

Appendix 1

New Licence Applications Issued by way of Delegated Authority (01 October 2023 to 31 December 2023)

Name	Address	Ward	Details
AXA Investment Managers Limited	22 Bishopsgate	Lime Street	A 22:30
ISG Ltd	33 Aldgate High Street	Portsoken	A 23:00
Eighty Fen	80 Fenchurch Street	Tower	A, (f) 23:00
Dream Xi'An	Unit 2A Tower Place	Tower	A, (f) 23:00
Gordon Ramsay Kitchen & Bar	Floors 58M (part), 59,60 & 61(part), 22 Bishopsgate	Lime Street	A, L, (b) (e) (f) 21:30
Three Uncles	3 Old Bailey	Farringdon Within	A 22:30
Bank of England	20 Moorgate	Coleman Street	A 23:00
Bank of England	Threadneedle Street	Walbrook	A 23:00
Festive Hut	23-25 Leadenhall Market	Langbourn	A 23:00
Cloth Farringdon	44 Cloth Fair	Farringdon Within	A 23:00
Club Quarters Hotel	7 Gracechurch Street	Langbourn	A, L, (b) (e) (f) 00:00
Club Quarters Hotel	24 Ludgate Hill	Farringdon Within	A, L, (b) (e) (f) 00:00
Convене	10-15 Newgate Street	Bread Street	A, L, (b) (c) (e) (f) (g) 01:00
Little Market	26 Wormwood Street	Bishopsgate	A 00:00
Aviva	80 Fenchurch Street	Tower	A, (b) (f) 23:00
Townhouse	82 Watling Street	Bread Street	A 23:00
Roxy Ballroom	33 St Mary Axe	Lime Street	A, L, (b) (e) (f) 02:00
Hyde London City Hotel	15 Old Bailey	Farringdon Within	A, L, (b) (e) (f) 03:00

Total Licences Issued = 18

Key to Details:

- | | |
|----------------------------|---------------------------|
| A Sale of Alcohol | (e) Live Music |
| L Late Night Refreshment | (f) Recorded Music |
| (a) Plays | (g) Performances of Dance |
| (b) Films | (h) Making Music |
| (c) Indoor Sporting Events | (d) Boxing or Wrestling |

Times stated are the latest terminal hour for at least one of the licensable activities.

Number of Licences by Ward

Bishopsgate	1
Bread Street	2
Coleman Street	1

Farringdon Within	4
Langbourn	2
Lime Street	3
Portsoken	1
Tower	3
Walbrook	1

Conditions Applied to Licences Granted by way of Delegated Authority

AXA Investment Managers Ltd

- 1 The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
- 2 A refusal/incident log shall be maintained. This shall contain details of time and date, description of the attempting purchaser, description of the product they attempted to purchase, reason why the sale was refused and the name of the person refusing the sale.
- 3 There shall be no sale of alcohol in unsealed containers for consumption off the premises.
- 4 The public shall not be admitted to the premises, access to licensable activities will only be provided for employees of the premises licence holder and invited guests.
- 5 A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

ISG Ltd

- 1 The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
- 2 A refusal/incident log shall be maintained. This shall contain details of time and date, description of the attempting purchaser, description of the product they attempted to purchase, reason why the sale was refused and the name of the person refusing the sale.
- 3 There shall be no sale of alcohol in unsealed containers for consumption off the premises.
- 4 The public shall not be admitted to the premises, access to licensable activities will only be provided for employees of the premises licence holder and invited guests.

- 5 A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Eighty Fen

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

Dream Xi'An

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.

Gordon Ramsay Kitchen & Bar

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.
3. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) any incidents of disorder (disturbance caused either by one person or a group of people)

[There is no requirement to record the above incidents (a), (b) or (c) where they do not relate to a licensable activity]

(d) seizures of drugs or offensive weapons

(e) any faults in the CCTV system or searching equipment or scanning equipment

(f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it.

