


LOCAL AUTHORITY	
 <p><b>EASTSUFFOLK</b> COUNCIL</p>	<p>Licensing Services                      East Suffolk Council                      East Suffolk House, Riduna Park                      Station Road, Melton                      Woodbridge                      IP12 1RT</p> <p>www.eastsuffolk.gov.uk</p>

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION
<p><b>Martlesham Heath Pavilion</b>                      The Drift, Martlesham Heath, Ipswich, Suffolk, IP5 3PL.</p>

WHERE THE LICENCE IS TIME LIMITED THE DATES
Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE
<ul style="list-style-type: none"> <li>- an indoor sporting event</li> <li>- a performance of live music</li> <li>- any playing of recorded music</li> <li>- a performance of dance</li> <li>- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance</li> </ul>

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES			
Activity (and Area if applicable)	Description	Time From	Time To
C. Indoor sporting event	Monday to Friday	10:00am	Midnight
	Saturday	10:00am	11:45pm
	Sunday	Noon	10:30pm
	Non Standard Timings:		
	New Year's Eve between 10:00 and 00.30 the following day		
	Mondays - Saturdays, on any occasion when a licensable activity is being provided in accordance with the hours specified in		
	i) an Extended Hours Order granted under Section 70 of the Licensing Act 1964 ii) a Special Hours Certificate granted under Sections 76, 77 and 78 of the Licensing Act 1964		
E. Performance of live music (Indoors)	Monday to Friday	10:00am	Midnight
	Saturday	10:00am	11:45pm
	Sunday	Noon	10:30pm
	Non Standard Timings:		
	New Year's Eve between 10:00 and 00.30 the following day		
	Mondays - Saturdays, on any occasion when a licensable activity is being provided in accordance with the hours specified in		
	i) an Extended Hours Order granted under Section 70 of the Licensing Act 1964 ii) a Special Hours Certificate granted under Sections 76, 77 and 78 of the Licensing Act 1964		



## THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...

Activity (and Area if applicable)	Description	Time From	Time To
F. Playing of recorded music (Indoors)	Monday to Friday	10:00am	Midnight
	Saturday	10:00am	11:45pm
	Sunday	Noon	10:30pm
	Non Standard Timings:		
	New Year's Eve between 10:00 and 00.30 the following day		
Mondays - Saturdays, on any occasion when a licensable activity is being provided in accordance with the hours specified in			
i) an Extended Hours Order granted under Section 70 of the Licensing Act 1964			
ii) a Special Hours Certificate granted under Sections 76, 77 and 78 of the Licensing Act 1964			
G. Performance of dance (Indoors)	Monday to Friday	10:00am	Midnight
	Saturday	10:00am	11:45pm
	Sunday	Noon	10:30pm
	Non Standard Timings:		
	New Year's Eve between 10:00 and 00.30 the following day		
Mondays - Saturdays, on any occasion when a licensable activity is being provided in accordance with the hours specified in			
i) an Extended Hours Order granted under Section 70 of the Licensing Act 1964			
ii) a Special Hours Certificate granted under Sections 76, 77 and 78 of the Licensing Act 1964			
H. Entertainment of a similar description to that falling within E, F, or G (Indoors)	Monday to Friday	10:00am	Midnight
	Saturday	10:00am	11:45pm
	Sunday	Noon	10:30pm
	Non Standard Timings:		
	New Year's Eve between 10:00 and 00.30 the following day		
Mondays - Saturdays, on any occasion when a licensable activity is being provided in accordance with the hours specified in			
i) an Extended Hours Order granted under Section 70 of the Licensing Act 1964			
ii) a Special Hours Certificate granted under Sections 76, 77 and 78 of the Licensing Act 1964			

## THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday to Friday	10:00am	Midnight
Saturday	10:00am	11:45pm
Sunday	Noon	10:30pm

## WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

## Part 2

## NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Martlesham Heath Pavilion Management Committee c/o 6 Lark Rise, Martlesham Heath, Ipswich, Suffolk, IP5 3SB.

## REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

Martlesham Heath Pavilion Management Committee 1069469



## ANNEXES

**Annex 1 - Mandatory Conditions****Annex 2 - Conditions Consistent with the Operating Schedule**

Conditions for the Management of Premises Licensed for

**Public Entertainments under the Local Government (Miscellaneous Provisions) Act 1982****Part II****Indoor Sports under the Fire Safety and Safety of Places of Sport Act 1987, Part IV****1. Permitted Hours**

