



MANCHESTER CITY COUNCIL

LICENSING ACT 2003 PREMISES LICENCE

Premises licence number	282631
Granted	16/01/2023
Latest version	Change in details 13/12/2023

Part 1 - Premises details

Name and address of premises
Aviva Studios Water Street, Manchester, M3 4JQ

Licensable activities authorised by the licence
1. The sale by retail of alcohol*. 2. The provision of regulated entertainment, limited to: Performance of plays; Exhibition of films; Indoor sporting events; Boxing or wrestling entertainments; Live music; Recorded music; Performances of dance; Anything similar to live music, recorded music or the performance of dance. 3. The provision of late night refreshment. * All references in this licence to "sale of alcohol" are to sale by retail.

The times the licence authorises the carrying out of licensable activities
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Sale by retail of alcohol							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	0800	0800	0800	0800	0800	0800	0800
Finish	0400	0400	0400	0400	0400	0400	0400
The sale of alcohol for consumption both on and off the premises.							
Seasonal variations and Non-standard Timings: New Year: From the start time on New Year's Eve to the terminal hour for New Year's Day. On the day British Summer Time commences: One additional hour following the terminal hour.							
Further information:							
• Sale of alcohol, indoors, for consumption both on and off the premises: 08:00 – 04:00 daily • Sale of alcohol, outdoors, for consumption both on and off the premises: 08:00 – 00:00 daily, save for 12 weekends per year (as per Annex 2 condition 48) until 02:00							

Performance of plays; Exhibition of films; Indoor sporting events; Boxing or wrestling entertainments; Live music; Recorded music; Performances of dance; Anything similar to live music, recorded music or the performance of dance							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	0000	0000	0000	0000	0000	0000	0000
Finish	2400	2400	2400	2400	2400	2400	2400
Licensed to take place both indoors and outdoors.							
Seasonal variations and Non-standard Timings: None							
Further information: - Regulated entertainment, indoors: 24/7 - Regulated entertainment, outdoors: 07:00 – 00:00 daily, save for 12 weekends per year (as per Annex 2 condition 48) until 02:00							

Provision of late-night refreshment							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	2300	2300	2300	2300	2300	2300	2300
Finish	0500	0500	0500	0500	0500	0500	0500
Licensed to take place both indoors and outdoors.							
Seasonal variations and Non-standard Timings: None							
Further information: - Late-night refreshment, indoors: 23:00 – 05:00 daily - Late-night refreshment, outdoors: 23:00 – 00:00 daily, save for 12 weekends per year (as per Annex 2 condition 48) until 02:00							

Hours premises are open to the public							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	0000	0000	0000	0000	0000	0000	0000
Finish	2400	2400	2400	2400	2400	2400	2400
Seasonal variations and Non-standard Timings: None							

Part 2

Details of premises licence holder	
Name:	Manchester International Festival
Address:	Aviva Studios, Water Street, Manchester, M3 4JQ
Registered number:	05292793

Details of designated premises supervisor where the premises licence authorises for the supply of alcohol	
Name:	Rebecca Alexander
Address:	2 Cherry Grove, Nantwich, Cheshire, CW5 5HW
Personal Licence number:	PERS3977
Issuing Authority:	Cheshire East Council

Annex 1 – Mandatory conditions

Door Supervisors

1. Only individuals licensed by the Security Industry Authority shall be used at the premises to undertake security activities, which include guarding against: -
 - (a) Unauthorised access or occupation (e.g. through door supervision),
 - (b) Outbreaks of disorder, or
 - (c) Damage,unless otherwise entitled by virtue of section 4 of the Private Security Industry Act 2001 to carry out such activities.

Supply of alcohol

2. No supply of alcohol may be made under this 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 his personal licence is suspended.
3. Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.
4. (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.
5. (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 (1) above–
 - (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 (2)(b) 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) (a) Sub-paragraph (4)(b) applies where the permitted price given by paragraph (2)(b) 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.
- (b) 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.
6. (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).
7. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
8. 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
 - (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.

For the purposes of conditions 6, 7 and 8 above, a responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.

Exhibition of films

9. The admission of children under the age of 18 to film exhibitions permitted under the terms of this certificate shall be restricted in accordance with any recommendations made:
- (a) by the British Board of Film Classification (BBFC) where the film has been classified by that Board, or
 - (b) by the Licensing Authority where no classification certificate has been granted by the BBFC, or where the licensing authority has notified the club which holds the certificate that section 20 (3) (b) (74 (3)(b) for clubs) of the Licensing Act 2003 applies to the film.