4. The premises will use SIA registered door staff on Sunday to Tuesday inclusively with a minimum of 2 door staff from 6pm one on the ground floor and one operating on either floor 59 or 60 and on Wednesday to Saturday a minimum of four door staff from 6pm with two on the ground floor and one each on floors 59 and 60 and these door staff will be on duty until all the customers have left the premises. A risk assessment will be conducted to assess risk as to whether greater than the minimum number of door staff is needed and if door staff are needed at other times and in both cases this risk assessment will stipulate the additional number of door staff required and for what times, and this risk assessment will be available for inspection by the Responsible Authorities.
5. The premises will operate to a written dispersal policy in which all staff who operate front of house will receive training and which will be available to the Responsible Authorities on request.
6. A personal licence holder will be on duty on floor 59 and on floor 60, whenever these floors conduct licensable activities.
7. A Challenge 21 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 21 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
8. All staff members engaged in selling alcohol on the premises shall receive training (which may be electronic) pertinent to the Licensing Act, specifically in regard to age-restricted sales, and the refusal of sales to persons believed to be drunk. Induction training must be completed prior to engaging in any sale of alcohol. All training in selling alcohol undertaken by staff members, including refresher training, shall be documented (which may be electronic). All training records will be kept at the premises and shall be made available upon request to the Local Authority Licensing Officers and/or an officer of the Police.

Three Uncles

1. Alcohol shall only be sold in unsealed containers to a person sitting down eating a meal and for consumption with that meal on the premises, and off the premises only to persons sat at furniture covered by a pavement licence. Sales of alcohol in sealed containers for consumption off the premises shall only be supplied with a meal.
2. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
3. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
4. An incident log shall be kept at the premises and made available on request to the Police or an

authorised officer of the City of London Corporation. The log will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of customers
- (c) any incidents of disorder (disturbance caused either by one person or a group of people)
- (d) seizures of drugs or offensive weapons
- (e) any faults in the CCTV system or searching equipment or scanning equipment
- (f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it

5. The premises shall install and maintain a comprehensive digital colour CCTV system. All public

areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

6. All delivery orders shall be to a registered residential or business address. There shall be no deliveries to public/communal areas or open spaces.

Bank of England (Moorgate)

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. Licensable activities will be restricted to employees and officers of the company in occupation and any associated company, and guests of the company in occupation or its employees/officers.

Bank of England (Threadneedle)

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. Licensable activities will be restricted to employees and officers of the company in occupation and any associated company, and guests of the company in occupation or its employees/officers.

Festive Hut

1. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:

all crimes reported to the venue
all ejections of customers
all refusals of entry
all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
any incidents of disorder (disturbance caused either by one person or a group of people)
any seizures of drugs or offensive weapons

2. The number of door supervisors shall be determined by a risk assessment completed by the licence holder, and shall have regard to any recommendations made the police. A copy of the risk assessment shall be retained on the premises and made available for inspection by a police officer and/or an authorised officer of the licensing authority on request.
3. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
4. The hut positioned within the premises may be moved from time to time within the licensed area.
5. The licence holder shall procure that toilet facilities are available to patrons at Chamberlains 23-25 Leadenhall Market, London EC3V 1LR or suitable alternative premises in Leadenhall Market.
6. No live or recorded music shall be played at the premises.
7. On-sales of alcohol will be limited to customers within the area edged red on the plan attached to the licence.
8. Off-sales of alcohol will be limited to customers seated within the area edged blue on the plan attached to the licence.

Cloth Farringdon

1. All windows on the side of the plan marked as Elevation 3 shall be kept closed after 1900 hours.
2. Alcohol shall be sold to customers by waiter/waitress service only.
3. There shall be no self-service of spirits on the premises.
4. The premises shall install and maintain a comprehensive digital CCTV system. All public and back of house areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
5. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) all refusals of entry

- (d) all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
 - (e) any incidents of disorder (disturbance caused either by one person or a group of people)
 - (f) any seizures of drugs or offensive weapons
6. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a person or persons other than the licence holder , and one or some of them are not an employee of the licence holder, and the event is promoted to the general public independent of the licensee.
 7. There shall be no new admissions or readmission of customers to the premises after 22:30 (Sunday-Wednesday) or 23:30 (Thursday-Saturday) hours save for customers who have temporarily left the premises to smoke.
 8. The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.
 9. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Club Quarters (Gracechurch)

1. Alcohol Sales shall be permitted 24 hours per day for residents of the hotel and their bona fide guests.
2. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
3. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a person or persons other than the licence holder , and one or some of them are not an employee of the licence holder, and the event is promoted to the general public independent of the licensee.

