

**From:** Matthew Phipps [REDACTED]  
**Sent:** 21 December 2015 09:48  
**To:** 'Beverley.pitchford [REDACTED]  
**Cc:** 'susan.thurman-newel [REDACTED] 'lisa.grant [REDACTED] Bahadoor, Roy;  
Paul Uren  
**Subject:** SN15 [TLT-TLT.FID3752906]

Dear Officer

In line with our discussions before the Licensing Committee (and outside) on Wednesday 16 December I write to confirm the following:

1. If the premises trades under a temporary event notices between now and the end of January 2016 it will abide by all conditions of the licence in line with the Licensing Committee decision permitting the temporary event notice for the Christmas eve.

In effect this will mean the following:

1. If the premises trades the ground floor it will engage two door staff to be situated at the front door to monitor arrival and dispersal (and the front space).
2. If the external (rear) terrace is open then one door person will be engaged, if the whole of the terrace is open then two door staff will be engaged.
3. If the upstairs first floor club room is open two additional door staff will be engaged.

It is anticipated that for all of the temporary event notices the bar itself will likely open at 7pm, door staff to be engaged from 9pm and from 11pm the first floor will open (with additional door staff being in situ prior to opening).

2. In terms of polycarbonates, risk assessment will be undertaken but it is envisaged that premises will permit cocktails in glass and will permit (in the first floor VIP room only) glass bottles to be positioned on tables. However, champagne (etc) will be consumed in polycarbonates, the premises having acquired suitably high quality "plastic glasses".

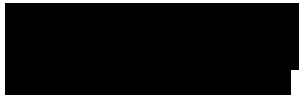
3. Finally, it is my understanding that all of the acquirements of the Crime Prevention Officer have been addressed, but if the officer would like to visit in order to inspect the premises, check that matters have been attended to as per his requirements then he shouldn't hesitate to contact manager on site.

I trust this is satisfactory but if you have further queries don't hesitate to give me a call.

Best wishes

Yours sincerely

Matthew Phipps  
Partner  
Head of Licensing England and Wales  
for TLT LLP



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