel should take the following action:

- Raise the alarm via radio to event control

- Evacuate from immediate danger

- Only tackle fire if trained and if safe to do so

- Do NOT take any risks

- Do NOT delay to collect personal items

Do not return to the area unless instructed to do so by the emergency services

- Assemble at Assembly Point located to the west of the site.

EVENT CONTROL – FIRE

Upon hearing the fire alarm, the Event Safety Advisor shall inform the EML team of the need to convene due to the discovery of a fire. Condition Amber will be declared in line with the Major Incident Plan

Emergency Procedure

INVESTIGATION

In the event of an emergency within the site, the following action will be taken:

A message, spoken in clear English to prevent the possibility of confusion will be relayed over the radio network:

FIRE, FIRE, FIRE IN THE MARQUEE AT ‘location of incident’

On hearing this alert the Head of Security, and Event Director will meet and convene the EML and dispatch staff to the affected area to report back. Condition Amber will be initiated and all staff will prepare for evacuation in line with the Major Incident Plan.

EVENT CONTROL - INVESTIGATION

During the investigation stage, Event Director, shall liaise with Event Control and inform them of an incident with the potential to require evacuation of the site.

EVACUATION

The EMT will have sufficient time to assess the situation and decide on whether an evacuation is necessary. If deemed necessary, condition RED will be declared and the venue management will make the call over the radio network to evacuate. This will be in the form of the following coded message:

‘CODE RED, I REPEAT CODE RED. PREPARE FOR EVACUATION’

On hearing this message, fire marshals shall sound the alarm and initiate an evacuation. The following message will be relayed over the PA system / loud hailer:

‘LADIES AND GENTLEMAN IT HAS BECOME NECESSARY TO EVACUATE THE

AREA, PLEASE MAKE YOUR WAY TO THE NEAREST AVAILABLE EXIT’ THE FOLLOWING EXCEPTIONS APPLY:

1. IF THE DECISION TO EVACUATE HAS NOT BEEN MADE WITHIN 10 MINUTES OF THE INITIAL RADIO CALL, EVACUATION WILL BE ACTIONED BY THE EVENT DIRECTOR.
2. IF THE SITUATION IS AN OBVIOUS FIRE, AN EVACUATION WILL BE CALLED.
3. IF THERE IS NO POWER, LOUD HAILERS WILL BE USED, SECURITY WILL STILL TAKE LOUDHAILERS OUT OF THE SITE TO HELP STAFF AND GUESTS AT THE MUSTER POINT.

The nominated MANAGEMENT will do a final sweep of the site to ensure all back of house and toilets are clear of public and staff. All other staff will assist in moving guests to the muster point. The fire plan (attached) will show the muster point and all will be aware of these areas at an event briefing to all staff. Production staff will ensure all electrical systems are isolated.

EVENT CONTROL – EVACUATION

If it becomes necessary to evacuate the site, the Event Safety Advisor shall inform Event Control of the need to evacuate due to the discovery of a fire. The evacuation procedures will be followed and await further instruction from the emergency services, event control.

IF NO EVACUATION IS ACTIONED

If an evacuation is not necessary, the following radio message will be relayed over the radio network:
'CODE GREEN. STAND DOWN. CODE GREEN'

EVENT MANAGEMENT – FALSE ALARM

The Event Safety Advisor will inform the Event Control of the false alarm.

Medical Procedure

In the event of a medical incident within the site, the code word 'White' will be used, the message will be broadcast to all radio users as the code word and the location of incident.

The medical supervisor shall be contacted via event control if medical assistance is required.

Full and detailed medical plans are available in a separate document.

Major Incident Plan

Definitions

Emergency -The Civil Contingencies Act 2004 defines an emergency as:

- an event or situation which threatens serious damage to human welfare, including loss of human life, human illness or injury, homelessness, damage to property, disruption of the supply of money, food, water, energy or fuel, disruption of a system of communication, disruption of facilities for transport and disruption of services relating to health
- an event or situation which threatens serious damage to the environment, including contamination of land, water or air with biological, chemical or radioactive matter and disruption or destruction of plant life or animal life
- war, or terrorism, which threatens serious damage to the security of the United Kingdom

Incident - An incident is a circumstance in which the Event Organisers and / or emergency services must intervene to preserve public safety and protect them from a harmful situation. This could be a medical situation, a fire, public disorder or similar.

