

Alljay Leisure Limited
Flirtz, 26a Friary Chambers, Friar Lane, Nottingham

Accident and Incident Policy

- An Accident and Injury book shall be kept to record such.
- An Incident book shall be kept and a record made of all instances of disorder, damage to property and personal injury. A record of the time, the names of the staff members involved, a brief description of events and wherever possible the names of the customers involved.

These books to be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request and all such books to be retained at the premises for at least 2 years from the date of the last entry.

Alljay Leisure Limited

Flirtz, 26a Friary Chambers, Friar Lane, Nottingham

Admission Control Door Supervision Policy

All door supervisors are to read or be advised of the following instructions before commencing their duties:

- Whilst on duty you are required to comply with our uniform policy and to wear your SIA badge, which must be in date: if you do not have your badge you cannot work on that evening. Please register or log in before every shift, and remember you are required to log out at the end of the shift. It is necessary that you are currently registered with the SIA.
- You are required to comply with the conditions of the Premises Licence and any Licence issued by Nottingham City Council with regard to Sexual Entertainment in force at the time, as well as any additional duties that the Manager may require. Door supervisors should make themselves aware of the fire and emergency exit locations before work commences.
- Please ensure that you are fully aware of these conditions and duties before you start work.
- You must remain alert and vigilant at all times, you must take all reasonable steps to ensure any distractions from either customers or staff is kept to a minimum. The health, safety and protection of both the staff, customers and yourself is of paramount importance. General monitoring of the premises overall and the behaviour of the customers needs to be constantly assessed. If problems are suspected, you should report to your immediate supervisor. There is to be no alcohol consumed while on duty.
- A Challenge 21 scheme shall operate at the premises. Any person who appears to be under 21 years of age shall not be allowed entry unless they produce an acceptable form of identification (passport, driving licence, PASS accredited card, military ID or any electronic or biometric age verification technology approved by the licensing authority).
- Persons appearing to be intoxicated, violent, quarrelsome or disorderly will be refused entry.
- Clothing that obstructs the identification of individuals such as hoodies or baseball caps will be removed for the purpose of clarity for the CCTV image capture.
- Persons entering the premises are consenting to random searches. If weapons or drugs are suspected and it is both safe and practical to do so, conduct the search, wherever possible, for both the safety and integrity of the customer and staff involved, carry out the search in view of the CCTV.

- A record shall be kept of anyone refused admission to the premises, incidents of drug use, violent or disorderly conduct, or refused service.

Details to show:-

- The basis for the refusal;
- The person making the decision to refuse; and
- The date and time of the refusal

Such record to be retained at the Premises for at least one year and shall be made available for inspection and copying by the Police, or other officer of a Responsible Authority, immediately upon request.

- Any seizures of drugs, weapons or other illegal property shall be recorded, together with the name and address of the person found with the articles and details of how and where the articles were seized. Wherever possible, if safe and practical, an identifying image should be captured on the CCTV. The record will be kept in a diary or bound document which shall be retained for at least 2 years and shall be made available for inspection and copying upon request.
- You MUST ensure that you are aware of the permitted number of persons allowed into the site, 150 persons on the ground floor and 140 on the first floor. This number must not be exceeded.
- On the basis that there is only one entrance this should be checked with either electronic means, capable of recording entry and exit and maintaining current capacity on the display, or, manual clickers. One clicker should record the number who have entered and the other the number who have left, with the resulting total (after the number who have left being deducted from the number who have entered) being the number on site.

The number of staff and performers on site should be ascertained and included in the total number permitted on site. You should report to the Manager or nominated person when within 20 of full capacity and again when the capacity is achieved. At capacity (or such lower figure as the Manager may set) you may only permit entry on a "one in one out" basis.

- The departure of customers both from the interior of the premises through to the exterior and in immediate vicinity shall be monitored to ensure a quiet and orderly exit in accordance with our dispersal policy.
- When saying goodnight to customers, please remind them politely to have regard to local residents in particular when making their way to their transport or their homes.
- Every effort will be made to ensure that no open containers leave the premises.
- Upon closure, the building is to be checked visually to ensure all customers and staff have departed.

- For added security, in house staff and door supervisors will have the use of internal two-way radios with optional earpieces.
- These premises subscribe to the local pub watch scheme, and as such abide by its rules and regulations regarding the sharing of information to further aid the safety and security of our premises and those premises in the immediate vicinity. Please ensure you are fully trained in the operation of this equipment.

I HAVE READ AND UNDERSTOOD THESE INSTRUCTIONS, AND AGREE TO ABIDE BY THEM, AND ANY OTHER INSTRUCTIONS GIVEN BY AUTHORISED STAFF.