- 1.1 The premises may be used for public entertainment, indoor spectator sports or entertainment of a like kind on:
- a) Mondays to Fridays 10.00am - 12pm.
  - b) Saturdays 10.00am - 11.45pm.
  - c) Sundays between 12 noon and 10.30pm
  - d) New Year's Eve between 10 am and 12.30 am the following day
  - e) Mondays - Saturdays, on any occasion when public entertainment is being provided in accordance with the hours specified in
    - i) an Extended Hours Order granted under Section 70 of the Licensing Act 1964
    - ii) a Special Hours Certificate granted under Sections 76, 77 and 78 of the Licensing Act 1964**PROVIDED** that the District Council has been supplied with a copy of the relevant Order or Certificate.
  - f) Any occasion when public entertainment is being provided in accordance with the hours specified in a Special Order of Exemption granted under Section 74(4) of the Licensing Act 1964.
  - g) Any occasion when public entertainment is being provided by not more than two live performers or recorded music in accordance with Section 182 of the Licensing Act 1964.
- 1.2 The premises shall **not** be kept or used for public entertainment or indoor spectator sports or entertainment of a like kind on
- a) Christmas Day (except where a licence permits entertainment to extend after 12 midnight on Christmas Eve).
  - b) At any time outside the permitted hours set out in paragraph 1.1 of these conditions without the consent of the District Council being obtained.
- 1.3 The licensed premises shall not be open for the purposes of public entertainment on any occasion when the licensing authority may so signify their desire in writing to the Licensee that the same should not be opened.

**2. Access**

All parts of the licensed premises shall be open to free ingress and inspection by:-

- (a) Authorised Officers of the licensing authority.
- (b) Persons authorised in writing by the licensing authority.
- (c) Police Officers of the Suffolk Constabulary.
- (d) Fire Officers of the Suffolk Fire Authority.

**3. Alterations and Maintenance**

- 3.1 No alterations or additions shall be made to any part of the licensed premises and the fixtures and fittings therein without the prior approval of the licensing authority.
- 3.2 All parts of the licensed premises, including the fixtures and fittings therein, whether fixed or otherwise, shall be kept clean and maintained in good working order.



## Premises Licence

## ANNEXES continued ...

- 3.3 The Fire Alarm and emergency lighting systems **shall be tested monthly** by the licensee to ensure that they operate effectively.
- 3.4 The licensee shall maintain the log book provided and **ensure that it is kept at the premises and that details of tests, etc. are entered.**
- 3.5 The licensee shall maintain public liability insurance not less than £5 million per claim.

4. **Licensee's Responsibilities.**

- 4.1 The Licensee or some responsible person nominated by him in writing shall be in charge of, and present in, the licensed premises during the whole time they are open to the public. Any such nominated person shall be provided with a copy of these licensing conditions.
- 4.2 The Licensee shall take all reasonable precautions for the safety of the public, performers or employees on the premises.
- 4.3 The numbers of persons permitted on the premises shall not exceed that specified in the licence document.
- |                    |     |
|--------------------|-----|
| Seated at Tables   | 64  |
| Dancing and Tables | 80  |
| Dancing only       | 100 |
- 4.4 The Licensee or his nominated representative shall to the best of his ability maintain and keep order and decent behaviour on the licensed premises.
- 4.5 The Licensee shall not allow any lewd, obscene or indecent performance to take place on the licensed premises or allow any obscene poster, advertisement, film, photograph or programme to be displayed or shown on any part of the premises.
- 4.6 No exhibition, demonstration or performance of hypnotism as defined in Section 2(1a) and 5 of the Hypnotism Act 1952 shall be given by any person on the licensed premises except with the written consent of the licensing authority and in accordance with any conditions attached to such consent.
- 4.7 The Licensee shall ensure that Regulation 37 of the Cinematographic Safety Regulations 1955 is complied with on any occasion that the premises are used for cinematographic exhibitions.
- 4.8 The Licensee shall ensure that the noise level emanating from the premises remains at a reasonable level and shall comply with any requirements of the Director of Environmental Services in this respect.
- 4.9 The Licensee shall inform the Council, in writing, of any change of his address during the period of the licence within seven days of such change taking place.

5. **Fire and Safety.**

- 5.1 The Licensee shall ensure compliance with the fire precautions and safety measures required by the Chief Fire Officer, as set out in the attached schedule and any conditions which may from time to time be required by the Chief Fire Officer and which have been notified to the Licensee by the licensing authority.
- 5.2 **Stewards:** The minimum number of stewards present when members of the public are present shall be:
- (i) up to 100 persons - 2 stewards
  - (ii) for each additional 50 persons or part thereof - 1 steward.

**Each steward shall be readily identifiable to members of the public and shall be instructed and trained in the following:**



ANNEXES continued ...

- (i) The action to be taken upon discovering a fire.
- (ii) The position of the exits.



## ANNEXES continued ...

- (iii) the operation and location of the emergency lighting and fire fighting equipment.
- (iv) Raising the alarm and correct method of calling the Fire Brigade.
- (v) Evacuation of the public in the event of an emergency.