Major incident - Any emergency that requires the implementation of special arrangements by one, or all the organisations represented in, It will in general include the involvement, either directly or indirectly, of large numbers of people.

Suspect Package Guidelines

In case of the identification of any suspicious package all staff will be advised to alert Event Control of its location. The staff member should then remain with the item. They should UNDER NO CIRCUMSTANCES TOUCH OR MOVE THE ITEM.

Upon receiving the call Event Control will declare an Amber alert and position staff to quickly and efficiently put in place a cordon around the item. The scope of this cordon should be established in line with the following:

- i Up to briefcase size device – 100m
- ii Suitcase, or small vehicle borne device – 200m
- iii Large Vehicle borne device (Transit type van) – 400m

Once the cordon has been established a 999 call will be placed detailing the particulars of the suspect package and staff despatched to the RVP to receive external assistance.

Transfer of Command

Should a major incident be declared by the ELT or the site alert state has reached CONDITION RED and there is no indication of an improving situation (see below), the EMT, if requested to do so by Police, Fire or Ambulance services, will hand over control of the event. Event Control will log this take over and a transfer of command form will be signed by both parties. Transfer of Command forms will be held on site by the Event Safety Advisor

Incident Response and Operation

Should a situation develop into an emergency or major incident, the response will be co-ordinated by the EMT and other services including fire and ambulance and police as necessary. In the event of transfer of command the emergency service taking lead will depend on the nature of the incident. For example, in the event of a fire, this would likely be the Fire Brigade.

EVACUATION

An evacuation can only be called by the HOS OR EVAS MANAGEMENT TEAM AS IN STRUCTURE, Evacuations may be partial, i.e. a particular area within the event site, of full, i.e. the whole of the Event area. An evacuation is a last resort as it can often cause confusion, crowd surges or violent behaviour amongst the public.

Should a major incident occur then control of the site may be handed to local police, if requested to do so, led by the most senior police officer in attendance. This decision will be taken in consultation with the EMT and will only be actioned when all parties in attendance agree that there is significant danger to life if primacy is not relinquished to a third party. Otherwise the responsibility for the site remains with the EMT Where external emergency services are needed, and must take primacy and are able to assume control of the site, then the on-site security team will come under the direction of the emergency services, as directed by the EMT

Partial Evacuation

In the event of a decision to evacuate a part of the event site, stewards and staff with loud hailers will make the announcement to the public to move towards the closest appropriate exit from the incident site. They will form cordon lines to move people along.

Full Evacuation

In the event of the need to evacuate the whole of the event site, an announcement shall be made on the PA system asking the public to move quickly towards the nearest exit from the site heading south.

SECURITY and staff will reinforce this message and will form cordon lines to assist in moving people along.

Security staff will be dispatched to surrounding highways to signal to traffic of the impending crowd movement.

Once the EMT have advised Control that a full evacuation is necessary further instructions will be given as follows:

- Decide on appropriate evacuation routes from pre-agreed options
- Place all radios and operators under the direction of the EMT
- Advise site medical staff
- Set-up information point to advise the public in the muster point
- Direct any enquiries for casualty information to Medical Control

- Direct any press or media to Event Management
- Arrange for emergency lighting (as required)
- Any staff not in the immediate danger will be instructed to remain within their operating area
- No vehicle movement, other than emergency services, will be permitted.
- Once the site has been evacuated, all entrance and exit points will be staffed by security.

Emergency Vehicles

Some incidents may require emergency response vehicles to enter the site. Any emergency services should be called via the ELT and their vehicles directed to the designated RVP.

Evas have fully trained staff personnel to a very high standard with operation CREST from cheshire police and full knowledge of operation griffin, trained in restraint techniques and handcuffed trained.