Name:

Badge No:

Signature:

Date:

Alljay Leisure Limited
Flirtz, 26a Friary Chambers, Friar Lane, Nottingham

Age Admission Policy

- A Challenge 21 scheme shall operate at the premises. Any person who appears to be under 21 years of age shall not be allowed entry unless they produce an acceptable form of identification (passport, driving licence, PASS accredited card, military ID or any electronic or biometric age verification technology approved by the licensing authority).
- It will be the Responsibility of the DPS and or Management on site to ensure the security and bar staff are aware of these licence conditions.

Alljay Leisure Limited

Flirtz, 26a Friary Chambers, Friar Lane, Nottingham

Records

- A record shall be kept of anyone refused admission to the premises or refused service.

Details contained in this record shall show:-

- The basis for the refusal;
- The person making the decision to refuse; and,
- The date and time of the refusal

This record shall be retained at the premises for at least one year from the date of refusal and shall be made available for inspection and copying by the Police and Authorised Officers of the Council, immediately upon request.

- A bound and sequentially paginated incident/accident book shall be kept to record all instances of disorder, damage to property and personal injury at the premises. This book shall be made available for inspection and copying by the Police and Authorised Officers of the Council immediately upon request, and all such books shall be retained at the premises for at least 2 years from the date of the last entry.
- When the toilets have been checked for drugs use and supply, in accordance with drugs policy supplied, a record shall be kept of the result of the checks, detailing how and when any illegal substance was found. The record shall be retained at the premises for at least 3 months from the date of the check and shall be made available for inspection and copying by the Police immediately upon request.
- Any seizures of drugs, weapons or other property shall be recorded, together with the name and address of the person found with the article and details of how and where the article was seized. This record shall be kept in a bound and sequentially paginated book, which shall be retained at the Premises for at least 2 years from the date of the last entry. This record shall be made available for inspection and copying by the Police immediately upon request.
- A bound and sequentially paginated book, shall be kept and updated daily, containing the names, addresses, dates of birth, SIA registration number and hours worked of door supervisors employed on each day that the premises operate. This book shall be kept at the premises for at least 12 months from the date of the last entry and shall be made available for inspection and copying by the Police immediately upon request.

Alljay Leisure Limited

Flirtz, 26a Friary Chambers, Friar Lane, Nottingham

Customer Code of Conduct

1. There shall be no inappropriate touching of the dancers at any time. Customers may however be escorted by the hand to an appropriate area for a dance and may make payment in the Dancer's hand or garter.
2. No verbal abuse will be tolerated. Any customer being abusive will be ejected from the premises.
3. No irresponsible behaviour by customers will be allowed. Any customer engaging in such behaviour will be ejected from the premises.
4. Any customer behaving in any other unacceptable manner will be asked to leave the premises.
5. No customer shall accept from or give to any performer or member of staff any telephone number, business card or note.

Alljay Leisure Limited
Flirtz, 26a Friary Chambers, Friar Lane, Nottingham

Dancers' Code of Conduct

This will be clearly displayed for all performers and staff to see and will include the following terms:

- (a) Performers shall behave responsibly at all times and professionally perform appropriately choreographed dance routines.
- (b) Performers will not remove any items of clothing otherwise than in accordance with the Sexual Entertainment Venue Licence.
- (c) No performer will accept from or give to a customer any telephone number, business card or note.

Alljay Leisure Limited

Flirtz, 26a Friary Chambers, Friar Lane, Nottingham

Dispersal Policy

- It is the intention to be a good neighbour and to have respect for the local community.
- To prevent noise escape from the premises later at night, care will be taken to avoid doors being left open for any length of time.
- Thirty minutes before the site is due to close, the music that is played will gradually reduce to a quieter and more relaxed style.
- Door staff will advise customers in a polite and courteous fashion to drink up and leave at the end of the evening.
- The management and door staff will take all reasonable steps to ensure that when customers leave the premises they should disperse quickly and quietly and have regard for local residents.
- As well as ensuring that the premises is evacuated efficiently, door staff and management will monitor the customers as they leave to ensure no anti-social behaviour and noise is occurring.
- In the event of any complaints being received, they will be recorded in the Incident Log and should be dealt with as soon as possible. Any complainant will be treated with courtesy at all times.
- If necessary, excessive congregation of customers outside the premises will be cleared. We are a non-street side venue.
- There will be no queues formed on the outside street, thereby ensuring no provocation or obstruction to the general public.