Club Quarters (Ludgate)

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a person or persons other than the licence holder , and

one or some of them are not an employee of the licence holder, and the event is promoted to the general public independent of the licensee.

3. Alcohol Sales via room service only shall be permitted 24 hours per day for residents of the hotel and their bona fide guests.

Convene

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a person or persons other than the licence holder, and one or some of them are not an employee of the licence holder, and the event is promoted to the general public independent of the licensee.
3. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours. A copy of the policy shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
4. Alcoholic drinks may not be removed from the premises in open containers except for consumption in the remainder of the Sancroft building.
5. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
6. The number of door supervisors shall be determined by a risk assessment completed by the licence holder. A copy of the risk assessment shall be retained on the premises and made available for inspection by a police officer and/or an authorised officer of the licensing authority on request.
7. There shall be a written policy in relation to drugs at the premises. A copy of the policy shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.

Little Market

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.

2. The sale of super-strength beer, lagers, ciders, or spirit mixtures with an Alcohol by Volume (ABV) of 6.5% or higher will not be permitted on the premises, with the exception of premium beers and ciders supplied in glass bottles.
3. Individual cans of beer, cider, or spirit mixtures will not be available for sale on the premises.
4. No more than 15% of the sales area may be utilized at any given time for the sale, display, or exposure of alcohol.
5. A log shall be kept at the premises detailing all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID. This log will include the date and time of the refusal and shall be made available on request to the Police or an authorised officer of the City of London Corporation.
6. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
7. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

Aviva

1. The provision of licensable activities shall be restricted to: employees and officers of the organisation(s) in occupation, or their associated companies; and bona fide guests of the said employees, officers and companies.

Townhouse

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.

Roxy Ballroom

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.

2. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) all refusals of entry
 - (d) all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
 - (e) any incidents of disorder (disturbance caused either by one person or a group of people)
 - (f) any seizures of drugs or offensive weapons
3. The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).
4. When the premises is carrying on licensable activities after 21.00 hours, on Thursday, Friday, Saturday and Sunday before a Bank Holiday, a minimum of 2 registered door supervisors are to be on duty, and the number of door supervisors will be employed on a ratio of 1:100. Security to be employed until the last customers have left the premises. At other times the number of door supervisors shall be determined by a risk assessment completed by the licence holder. A copy of the risk assessment shall be retained on the premises and made available for inspection by a police officer and/or an authorised officer of the licensing authority on request.
5. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a person or persons other than the licence holder, and one or some of them are not an employee of the licence holder, and the event is promoted to the general public independent of the licensee.
6. Customers permitted to temporarily leave and then re-enter the premises e.g., to smoke, shall not be permitted to take drinks or glass containers with them.
7. There shall be no self-service of spirits on the premises.
8. All doors and windows shall remain closed at all times after 22:00 hours during the provision of regulated entertainment save for entry or exit, or in the event of an emergency.
9. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
10. The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.
11. A noise management plan shall be in place to identify how noise arising from all sources of noise including regulated entertainment, plant, pa systems and patrons shall be effectively controlled so as to minimise the risk of public nuisance and how any complaints of noise will be dealt with. A copy of the plan shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
12. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Hyde London City Hotel

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days when requested.
2. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.
3. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) all refusals of entry
 - (d) all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
 - (e) any incidents of disorder (disturbance caused either by one person or a group of people)
 - (f) any seizures of drugs or offensive weapons.
4. The number of door supervisors shall be determined by a risk assessment completed by the licence holder. A copy of the risk assessment shall be retained on the premises and made available for inspection by a police officer and/or an authorised officer of the licensing authority on request.
5. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours. A copy of the policy shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
6. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
7. The provision of live and recorded music shall be limited to the basement only.