FORM CREATED BY P.B

DAY: Saturday DATE: Oct. 02. 17

DAILY DOOR STAFF REGISTRATION

DUTY MANAGER: _____

DOOR SUPERVISOR'S NAME	SIA NUMBER	TIME IN	INITIALS	TIME OUT	INITIALS
✓ Kirsty Butcher	1018 3750 44729 5868	21:30	KB	03:20	KB
✓ Karl Smith	0130 0196 4972 1251	22:00	K.S	02:30	K.S
KASPORS K. S. S.	0130 0191 27399768	22:00	KK	03:20	KK.
RICHARD MOOR	0130 0196 63564661	22:00	RM	03:20	RM
Mohammed Lowe	0130 0187 0614 9992	22:00	ML	03:20	ML

OCCUPANCY		INCIDENT DETAIL	TIME
TIME	NUMBER		
22:00	1	Doors open	
23:00	2	S refusal no id + dress code	
01:30	3	1 ic3 female escorted out for intoxication	
02:14	4	1 ic1 female escorted out for intoxication	
03:00	5	Music off	
03:10	6	Venue clear	

DUTY MANAGER'S SIGNATURE: _____

DAY: Thursday

DATE: 01/06/17

DAILY DOOR STAFF REGISTRATION

DUTY MANAGER:

DOOR SUPERVISOR'S NAME	SIA NUMBER	TIME IN	INITIALS	TIME OUT	INITIALS
Ibrahim Kabaka	01301103 20722412	20:00	IK	01:30	IK
Lamin Datch	0130 1123 2985 0352	20:00	LJ	01:30	LJ
Karl Smith	0130 0196 4972 1251	20:00	KS	01:30	KS
Kirsty Batchelor	1019 8750 4729 5868	19:30	KB	01:30	KB
P Burton	0130 0170 3246 6251	20:00	PB	01:30	PB
VAZ Akhtar	1012 0715 6689 8240	20:00	KA	01:30	KA

OCCUPANCY		INCIDENT DETAIL	TIME
TIME	NUMBER		
20:00	1	Doors open	
21:45	2	1 female ejected ^{intoxication} being ejected	
22:00	3	2 females refused entry no ID.	
22:22	4	2 males refused for no ID	
22:36	5	female refused for intox	
22:40	6	female ejected for intox.	
23:55	7	102 male and 101 female ejected, male buying minor alcoholic drinks	
01:00	8	Venue clear.	

DUTY MANAGER'S SIGNATURE:

LICENSING ACT 2003 PREMISES LICENCE - PART A

Reading Borough Council being the Licensing Authority under the above Act,
HEREBY GRANT a **PREMISES LICENCE** as detailed in this licence.

Premises Licence Number	LP2002089
-------------------------	-----------

Premises Details

Trading name of Premises and Address	
Eva's 20 Hosier Street Reading RG1 7JL	
Telephone Number	0118 958 6984

Where the Licence is time limited the dates the Licence is valid
N/A

Licensable Activities

Licensable Activities authorised by the Licence
Exhibition of Films - Indoor & Outdoor Indoor Sporting Events Performance of Live Music - Indoor & Outdoor Playing of Recorded Music - Indoor & Outdoor Performance of Dance - Indoor & Outdoor Anything similar to Live Music, Recorded Music & Performance of Dance - Indoor & Outdoor Late Night Refreshment - Indoor & Outdoor Sale of Alcohol by Retail - On & Off the Premises

Authorised Hours for Licensable Activities

The times the licence authorises the carrying out of licensable activities
Hours for the Exhibition of Films
Monday from 1100hrs until 0300hrs Tuesday from 1100hrs until 0300hrs Wednesday from 1100hrs until 0300hrs Thursday from 1100hrs until 0300hrs Friday from 1100hrs until 0300hrs Saturday from 1100hrs until 0300hrs Sunday from 1100hrs until 0300hrs
Hours for Indoor Sports
Monday from 1100hrs until 0300hrs

Tuesday from 1100hrs until 0300hrs
Wednesday from 1100hrs until 0300hrs
Thursday from 1100hrs until 0300hrs
Friday from 1100hrs until 0300hrs
Saturday from 1100hrs until 0300hrs
Sunday from 1100hrs until 0300hrs