Annex 2 – Conditions consistent with the operating schedule

1. For the duration of the licence, the premises shall operate as a multi-use arts, cultural, music and events venue.
2. An Event Review Meeting (ERM) shall be established by the Premises Licence Holder, who shall invite, at minimum, the Responsible Authority Contacts, North-West Ambulance Service and Greater Manchester Fire and Rescue Service to a meeting at least three times a year, to encourage information sharing, collaboration and cohesion regarding matters pertinent to the promotion of the licensing objectives at the premises. The premises licence holder shall have proper regard to advice received from the ERM.
3. A detailed assessment shall be completed of the appropriate CCTV provision at the premises in accordance with industry guidance relevant to the premises. The zones to be assessed shall include, but not be limited to, those inside and immediately outside the premises, including all entry routes, concourses, areas permitted for licensable activity including customer seated/standing areas and exit routes. The assessment must also take into account when CCTV footage of specific areas needs to be monitored in real-time by appropriately qualified and trained persons before, during and after the event.
4. A CCTV system shall be maintained and operated at the premises in accordance with the provision deemed appropriate by this assessment.
5. Recorded CCTV images shall be maintained and stored for a period of twenty-eight days and shall be produced to the Police or Licensing Authority upon request.
6. The CCTV images provided shall be sufficiently clear and distinct to enable personnel to carry out all the functions required of the CCTV system as below:
 - a) to offer management an effective means of monitoring and identifying persons at the venue and any instances of overcrowding, crowd movement, crowd disorder, antisocial behaviour and threats to security.
 - b) to allow personnel in the CCTV control to identify incidents – either by viewing the monitor directly or after receiving reports – and then, by use of the system, to make a more detailed appraisal.
 - c) in the event of crowd disorder, anti-social behaviour, an accident or threat to security, enable the use of recordings for evidential purposes.
7. CCTV shall be in operation at any time a person is in the premises. Where CCTV is recorded onto a hard drive system, any footage subsequently produced shall be in a

format so it can be played back on a standard PC.

8. Any person left in charge of the premises shall be trained in the use of any such CCTV equipment and be able to produce CCTV images to an officer from a responsible authority upon request.
9. Plans indicating the position of CCTV cameras shall be submitted to the Police prior to the premises opening.
10. The maximum permitted occupancy of the premises shall be an audience of 7500 persons (excluding staff/security/performers).
11. A site-specific Venue Operations Manual (VOM) shall be developed by the Premises Licence Holder and made available for inspection upon the request of an authorised officer of the Licensing Authority or other responsible authority. The Licensing Authority and ERM shall be notified of any amendments made to the VOM within 28 days of the amendments being made. The licence holder shall have proper regard to advice received from the Licensing Authority and ERM on the terms of the VOM.
12. The VOM shall include, at a minimum, the following:
 - a) Site Plan;
 - b) Counterterrorism and Security Plan;
 - c) Emergency Response Plans including:
 - Counter Terrorism Response Plans
 - General Emergency Response Plans
 - d) Fire Safety Plan including:
 - Fire Response Plan
 - e) Crowd Management Plan including:
 - Ingress and egress procedures
 - Capacity management
 - Alcohol and Drugs Plan
 - Show Stop procedures
 - f) Event Management Procedures including:
 - Event Counter Terrorism, Security and Medical Risk Assessment Process
 - g) Traffic Management Plan,
 - h) Medical Management Plan,
 - i) Adverse Weather Plan,
 - j) Communications Plan,
 - k) Noise Management Plan,
 - l) Sanitation Plan,
 - m) Child Welfare / Vulnerable Persons Policy and Safeguarding Plan,
 - n) Draft Stewarding plans for different types of events,
 - o) Processes to ensure personnel involved in the provision of private security and safety management at an event adequately liaise over their respective roles,
 - p) Event Log,
 - q) A 'Zone Ex' Co-ordination Plan,
 - r) Generic risk assessment for the venue,
 - s) Event Management Plan template,
 - t) Details of testing and exercises,

