

## Licensing Act 2003 Premises Licence

### NAME OF LICENSED PREMISES

**Manor House Hotel**

### ADDRESS OF LICENSED PREMISES

The Manor House Hotel, Newlands Corner, Guildford, Surrey, GU4 8SE

### ORIGINAL LICENCE COMMENCEMENT DATE

24/11/2005

### EXPIRY DATE, IF TIME LIMITED

N/A

### LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- Sale of Alcohol
- Late Night Refreshment
- Plays
- Films
- Live Music
- Recorded Music
- Performance of Dance
- Anything of a similar description to that falling within live music, recorded music or performance of dance

### Sale of Alcohol Both on and off the premises

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day. 14th February 8:00 till 01:00 15th February.



Mike Smith  
Licensing Team Leader  
Guildford Borough Council



**Licensing Act 2003  
Premises Licence**

**Late Night Refreshment  
Indoors**

Day	Start Time	End Time
Monday	23:00	05:00
Tuesday	23:00	05:00
Wednesday	23:00	05:00
Thursday	23:00	05:00
Friday	23:00	05:00
Saturday	23:00	05:00
Sunday	23:00	05:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day, 14th February 8:00 till 01:00 15th February.

**Plays  
Indoors**

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day, 14th February 8:00 till 01:00 15th February.

**Films  
Indoors**

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day, 14th February 8:00 till 01:00 15th February.

Mike Smith  
Licensing Team Leader  
Guildford Borough Council



**Licensing Act 2003  
Premises Licence**

**Live Music  
Both indoors and outdoors**

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day, 14th February 8:00 till 01:00 15th February.

**Recorded Music  
Indoors**

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day, 14th February 8:00 till 01:00 15th February.

**Performance of Dance  
Indoors**

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day, 14th February 8:00 till 01:00 15th February.

Mike Smith  
Licensing Team Leader  
Guildford Borough Council

## Licensing Act 2003 Premises Licence

Anything of a similar description to that falling within live music, recorded music or performance of dance  
Both indoors and outdoors

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day, 14th February 8:00 till 01:00 15th February.

### Opening Hours

Day	Start Time	End Time
Monday	00:00	00:00
Tuesday	00:00	00:00
Wednesday	00:00	00:00
Thursday	00:00	00:00
Friday	00:00	00:00
Saturday	00:00	00:00
Sunday	00:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day, 14th February 8:00 till 01:00 15th February.

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

ON/OFF

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

Nahid Residential Limited  
2 The Paddock, Guildford, GU1 2RQ

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

Company Number: 08868452



Mike Smith  
Licensing Team Leader  
Guildford Borough Council



**Licensing Act 2003  
Premises Licence**

**DETAILS OF DESIGNATED PREMISES SUPERVISOR**

Name:	Mr Andrew McNeil
Address:	[REDACTED]
Telephone:	[REDACTED]
Licence Number:	GUPA1502
Licensed By:	Guildford

Mike Smith  
Licensing Team Leader  
Guildford Borough Council

## Licensing Act 2003 Premises Licence

### Mandatory condition - Sales of alcohol

1. No supply of alcohol may be made under the premises licence –
  - a. at a time when there is no designated premises supervisor in respect of the premises licence, or
  - b. at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence

### Mandatory condition - Age verification policy

1. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
2. The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
3. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
  - a. a holographic mark, or
  - b. an ultraviolet feature.

### Mandatory condition - Irresponsible promotions

1. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
2. In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - a. games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
  - b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - d. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

### Mandatory condition - Free potable water

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

### Mandatory condition - Smaller measures

The responsible person must ensure that—

- a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
  - i. beer or cider: ½ pint;
  - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - iii. still wine in a glass: 125 ml;
- b. these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and



Mike Smith  
Licensing Team Leader  
Guildford Borough Council

## Licensing Act 2003 Premises Licence

- c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

### Mandatory condition - Permitted price for alcohol

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1—
  - a. “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
  - b. “permitted price” is the price found by applying the formula  $P=D+(D \times V)$ , where—
    - i. P is the permitted price,
    - ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
    - iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
  - c. “relevant person” means, in relation to premises in respect of which there is in force a premises licence—
    - i. the holder of the premises licence,
    - ii. the designated premises supervisor (if any) in respect of such a licence, or
    - iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - d. “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - e. “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.  
(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