Hours for the Performance of Live Music

Monday from 1100hrs until 0300hrs
Tuesday from 1100hrs until 0300hrs
Wednesday from 1100hrs until 0300hrs
Thursday from 1100hrs until 0300hrs
Friday from 1100hrs until 0300hrs
Saturday from 1100hrs until 0300hrs
Sunday from 1100hrs until 0300hrs

Hours for the Playing of Recorded Music

Monday from 1100hrs until 0300hrs
Tuesday from 1100hrs until 0300hrs
Wednesday from 1100hrs until 0300hrs
Thursday from 1100hrs until 0300hrs
Friday from 1100hrs until 0300hrs
Saturday from 1100hrs until 0300hrs
Sunday from 1100hrs until 0300hrs

Hours for the Performance of Dance

Monday from 1100hrs until 0300hrs
Tuesday from 1100hrs until 0300hrs
Wednesday from 1100hrs until 0300hrs
Thursday from 1100hrs until 0300hrs
Friday from 1100hrs until 0300hrs
Saturday from 1100hrs until 0300hrs
Sunday from 1100hrs until 0300hrs

Hours for anything similar to Live Music, Recorded Music and Performance of Dance

Monday from 1100hrs until 0300hrs
Tuesday from 1100hrs until 0300hrs
Wednesday from 1100hrs until 0300hrs
Thursday from 1100hrs until 0300hrs
Friday from 1100hrs until 0300hrs
Saturday from 1100hrs until 0300hrs
Sunday from 1100hrs until 0300hrs

Hours for the Provision of Late Night Refreshment

Monday from 2300hrs until 0300hrs
Tuesday from 2300hrs until 0300hrs
Wednesday from 2300hrs until 0300hrs
Thursday from 2300hrs until 0300hrs

Friday from 2300hrs until 0300hrs
Saturday from 2300hrs until 0300hrs
Sunday from 2300hrs until 0300hrs

Hours for the Sale by Retail of Alcohol

Monday from 1100hrs until 0300hrs
Tuesday from 1100hrs until 0300hrs
Wednesday from 1100hrs until 0300hrs
Thursday from 1100hrs until 0300hrs
Friday from 1100hrs until 0300hrs
Saturday from 1100hrs until 0300hrs
Sunday from 1200hrs until 0300hrs

Opening Hours

Hours the Premises is Open to the Public

Monday from 1100hrs until 0330hrs
Tuesday from 1100hrs until 0330hrs
Wednesday from 1100hrs until 0330hrs
Thursday from 1100hrs until 0330hrs
Friday from 1100hrs until 0330hrs
Saturday from 1100hrs until 0330hrs
Sunday from 1100hrs until 0330hrs

Alcohol

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

Sale of Alcohol by Retail - On & Off the Premises

Premises Licence Holder

Name, (registered) address of holder of premises licence

Name: Bar Mango Ltd
Address: 20 Hosier Street, Reading, RG1 7JL

Additional Details

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

Name: Ms Vanessa Zoe Palmer
Address: [REDACTED], Whitley Wood, Reading, RG2 8TQ

Designated Premises Supervisor

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

Personal Licence Number: LP7002952
Issuing Authority: Reading Borough Council

This Licence shall continue in force from 08/06/2017 unless previously suspended or revoked.

Dated: 20 June 2017

Head of Environment & Neighbourhood Services

A handwritten signature in black ink that reads "Alison Bell". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Mandatory Conditions

Supply of Alcohol

To be applied where a premises licence authorises the supply of alcohol

- 1 No supply of alcohol may be made under the premises licence:-
 - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
- 2 Every supply of alcohol made under the premises licence must be made or authorised by a person who holds a personal licence.

Film Exhibitions

To be applied only where a premises licence or club premises certificate authorises the exhibitions of films

- 1 The admission of children to any exhibition of any film must be restricted in accordance with section 20 of Part 3 of the Licensing Act 2003.
- 2 In the case of films which have been classified by the British Board of Film Classification admission of children to films must be restricted in accordance with that classification.
- 3 In the case of films which have not been classified by the British Board of Film Classification, admission of children must be restricted in accordance with any recommendation made by the Licensing Authority.