- u) That the findings of all event specific risk assessments shall be included within the respective Event Management Plans.
13. The VOM (and any appendices) shall be 'living' documents which shall be reviewed and revised in the planning phases of events at the premises.
14. The Premises Licence Holder shall comply with the VOM.
15. The Premises Licence Holder shall complete a specific event management plan, which shall be provided to the Licensing Authority, the Licensing and Out of Hours Team and Greater Manchester Police at least 28 days prior to the event in respect of any event which:
- a) has a capacity of 2000 persons or more, and/or
 - b) finishes after 2300 and has as its main focus live or recorded music.
16. The Premises Licence Holder shall also complete a specific event management plan which shall be provided to the Licensing Authority, the Licensing and Out of Hours Team and Greater Manchester Police at least 28 days prior to the event in respect of any other event for which the premises licence holder deems this necessary, e.g. because of the nature of the event, the hours of operation or because any specific details involve deviation from the ordinary operation of the VOM.
17. Both the VOM and any specific event management plans shall be completed by competent persons with appropriate skills and experience.
18. SIA registered door staff shall be employed at the premises, in accordance with a risk assessment to be carried out on an event-by-event basis. Where a specific event management plan is to be provided, this shall include the number of SIA registered door supervisors to be employed, and where they shall be stationed throughout the event.
19. When employed, a register of those door staff employed shall be maintained at the premises and shall include:
- a) the number of door staff on duty,
 - b) the identity of each member of door staff,
 - c) the times the door staff are on duty.
20. Open containers of alcohol shall not be removed from the premises, save for consumption in any external area for the use of customers of the premises.
21. Staff shall be trained in the requirements of the Licensing Act 2003 with regards to the licensing objectives, and in the laws relating to underage sales and the sale of alcohol to intoxicated persons and that training shall be documented and repeated as necessary on an event-by-event basis.
22. A refusals book shall be maintained at all points for the sale of alcohol at the premises and made available to an officer of a responsible authority upon request.
23. The premises shall operate a zero-tolerance policy to drugs. Any person found using drugs shall be removed from the premises. Any person found to be dealing drugs shall be detained (when it is safe and reasonable to do so) and the police informed immediately. Any drugs seized shall be securely stored and handed over to police following any event.
24. Where events are ticketed, details of the admissions policy shall be published on the premises website.

25. The premises shall subscribe to Nitenet, which shall be utilised from 21:00 daily.
26. Appropriate and sufficient first aid and medical equipment and staff shall be available and employed at the premises.
27. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
28. An event log shall be maintained for each event that shall provide a contemporaneous record of every report which shall record:
- a) every report received by personnel in the control point that is related to safety, security or service, together with a record of every decision, measure or instruction subsequently implemented,
 - b) pre and post event checks of the premises,
 - c) any professional inspections which take place,
 - d) any accident or incident causing injury to a member of the public,
 - e) all first aid or medical treatment provided,
 - f) all emergency drills or evacuation exercises,
 - g) any emergencies or evacuations,
 - h) any call to an emergency service,
 - i) any crimes reported to the venue,
 - j) any ejections of patrons,
 - k) any incidents of disorder,
 - l) any seizures of drugs, offensive weapons, fraudulent ID or similar items,
 - m) any visit by a responsible authority,
 - n) any faults in the CCTV system or any safety equipment,
 - o) the event log shall also record any 'near miss', which is defined as an incident which has not caused any injury, damage or loss at the time, but which nevertheless had the potential to do so.
29. Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects shall only be used if 3 days' prior notice has been given to the licensing authority where consent has not previously been given:
- a) Dry ice and cryogenic fog,
 - b) Pyrotechnics, including fireworks,
 - c) Firearms (e.g. blank firing pistols),
 - d) Lasers,
 - e) Explosives and highly flammable substances,
 - f) Real flame.
30. At all times that the premises are open to the public for licensable activities, all staff on-duty at the premises, including all door supervisors, & all on-duty managers shall have completed Action Counters Terrorism (ACT) Awareness e-learning training.
31. All relevant staff and any on-duty security supervisor/manager shall also have attended a Counter Terrorism (CT) Awareness session delivered by Counter Terrorism Policing North-West (CTPNW) trained personnel as soon as reasonably practicable. If not completed, they shall have registered to attend a course & be able to provide evidence of this if requested by a police officer or authorised officer of the licensing authority.
32. The Designated Premises Supervisor shall have attended a CT Awareness training

session delivered by CTPNW-trained personnel as soon as is reasonably practicable. In all cases, within 28 days of a new Designated Premises Supervisor being named on the licence, they shall have registered to attend a course & be able to provide evidence of this if requested by a police officer or authorised officer of Manchester City Council.

