

Operating Schedule for Scudamores Punting Co Ltd

32c Bridge Street, CB2 1UJ

1. CCTV shall be installed, operated and maintained at all times that the premises is open for licensable activities, so as to comply with the following criteria:
 - a. The licensee will ensure that the system is checked every two weeks to ensure that the system is working properly and that the date and time are correct. A record of these checks, showing the date and time of the person checking, shall be kept and made available to police or authorised council officers on request
 - b. The police must be informed if the system will not be operating for longer than one day of business for any reason
 - c. One camera will show a close-up of the entrance to the premises, to capture a clear, full length image of anyone entering
 - d. The system will provide coverage of any exterior part of the premises accessible to the public
 - e. The system shall record in real time and recordings will be date and time stamped
 - f. Recordings will be kept for a minimum of 31 days and downloaded footage will be provided free of charge to police or authorised council officers on request, (subject to the Data Protection Act 1998) within 24 hours of any request, and
 - g. At all times the premises are open for licensable activity, there will be a person on the premises who can operate the system sufficiently to allow police or authorised council officers to view footage on request
2. A pre-booking system will be in place for all sales of alcohol. The full name of the person booking (or company name) will be recorded along with an email address and telephone number.
3. No high strength beer, lager or cider of 5.5% abv or above shall be sold.
4. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale, a

description of the person who was refused service and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.

5. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following:
 - (a) all crimes reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints received concerning crime and disorder
 - (d) any incidents of disorder
 - (e) any faults in the CCTV system or searching equipment or scanning equipment
 - (f) any visit by a relevant authority or emergency service.
6. Polycarbonate or other non-glass drinking vessels only to be used
7. A fire safety risk assessment will be completed as per government guidelines on an annual basis (Regulatory Reform (Fire Safety) Order 2005) And produced to authorised officers of the local council and Cambridgeshire Constabulary on request
8. The premises shall at all times operate a Challenge 25 policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years without having first provided identification. Only a valid British driver's licence showing a photograph of the person, a valid passport or proof of age card showing the 'Pass' hologram are to be accepted as identification. Military ID Cards can also be accepted.
9. Chauffeurs and staff dealing in the supply of alcohol to pre-booked customers will undergo training in challenge 25 upon induction. This shall include, but not be limited to;
 - The premises age verification policy
 - Dealing with refusal of sales
 - Identifying attempts by intoxicated persons to purchase alcohol
 - Identifying signs of intoxication

Appendix C

10. Such training sessions are to be documented and refreshed every twelve months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of one year and be made available to an authorised officer of the local council and Cambridgeshire constabulary upon request.
11. The premises licence holder or nominated representative shall keep and maintain all right to work documents for all staff members. Right to work documents shall be kept at the premises and produced to authorised officers of the local council and Cambridgeshire Constabulary upon request.
12. Bottling out from the premises is prohibited between 2200 hours and 0700 hours