Door Supervisors

To be applied where a premises licence or club premises certificate includes a condition that any person must be at the premises to carry out a security activity. [Except premises with a premises licence authorising only plays or films or premises used exclusively by a club].

- 1 Each individual present at the licensed premises to carry out a security activity must be licensed by the Security Industry Authority.

1) The responsible person must 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—

(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 in a manner which carries a significant risk of undermining a licensing objective;

(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 in a manner which carries a significant risk of undermining a licensing objective;

(d) 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;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

Supply of Tap Water (commencement date 01/10/2014)

1. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

Age Verification Policy (commencement 01/10/2014)

1. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

2. The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

3. 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 either—

(a) a holographic mark, or

(b) an ultraviolet feature.

Drink Measurements (commencement date 01/10/2014)

1. The responsible person must 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;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."

Minimum Permitted Pricing (commencement 28th May 2014)

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1—

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) “permitted price” is the price found by applying the formula—

$$P = D + (D \times V)$$

where—

(i) P is the permitted price,

(ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence—

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

4. (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2

N/A

Annex 3

Conditions agreed via Consent Order 14th September 2016

1. All drinks shall be served in polycarbonate containers.

Event Plans

2. A written Event Management Plan for events where the predominant licensable activities involve the performance of recorded or live music with dancing shall be submitted to Thames Valley Police and Reading Borough Council setting out how the event will be managed and the precautions which have been taken to cater for all reasonably foreseeable contingencies and which will demonstrate the procedures, roles and specific responsibilities of the management team, security and associated personnel. The finalised version of such a plan must be submitted at least 7 days prior to the commencement of the event.

3. No event organised by an external promoter shall take place at the premises unless:

a) A written Event Management Plan for the proposed event has been forwarded to Thames Valley Police no less than 7 days prior to the commencement of the event and;

b) Thames Valley Police in the form of an officer of at least the rank of Chief Inspector have not provided the licence holder with a reasonable objection to the holding of the event which is maintained at the time that the event takes place. The Event Management Plan to be provided shall include details of the promoter and any performers that are proposed to perform and shall take account of any intelligence sources readily available to the licence holder. In particular, the name of the proposed headliner shall be checked on the Club Scan device.

Door Supervision:

4. A minimum of five Security Industry Authority (SIA) licensed door supervisors shall be present whenever the premises are being used under the terms of the premises licence from 2100hrs until closing. If customer numbers exceed 375 then six SIA door staff shall be present. If customer numbers exceed 450 then seven door staff shall be present. A register of door supervisors shall be kept. The register shall show the following details:

- SIA registration number;
- Date and time that the door supervisor commenced duty countersigned by the DPS or duty manager;
- Date and time that the door supervisor finished work countersigned by the DPS or duty manager;
- Any occurrence or incident of interest involving crime and disorder or public safety must be recorded giving the names of the door supervisors involved;

- A record of the number of patrons on site must be made hourly in the door register.

The door supervisor register must be kept at the premises and be made available for inspection to an authorised officer of Reading Borough Council or Thames Valley police and shall be retained for a period of one year. All door supervisors shall be clearly identifiable at all times whilst on duty and display Hi-Visibility personalised armbands containing their SIA badge.

CCTV

5. A CCTV system shall be installed in accordance with current or amended Home Office Guidelines relating to UK Police Requirements for digital CCTV systems. The system shall be maintained and operated correctly to the satisfaction of Thames Valley Police ensuring all licensed areas of the premises (except toilet facilities) are monitored - including staircases. All entry and exit point cameras shall enable frontal identification of every person entering the premises in any light condition.

6. All cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. Any breakdown or system failure shall be notified to Thames Valley Police and Reading Borough Council immediately and remedied as soon as possible.

7. Except for mechanical breakdown beyond the control of the proprietor, recordings shall be made available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing with immediate access by a person qualified to operate the system. Any request from Thames Valley Police or Reading Borough Council for a recording to be made for evidential purposes must be carried out immediately when the premises are attended or within 24 hours in any other case.

