

Door Entry Policy (licenced premises)

G065

Policy Origin: **Staff**

Approved by:
Board of Trustees – 29th July 2016

Expiry:
July 2019

This aim of this document is to clarify Liverpool Guild of Students' ("the Guild") Door Entry and Removal Policy and procedures for allowing access to the Guild's licenced premises.

1. Age

- 1.1. Persons under the age of 18 years may be admitted to the premises at staff discretion but shall not be permitted to purchase or consume alcohol.
- 1.2. Any person or persons under the age of 16 years must be accompanied by an adult over the age of 18 years.
- 1.3. The Guild reserves the right to restrict entry to those over the age of 18 years at its sole discretion.

2. Searching

- 2.1. The Guild reserves the right to search individuals as a condition of entry and when within Guild premises.
- 2.2. Searches will be conducted in accordance with the Guild's Search Policy.
- 2.3. Searches may be conducted on a random basis or where there is a reasonable belief that a customer has been using drugs, is in possession of drugs or other illegal or offensive items.
- 2.4. Searches will be undertaken by SIA trained staff of the same gender as the customer in the presence of another member of staff.
- 2.5. Consent for a search may be refused however entry may be then refused or continued access may be withdrawn at the discretion of the Licensee, Duty Manager or their representative.

3. Identification

The Guild operates within the Challenge 21 scheme, and as such all customers may be asked for recognised identification (i.e. passport, drivers licence, PASS card) confirming their age at any time.

4. Right of Refusal

The Guild reserves the right to refuse entry to any person or persons at the discretion of the Licensee, Duty Manager or their representative.

5. Right of Removal

The Guild reserves the right to ask any person to leave the premises at the discretion of the Licensee, Duty Manager or their representative

6. Security and Door Staff

Security and door staff have the right to refuse entry and the right to remove persons from the building.

7. Queue Policy

The Guild reserves the right to extend its Code of Conduct to queues forming outside its premises and reserves the right to remove individuals from those queues for breaches of the Code of Conduct.

8. Student Entry

The Guild may, at its sole discretion, restrict entry to any of its events to students.

8.1. University of Liverpool Students

Students of the University of Liverpool may be asked to demonstrate their status by production of their University ID card.

8.2. Other Universities

Students of other Universities may be asked to produce a valid student ID card, NUS card or ISIC card alongside another form of nationally recognised ID (passport/drivers licence/pass card etc.)

9. Members

Members may be removed and or temporarily banned by the Licensee, Duty Manger or their representative in the execution of their powers to preserve good order under the various Licencing Acts.

Members may be subject to any such further sanctions accorded under the Disciplinary Procedure.

10. Drugs

The use of illegal drugs, regardless of their category or class are not permitted on Liverpool Guild of Students premises.

The Licensee, Duty Manager or their representative reserves the right to exercise their powers under the Licencing Acts and the Guild's Drugs Policy to refuse entry to or remove any person whom he or she suspects to be under the influence of, in possession of, or engaged in the supply of illegal drugs or "legal highs", to confiscate any such substances and refer any such matters to the police.

11. Weapons

The possession of weapons is not permitted on Liverpool Guild of Students premises.

The Licensee, Duty Manager or their representative reserves the right to exercise their powers under the Licencing Acts to refuse entry to or remove any person whom he or she suspects to be in possession of weapons, to confiscate any such items and refer any such matters to the police.

Ceremonial knives carried for religious purposes may be permitted on special occasions and only with the prior written approval of the Director of Operations.

12. Entry fee and ticketed entry

The Guild may require, for certain events, an entry fee to be paid or a valid ticket be produced prior to entry. This will not be refundable notwithstanding the terms and conditions of purchase of external providers.

13. Complaints

Complaints should be addressed in the first instance to the Duty Manager during an event. Complaints after an event should be made in accordance with the Guild's Complaints Procedure.

14. Statutory Provisions

This policy should be used in conjunction with and does not supersede the Licencing Acts or statutory rights and responsibilities of either the Guild or the individual.