



Part A

Premises licence number

008185

Part 1 – Premises details

Postal address of premises

Royal British Legion Elm Park Club Ltd  
35a Maylands Avenue Hornchurch RM12 5BB

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Films, live music, recorded music, performances of dance, anything of a similar description to live music, recorded music or performances of dance, provision of facilities for making music, provision of facilities for dancing, provision of facilities for entertainment of a similar description to making music or dancing, late night refreshment, supply of alcohol

The times the licence authorises the carrying out of licensable activities

Films, live music, recorded music, performances of dance, anything of a similar description to live music, recorded music or performances of dance, provision of facilities for making music, provision of facilities for dancing, provision of facilities for entertainment of a similar description to making music or dancing, supply of alcohol

Sunday to Thursday – 11:00 to 23:00

Friday & Saturday – 11:00 to 00:00

Christmas Eve if Sunday to Thursday – 11:00 to 01:00

Christmas Eve if Friday or Saturday – 11:00 to 02:00

New Year's Eve – from the start of permitted hours to the end of permitted hours on New Year's Day

Late night refreshment

Friday & Saturday – 23:00 to 00:00

Christmas Eve – 23:00 to 02:00

New Year's Eve – 23:00 to 05:00

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The opening hours of the premises

**Sunday to Thursday – 11:00 to 23:30  
Friday & Saturday – 11:00 to 00:30**

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

**On supplies only**

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**Part 2**

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

**Royal British Legion Elm Park Club Ltd  
35a Maylands Avenue Hornchurch RM12 5BB  
01708 450490**

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Registered number of holder

**16209R**

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

**Mrs Joanne Stevens**

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

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Mandatory conditions

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 under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.  
(2) In this paragraph, an irresponsible promotion means any one or more of the following: activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children –

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**Mandatory conditions – contd.**

- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –**
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or**
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);**
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);**
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;**
  - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent upon –**
    - (i) the outcome of a race, competition or other event or process, or**
    - (ii) the likelihood of anything occurring or not occurring;**
  - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.**
- 4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).**
- 5. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.**
- 6. The responsible person shall ensure that –**
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures–**
    - (i) beer or cider: ½ pint;**
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and**
    - (iii) still wine in a glass: 125 ml; and**
  - (b) customers are made aware of the availability of these measures.**

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**Mandatory conditions – contd.**

7. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.  
(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
8. Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms –  
**PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.**  
Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.  
This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.

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**Annex 2 – Conditions consistent with the operating schedule**

1. Entry to the club shall be restricted to members and their bona fide guests.
2. The front door shall be secured by an electronic fob system and covered by a CCTV camera. Fobs shall only be issued to current members.
3. All staff shall be given appropriate training for their role. Training shall also cover the area of underage sales and acceptable proof of age.
4. Training logs shall be kept and the records shall be made available to the Police or Licensing Authority on request.
5. A valid fire risk assessment and emergency plan shall be in place and regularly reviewed.
6. All fire fighting equipment shall be regularly maintained.
7. Windows shall be closed during all regulated entertainment.
8. All amplified music shall be played through the noise limiter.
9. Recorded music shall cease at the end of the alcohol consumption period.
10. The rear door of the premises shall be used in an emergency only.
11. Notices shall be placed at the front door with a contact telephone number for residents to call during opening hours.
12. A record shall be kept of any complaints received and the action taken.
13. No children shall be allowed in the grounds of the premises after 20:00.
14. No ball games shall be permitted in the grounds or alleyway at any time.
15. The club shall have an arrangement with a local cab firm to call cabs on request for members and guests.
16. Guests and members shall be asked to remain inside the premises until their cab arrives.
17. Drivers shall be encouraged to turn off their engines and not to blow their horns.
18. The club shall operate a 'Challenge 21' policy in relation to alcohol supplies and shall only accept a valid passport or photographic driving licence as proof of age.

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Annex 2 – Conditions consistent with the operating schedule – contd.

19. A refusals record shall be kept and shall be produced to the Police or Licensing Authority officers on request.
20. Capacity shall be limited to 120 persons and shall only be increased to 150 persons when the linked smoke alarm system requested by the Fire Safety Officer is installed to the satisfaction of LFEPA.

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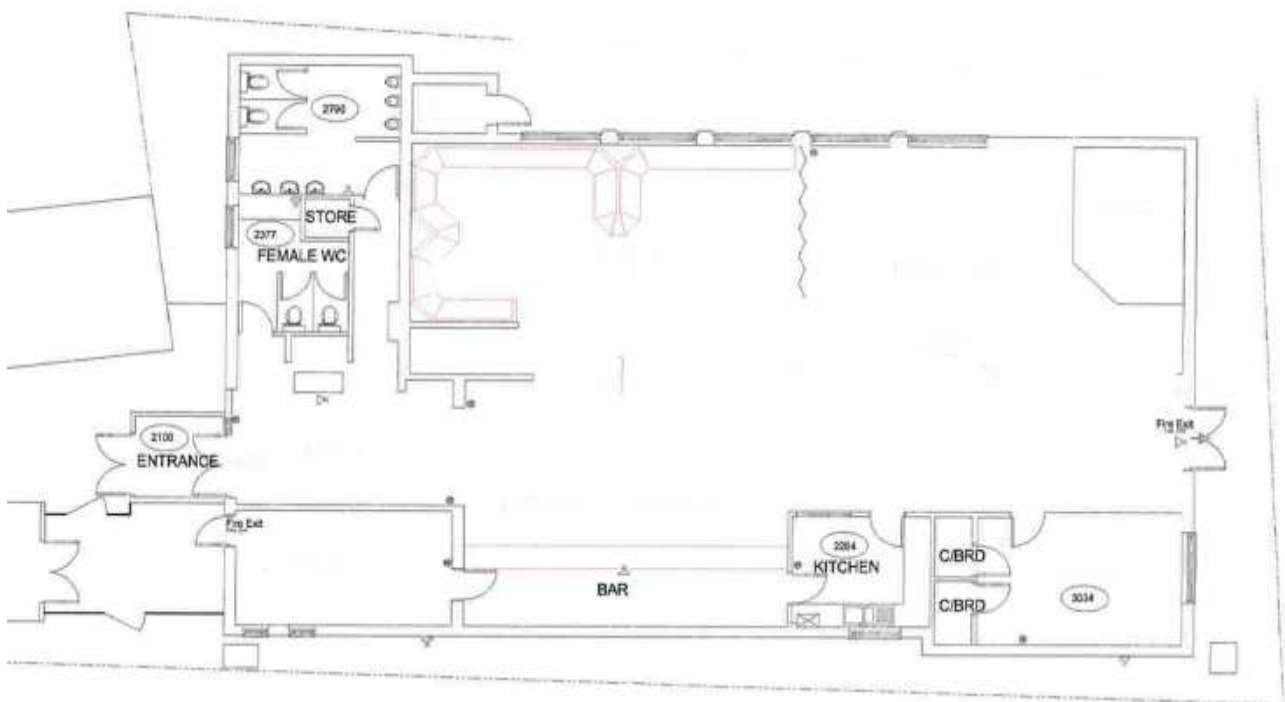
Annex 3 – Conditions attached after a hearing by the Licensing Authority

Not applicable

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Annex 4 – Premises plans

Full premises plans are held by the Licensing Authority of the London Borough of Havering. The plans reproduced below are not to scale:



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## Part B

### Premises licence summary

Premises licence number

008185

### Premises details

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Registered number of holder

**16209R**

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Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

**Mrs Joanne Stevens**

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State whether access to the premises by children is restricted or prohibited

**Restricted**

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