

## Members' Library Service Request Form

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Originator	Lesley Smith
Originator's Ref (if any)	
Document Title	Brunton Main Hall Bar Licence and Operation

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**REPORT TO:** Members Library Service

**DATE:**

**BY:** Executive Director (Support Services)

**SUBJECT:** Brunton Main Hall Bar Licence and Operation

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## **1 PURPOSE**

- 1.1 To update Members on the plans to run the Bar in the Main Hall and Supper Room areas in-house in order to deliver the Business Plan outcomes.

## **2 RECOMMENDATIONS**

- 2.1 Members are asked to note progress made and approve further progress.

## **3 BACKGROUND**

- 3.1 East Lothian Council is refurbishing the Brunton Hall in Musselburgh. As part of the refurbishment plans, Scottish Cultural Enterprise (SCE) were appointed to undertake a range of consultations and research related to the development of the Hall, an options appraisal and, finally, produce an indicative Business Plan for the launch of the refurbished facility.

- 3.2 Funding to implement the business model has been approved by the Council from April 2012.

- 3.3 The re-launched Brunton Hall will have the following aims:-

- To be a community asset.
- To develop partnerships and strategic alliances with conference and events providers.
- To offer a high quality venue for hire for community activities, functions, award ceremonies, dinner dances, weddings, showcase events, craft fairs, etc.
- To offer a performing arts programme for larger scale music and film events to complement Brunton Theatre programme.

- To attract new users to the Hall.
- To maximise the use of the facility to deliver an appropriate return on investment.
- To contribute to the positive image of Musselburgh and East Lothian.
- To operate to the highest professional standards.

### 3.4 **Bar Licence and Management**

3.4.1 Event organisers, both internal and external, holding events in the Main Hall and Supper Room that require alcohol licences require to source an external publican who is a Personal Licence Holder in order to secure an Occasional Licence for the event. This arrangement has resulted in a wide variety of publicans setting up temporary bars in the Main Hall and Supper Room.

3.4.2 These temporary bars are run on an ad hoc basis and the caretaker on duty is required to ensure that the temporary bar manager adheres to the agreed licensing times and that all bar items and debris are cleared at the end of the evening. In addition, the temporary bar managers have responsibility for ensuring that alcohol is not sold to anyone under the age of 18 and for liaising with the caretaker regarding the uplift of bar items and empty bottles at the rear of the building at the end of the event.

3.4.3 This arrangement has caused some difficulties as follows:-

- Some publicans do not fully co-operate with the caretaker regarding closing times.
- The quality of bar provision and staffing varies in standard.
- There is no other ELC staff on duty to provide support to the caretaker.
- There has been an instance of alcohol being sold to underage young people.
- Bar deliveries can arrive at the building at times inconvenient to the smooth running of the building and services.
- The noise from the removal of empty bottles and bar items after 11.00pm can upset local residents.
- The income from bar sales is retained by the external publicans.

- 3.4.4 In order to achieve the targets for the new Business Plan for the Main Hall, the consultants that developed the Business Plan model advised that the income from bar sales should be included in the overall income.
- 3.4.5 In order to retain the income from bar sales, and improve the overall operation of the bar facility, the bar operation would require to be managed by the ELC staff who currently manage the bar in the Brunton Theatre.
- 3.4.6 The Brunton Theatre bar is run successfully by ELC staff. The Brunton Theatre Trust and the Principal Arts Officer hold a Public House Licence. The Brunton Theatre has a Premises Licence. The Principal Arts Officer is also a Personal Licence Holder (under the new licensing regulations). Staff managing the Theatre bar have undergone accredited training in order to comply with the recent changes to the Licensing (Scotland) Act.
- 3.4.7 The new Scottish Licensing Act became law on 1 September 2009. The law states that all members of staff who are not Personal Licence Holders are required to achieve a level of competence in retailing alcohol. All members of ELC staff running the Theatre bar have had training in the new licensing laws for Scotland.

### 3.5 **Bar Management**

- 3.5.1 Bringing the management of the Main Hall and Supper Room bars under the same management as the Theatre bar would result in the following benefits:-
- The level of service would be consistent due to staff training and commitment to excellent customer care.
  - The licensing laws would be upheld.
  - There would be no requirement to apply for one-off temporary licences.
  - The caretaker on duty would be supported by ELC staff.
  - Deliveries and uplifts would be undertaken at a time suitable to the management of the building and operation of services.
  - Bar sales would provide an income stream which would enable the Main Hall business plan to be implemented.
- 3.5.2 In order to progress this new arrangement, an application for a “major variation” to the existing Theatre Public House Licence is being progressed for consideration by the East Lothian Licensing Board.

#### **4 POLICY IMPLICATIONS**

4.1 There are no policy implications arising from this report.

#### **5 EQUALITIES IMPACT ASSESSMENT**

5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

#### **6 RESOURCE IMPLICATIONS**

6.1 Financial – The income from bar sales will make a large contribution to the Business Plan and support expenditure.

6.2 Personnel – None.

6.3 Other – This proposal is in line with the Main Hall Business Plan income targets.

#### **7 BACKGROUND PAPERS**

7.1 Brunton Hall Business Plan.

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