

## The Bay Café Totland – Agreed Police Conditions

1. All staff involved in the sale or supply of alcohol will receive licensing training that includes appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunkenness, the refusal of service due to intoxication and age verification policy. Records will be kept of such training which must be signed and dated by the member of staff who has received that training. All staff will receive refresher training every six months as a minimum and records shall be signed by the staff member, dated and retained. These records shall be made available to Police and Council upon request and shall be kept for at least one year.

2. A refusals / ID checks / incident book or computer record shall be maintained by staff. These records shall be retained for a minimum of 3 years and be made available to the Police and Council upon request.

3. A 'Challenge 25' proof of age policy shall be in place. Challenge 25 means that that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol, shall produce identification proving they are 18 years of age or older. Acceptable identification for the purposes of age verification will include a driving licence, passport or other ID containing a photograph and date of birth. If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person unless exemptions apply within the Licensing Act 2003.

4. A written record shall be retained at the location to list the staff that have been authorised to sell or supply alcohol following their training. This shall be made available to the Police and Council upon request.

5. Recordable CCTV will be installed at the premises. The CCTV system must be operating at all times whilst the premises are open for licensable activity. All equipment shall have a constant and accurate time and date generation. Digital systems shall provide good quality playback images that give free flowing playback footage. Recorded footage will be retained for a minimum of 28 days and will be made available to the Police and Council immediately upon request when investigating allegations of offences or criminal activity. A trained member of staff will be able to operate the system and download images will be on duty during operating hours. Any images recovered must be in a viewable format disc and playable on a windows based computer system without the need for technical enhancement. It is preferable that the footage is able to be downloaded and uploaded to any links provided.

6. There will be signage at all ingress & egress points around the venue asking customers to be quiet and respectful of any surrounding residents when leaving the venue. Management and staff will also remind all customers of their responsibility do not cause any disturbance upon exiting. Guests will be directed to the nearest car parks/ facilities and we will arrange for collection and drop off in order to stop any potential congestion going down towards The Bay Café.

7. No person will be permitted to take or remove alcoholic or other drinks from the premises in glass containers. All drinks will need to be transferred in to plastic or alternate vessel before being removed from the premises.