- 5.3 **Fire Procedure:** The Fire Brigade shall be immediately called to any outbreak of fire, however slight.
- 5.4 **Exits:** All doors indicated as exits on the attached plan shall be maintained so that they open easily and fully and the following shall apply as appropriate:
- a) Exit doors shall only be secured in such a manner that they can be immediately and easily opened from within.
  - b) Exit doors which do not open outwards shall be secured in the open position when members of the public are present.
  - c) Exit doors and the external routes therefrom shall be maintained clear and unobstructed and illuminated when members of the public are present.
  - d) Illuminated Exit signs and notices shall be properly maintained and free from obstruction.
- 5.5 **Means of Escape:** All parts of the premises used for means of escape in case of fire, shall be kept entirely free from obstruction, whether permanent or temporary, so as not to impede safe evacuation of the premises.
- 5.6 **Floors and Floor Coverings,** shall be properly maintained in a sound condition **and possess reasonable antislip properties.**
- 5.7 **Seating:** If loose chairs are used for seated audiences they shall be secured together in blocks of not less than four or more than 14 seats.
- Seats shall be arranged so as to provide gangways not less than 1.1m in width which lead to and connect with exits. No seat shall be more than 3.6 metres from a gangway measured along a row of seating.**
- 5.8 **General Lighting:** All parts of the premises and the external escape routes to which the public have access shall be suitably illuminated in the absence of adequate daylight at all times when members of the public are present.
- 5.9 **Emergency Lighting:** If the emergency lighting system is not designed to come on automatically in the event of failure of the mains lighting circuit it shall be switched on all times when the public are present.
- 5.10 **Fire Fighting Appliances:** The fire fighting appliances indicated on the attached plan shall be maintained and immediately available for use.
- 5.11 **Drapes and Decorations:** All drapes, curtains or similar hangings shall be of such material or be so treated that they will not readily catch fire.
- No combustible effects or decorations shall be used in the premises except by permission of the licensing authority.**
- 5.12 **Electrical Cables,** flexes and other wiring must be laid in such a manner so as not to cause a hazard to those using the licensed premises.
- 5.13 **Heating Appliances:** All heating appliances shall be manufactured and installed in accordance with the appropriate British Standard and shall be properly guarded and maintained.
- Portable heating appliances burning liquefied petroleum gas or fuel oil shall not be used and such fuels shall not be stored in the premises when members of the public are present.**



## ANNEXES continued ...

5.14 **Car Parking:** No vehicles shall be parked in such a way as to restrict the means of escape provided from the premises, or prevent the safe access and egress of the emergency services.

6. **Welfare and Hygiene.**

6.1 Where food is cooked and/or is sold on the licensed premises the licensee shall ensure that the requirements of the Food Safety Act 1990 and the Food Hygiene (General) Regulations 1970 are complied with.

6.2 Efficient and adequate means of ventilation shall be available during the whole time the public are on the licensed premises. Where mechanical ventilation is provided this shall be maintained in a safe and satisfactory condition **and detailed operating instructions shall be exhibited in a suitable prominent position.**

6.3 A sufficient number of suitable receptacles with close fitting lids shall be provided to receive and store refuse from the licensed premises.

6.4 There shall be compliance with any requirements specified by the Director of Environmental Services and set out in the schedule attached to this licence and with any further reasonable requirements that from time to time may be required by the Director of Environmental Services and which have been notified to the licensee by the licensing authority.

6.5 An adequate properly equipped and maintained first aid kit shall be available at the premises at all times when the public are present.

7. **General**

7.1 On those occasions when disabled or handicapped persons are present on the licensed premises such special arrangements as may be necessary in the circumstances shall be made so as to ensure all persons leave the premises safely in the event of fire.

7.2 The licensing authority reserves the right under statute after the granting, renewal or transfer of the licence at any time to dispense with or modify any of these conditions, terms and restrictions and to make additional conditions, terms and restrictions as they may deem appropriate to meet the circumstances of any particular case.

7.3 Any notice or notification in writing under these conditions shall be deemed to have been served on the licensee if:-

- i it is served upon the licensee personally
- ii it is left or posted to the licensee at his/her last known address
- iii it is left at the licensed premises

**Annex 3 - Conditions attached after a hearing by the licensing authority**



## LOCAL AUTHORITY



Licensing Services  
 East Suffolk Council  
 East Suffolk House, Riduna Park  
 Station Road, Melton  
 Woodbridge  
 IP12 1RT

www.eastsuffolk.gov.uk

## Premises Details

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**Martlesham Heath Pavilion**

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## WHERE THE LICENCE IS TIME LIMITED THE DATES

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## LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- an indoor sporting event
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance

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## WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

## NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

Martlesham Heath Pavilion Management Committee c/o 6 Lark Rise, Martlesham Heath, Ipswich, Suffolk, IP5 3SB.

## REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

Martlesham Heath Pavilion Management Committee 1069469



STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

No