Alljay Leisure Limited

Flirtz, 26a Friary Chambers, Friar Lane, Nottingham

Drug/Weapons Policy

- Customers found to be carrying, using or distributing drugs or weapons, the DPS or management, with suitable assistance, will detain the offenders if safe and practical to do so, and the police called immediately.
- Any seizures of drugs, weapons or other illegal property shall be recorded, together with the name and address of the person found with the articles and details of how and where the article was seized. The record will be kept in a diary or bound document which shall be retained for at least 2 years, and shall be made available for inspection and copying by the police upon request.
- The management and staff are trained to identify controlled drugs.
- Signs are displayed at the entrance indicating that consenting to random searches is a condition of entry.
- Wherever possible WC's will be designed to deter drug abuse.
- Management and staff will regularly check suspect areas for use or distribution. Cocaine wipes will be used during opening hours and records kept on site for a minimum of 3 months as per licensing requirements.
- Any seizures of drugs, weapons or other property found on the premises, either during a search of any person or otherwise found on the premises, will be confiscated and stored in a secure container prior to being handed over to the Police, which must be done as soon as is practical. Records will be kept on site for a minimum of 2 years from the last entry.
- Any suspicion that a person in or in the immediate vicinity of the premises is attempting to deal in drugs will be brought to the immediate attention of the Police and co-operation given to the Police (insofar as is safe and practical) where requested in the apprehension of the person concerned.

Alljay Leisure Limited

Flirtz, 26a Friary Chambers, Friar Lane, Nottingham

Notices

- Notices will be displayed at the entrance to the premises advising customers that random searches will be carried out and admission will be refused to customers who do not give their consent to being searched.
- A copy of the current House Rules will be displayed at the entrance to the premises so as to be clearly visible to customers as they gain admission.
- The current Customers' Code of Conduct; Dancers' Code of Conduct; and House Rules shall be displayed on the exterior and interior of the Premises at all times so as to be clearly visible.
- A copy of the current conditions attached to the sexual Entertainment Venue Licence and House Rules shall be exhibited at all times in or near the performers' changing rooms so that they can easily be read by performers. These documents shall be protected against theft and defacement.
- A clear notice shall be displayed in a prominent position so that it can easily be read by persons entering the premises stating:

"No persons under 18 years of age permitted"

Alljay Leisure Limited

Flirtz, 26a Friary Chambers, Friar Lane, Nottingham

Safety and Security

- CCTV cameras shall be installed and maintained in the premises in accordance with Police recommendations and sufficient staff shall be trained to use the system. All cameras will record continuously during the time the premises are open to the public. Images shall be of evidential quality and shall be retained for at least 31 days. Recordings shall be made available immediately upon request to the Police and Authorised Officers of the Council.
- At all times the premises are open to the public and all public areas shall be supervised by CCTV and all dance areas, private or otherwise, shall be constantly monitored by CCTV and staff.
- The Licence Holder or person nominated by him in writing to be in charge on any specified occasion shall take all reasonable steps to ensure that patrons awaiting entry to the premises or leaving the premises do not cause annoyance or nuisance to any other person in the vicinity of the premises. A door supervisor shall act as a marshal to ensure that members of the public can freely pass by and gain access to other premises as necessary and shall supervise persons awaiting entry on the pavement.
- Door staff will conduct random searches of customers prior to admission for drugs and weapons. Anyone refusing to be searched will be refused entry.
- The toilets at the premises shall be checked for drugs use and evidence of drug supply taking place at least daily during the times that the premises are open to the public. Records of such checks shall be kept and retained on the premises for at least 3 months from the date of the check and shall be made available for inspection and copying by the police immediately upon request. If drugs are found during a personal search, or whilst being used within the premises, the Licence Holder or Manager shall ensure, if safe and practicable, that a clear images of
- The person found in possession will be captured on CCTV. Following a risk assessment of the situation arising from the find, any person found using or in possession of drugs shall be detained if it is safe and practicable to do so, and the Police shall be called immediately.
- Any drugs or weapons found on the premises, either during a search of any person or otherwise, will be confiscated and stored in a secure container prior to being handed over to the Police, which must be done as soon as is practicable.

- SIA registered door staff shall be employed at the premises, both inside and outside, at all times that the premises are open to the public, the number of door staff required shall be agreed with the Police. Appropriately trained staff shall supervise the admission desk and all dance and entertainment areas at all times.
- The Licence Holder or person nominated by him in writing to be in charge on any specified occasion, will conduct a risk assessment to ensure that adequate levels of security are maintained. Security at the front door of the premises shall not be compromised by the need for supervisors at locations within the premises.
- The Licence Holder or person nominated by him in writing to be in charge on any specified occasion shall ensure that any door staff employed at the premises wear and clearly display their SIA registration badge at all times whilst on duty.
- The Licence Holder and their staff shall liaise and co-operate closely with Nottinghamshire Police in respect of any initiative in relation to drugs, weapons, or like matters.