Admission

8. The Premises Licence Holder shall ensure all customers, non regular staff, promoters and performers entering the premises are to have their details verified by the Club Scan Device - except for headline performers whose identity is already known. The Club Scan Device shall record the names and dates of birth of all persons entering the premises and retain the image and detail of the ID presented. This should record the date and time of entry for each ID scanned for a period of no less than 31 days. This condition shall not apply whenever the Club Scan Device is not working through no fault of the Premises Licence Holder, provided that arrangements are made for the Club Scan Device to resume working at the earliest opportunity.

9. The licensee must implement a 100% search procedure for all patrons and implement a written policy which has been agreed with Thames Valley Police to prevent illegal weapons and drugs being brought onto the premises. The policy shall include procedures for the search, detection, confiscation, storage and disposal of drugs.

10. Notices shall be displayed advising the public that the right to conduct and outer body search is reserved as a condition of entry and that Thames Valley

Police would be informed if anyone was found in possession of illegal drugs or offensive weapons.

11. No persons under the age of 18 years shall be permitted on the premises during the performance of dance involving entertainment where nudity or other adult entertainment is being performed.

12. The Premises Licence Holder shall ensure that no customers shall be admitted at the premises after 0200hrs. Re-entry for existing customers who are retrieving belongings that have been left inside or who have left the premises to smoke is permitted subject to search by a door supervisor before re-entry.

Dispersal:

13. Recorded music shall be reduced to background level 30 minutes before the end of the time that the premises is permitted to be open to the public.

Initiatives:

14. The Premises Licence Holder shall actively partake in drugs initiatives run by Thames Valley Police - including but not exclusively - drug itemiser, passive drug dogs and spiked drinks campaigns.

15. The management of the premises must continue to be active members of Reading Pubwatch and promote safer Reading Town Centre initiatives.

16. The Premises Licence Holder must adhere to the Code of Practice promoted by the British Beer and Pub Association in respect of drinks promotion. No promotions must take place on the premises that encourage illegal, irresponsible or immoderate consumption of alcohol.

17. A dedicated premises log book shall be used to record any communication with the Town Safe Radio Scheme or Thames Valley Police unless that communication is otherwise recorded, for example via email.

18. The Premises Licence Holder shall participate, as far as is practicable, in the Local Town Safe Radio Scheme when the premises are open for licensable activities after 2100hrs.

19. Signage shall be erected (subject to the requirements for planning permission) at the outside of the premises directing customers not to park outside of the premises but to instead use public car parks.

Public Safety:

1. The maximum occupancy for the premises shall be as follows:

Ground Floor - 300 persons

First Floor - 100 persons

Garden Area - 150 persons

The total capacity for the premises shall not exceed 500 persons at any one time.

2. No less than two lighting units shall be erected at the boundary of the premises with Hosier Street at positions agreed with Thames Valley Police. The lighting units shall be maintained in an illuminated condition during the hours of

darkness whilst the premises are open for licensable activities and for 30 minutes after closing.

Prevention of Public Nuisance

1. The licensee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents.
2. Clearly legible and suitable notices must be displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.
3. A written closure and dispersal policy agreed with Thames Valley Police for controlling the closing of the premises and the departure of customers at the conclusion of the licensed activities shall be put in place and shall be actively operated.

Protection of Children from Harm:

1. The premises shall, at all times, operate a Challenge 25 age verification policy to prevent any customers who appear to the staff member to be under the age of 25 years from purchasing alcohol without having first provided identification. Only a valid British drivers licence showing a photograph of the person; a valid passport or proof of age card showing the 'PASS' hologram or other form of identification recognised by the Licensing Authority as valid are to be accepted as identification.
2. Notices advertising the Challenge 25 policy shall be displayed in prominent positions on the premises.
3. The Premises Licence Holder shall display in a prominent position a copy of their policy on checking proof of age.
4. The Premises Licence Holder shall ensure that all staff shall be trained in procedures to ensure that no underage drinking occurs on the premises. Signed training records must be kept and made immediately available upon request to an authorised officer of Thames Valley Police and Reading Borough Council. These records shall be kept for a minimum of one year.

Annex 4

Plans

As attached plan no.2692-01 & 2692-02 dated Nov 2016