### Mandatory condition - Film exhibitions

- a) Subject to subsection (b) below, the admission of children to the exhibition of films on the premises shall be restricted in accordance with any recommendation made by the British Board of Film Classification (BBFC)
- b) If the licensing authority does not agree with the category of any film as recommended by the BBFC, it may alter the category of the film. On notice of alteration of category being given by the licensing authority to the holder of the licence, the film shall thereafter be treated as being in the altered category and admission of children to the exhibition of the film shall be restricted accordingly

### FURTHER CONDITIONS

#### Additional conditions as laid out in the application operating schedule dated 02 August 2005

1. Ensure staff are aware and receive appropriate training relating to the licensing objectives.
2. Ensure a member of management is on duty during permitted hours to enforce the licensing objectives
3. Only operate events where guests partake of a substantial meal.
4. No promotion of binge drinking.
5. Ensure sufficient seating for all guests
6. To participate in any appropriate police schemes to reduce crime and disorder.
7. Capabilities to be as per existing fire certificate
8. Regular inspections of emergency equipment.
9. Regular practice evacuations
10. Regularly updated risk assessments
11. Reduce volume and tempo of music towards end of evening.
12. Announcement at end of evening to vacate premises quietly.



Mike Smith  
Licensing Team Leader  
Guildford Borough Council

## Licensing Act 2003 Premises Licence

13. Adequate staff supervision for departing guests bar to close 15 minutes prior to end of permitted hours.
14. Staff to receive regular and adequate training on the law and practice relating to age restricted sales.
15. Children not allowed in corporate events when adult entertainment may be taking place.



Mike Smith  
Licensing Team Leader  
Guildford Borough Council



## Licensing Act 2003 Premises Licence Summary

### NAME OF LICENSED PREMISES

**Manor House Hotel**

### ADDRESS OF LICENSED PREMISES

The Manor House Hotel, Newlands Corner, Guildford, Surrey, GU4 8SE

### ORIGINAL LICENCE COMMENCEMENT DATE

24/11/2005

### EXPIRY DATE, IF TIME LIMITED

N/A

### LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- Sale of Alcohol
- Late Night Refreshment
- Plays
- Films
- Live Music
- Recorded Music
- Performance of Dance
- Anything of a similar description to that falling within live music, recorded music or performance of dance

### Sale of Alcohol Both on and off the premises

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day. 14th February 8:00 till 01:00 15th February.



Mike Smith  
Licensing Team Leader  
Guildford Borough Council



## Licensing Act 2003 Premises Licence Summary

### Late Night Refreshment Indoors

Day	Start Time	End Time
Monday	23:00	05:00
Tuesday	23:00	05:00
Wednesday	23:00	05:00
Thursday	23:00	05:00
Friday	23:00	05:00
Saturday	23:00	05:00
Sunday	23:00	05:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day. 14th February 8:00 till 01:00 15th February.

### Plays Indoors

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day. 14th February 8:00 till 01:00 15th February.

### Films Indoors

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day. 14th February 8:00 till 01:00 15th February.

Mike Smith  
Licensing Team Leader  
Guildford Borough Council



## Licensing Act 2003 Premises Licence Summary

### Live Music Both indoors and outdoors

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day. 14th February 8:00 till 01:00 15th February.

### Recorded Music Indoors

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day. 14th February 8:00 till 01:00 15th February.

### Performance of Dance Indoors

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day. 14th February 8:00 till 01:00 15th February.

Mike Smith  
Licensing Team Leader  
Guildford Borough Council

## Licensing Act 2003 Premises Licence Summary

Anything of a similar description to that falling within live music, recorded music or performance of dance  
Both indoors and outdoors

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	00:00
Friday	08:00	01:00
Saturday	08:00	01:00
Sunday	08:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day. 14th February 8:00 till 01:00 15th February.

### Opening Hours

Day	Start Time	End Time
Monday	00:00	00:00
Tuesday	00:00	00:00
Wednesday	00:00	00:00
Thursday	00:00	00:00
Friday	00:00	00:00
Saturday	00:00	00:00
Sunday	00:00	00:00

**Seasonal Variations:** New Year's Eve 8:00 till 01:00 New Year's Day. 14th February 8:00 till 01:00 15th February.

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

ON/OFF

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

Nahid Residential Limited  
2 The Paddock, Guildford, GU1 2RQ

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

Company Number: 08868452



Mike Smith  
Licensing Team Leader  
Guildford Borough Council



## Licensing Act 2003 Premises Licence Summary

### DESIGNATED PREMISES SUPERVISOR

Mr Andrew McNeil

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

Children not allowed in corporate events when adult entertainment may be taking place.