33. There shall be a documented Venue Counter Terrorism Assessment, which shall incorporate counter terrorism measures for the premises including the threat from terrorism in relation to eventgoers or other members of the public who might be affected by crowd management and security services. The assessment shall be routinely reviewed and must be reviewed following the elevation of the change of the national threat level. All reviews shall be documented.
34. Within 28 days of the grant of the licence, the Premises Licence Holder shall evaluate any risks identified through the security assessment & take prompt steps to eliminate them or to reduce the risk as far as is reasonably practicable. A documented record shall be maintained of any remedial action implemented and made available upon request to any police officer or an authorised officer of Manchester City Council.
35. The premises shall have a documented Counter Terrorism plan, which sets out counter measures to be implemented in response to a terrorist attack that incorporates the principles of 'Guide', 'Shelter' and 'Communicate' as appropriate in conjunction with relevant National Counter Terrorism Security Office (NACTSO) / Centre for the Protection of National Infrastructure (CPNI) guidance, and the purposes of those procedures and the necessity of following them shall be understood by those carrying them out:
 - a) Guide – Direct people towards the most appropriate location (in vacu-ation, evacuation, hide)
 - b) Shelter – Understand how your place or space might be able to lock-down and shelter people within it for several hours
 - c) Communicate – Have a means of communicating effectively and promptly with users of your place and have staff capable of giving clear instructions. Also have the capability of integrating with any response or rescue operation by providing things like building plans.
36. The Premises Licence Holder shall have a system in place to ensure that appropriate security patrols are taking place and those patrols are being carried out properly.
37. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.
38. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
39. The exterior of the building shall be cleared of litter at regular intervals.
40. Notices shall be placed in prominent positions at the exits to the building requesting customers to leave in a quiet manner.
41. External doors and windows at the premises are to remain closed after 2300, save for access and egress.
42. The emptying of bins into skips, and refuse collections, shall not take place externally between 2300 and 0800.
43. A dispersal policy shall be implemented and adhered to and shall be amended as

necessary on an event-by-event basis.

44. There shall be a designated smoking area/areas available during events. There shall be a documented smoking policy in relation to the operation of these areas.
45. Details of upcoming events (including their start and finish time) shall be published on the premises website as soon as reasonably practicable.
46. There shall be a dedicated telephone number made available to local residents so that they are able to contact the premises during events if they have any concerns or queries. The telephone shall be answered by a member of staff who is able to take immediate action to address any concerns raised by local residents.
47. Where queues are likely to form, staff and/or SIA registered door supervisors (when employed) shall monitor these to ensure that they are orderly & that customers queuing do not cause a nuisance.
48. There shall be no external licensable activities between 0000 and 0700 daily save for on 12 weekends per year when licensable activities shall be permitted beyond 0000, until 0200 externally. Weekend days shall be defined as the early hours of Friday, Saturday, Sunday and Monday. The premises shall only use three days on any weekend that this condition is used. Three of these weekends shall be during the Manchester International Festival.
49. When the premises intends to trade until 0200 in the external area the Premises Licence Holder shall complete a separate event management and noise management plan which shall be provided to the Licensing Authority, the Licensing and Out of Hours Team and Greater Manchester Police at least 28 days prior to the event.
50. Whenever SIA registered security staff are employed at the premises and their role shall include the dispersal of patrons, they shall be briefed in terms of permitted and prohibited dispersal routes and the location of local residential premises.
51. Barriers, stewarding and signage shall be used as appropriate to denote approved access and dispersal routes when large events are taking place.
52. The Premises Licence Holder shall provide the option for local residents to be informed of the date, times & types of upcoming events at the premises either by signing up to an email mailing list and/or by logging in to a residents' portal. For the avoidance of doubt, both options shall be made available to any local residents who wish to take up either or both.
53. A "Challenge 25" Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 25. The only acceptable forms of identification shall be photographic driving licences, passports, HM forces cards, or a form of identification with the "PASS" hologram.
54. Staff training (for those staff who are to sell alcohol) shall include the Challenge 25 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training shall be given to a new member of staff before they commence employment and all staff shall receive refresher training every 6 months.
55. Information advising what forms of ID are acceptable shall be prominent at each point of sale of alcohol.
56. Information indicating that the Challenge 25 policy is in force shall be prominent at

each point of sale of alcohol.

57. The times that children are permitted to enter or remain on the premises, and the requirement for them to be accompanied by an adult, shall be subject to a risk assessment to be carried out by the DPS on an event-by-event basis.

Annex 3 – Conditions attached after hearing by the licensing authority

1. The maximum permitted occupancy of the external licensed area shall be 2000 (excluding staff/security/performers).
2. The Licence holder shall establish a regular residents' forum, identify relevant stakeholder residents' properties and invite those residents/occupants to attend.

Annex 4 – Plans

See attached