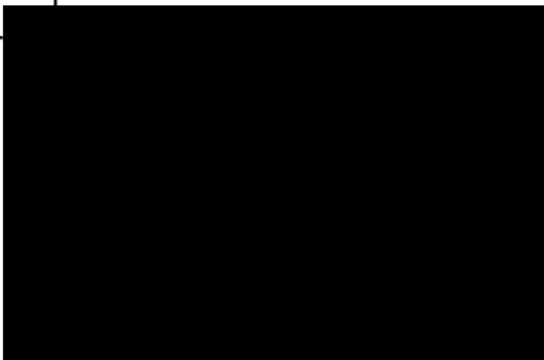


## Online Application Details

General Details				
Licence Type	Premises Licence			
Application Type	Full Variation			
Fees	Type	Detail	Fee Multiplier	Total
	Rateable value band of premises:	£33,001 to £87,000	x1	£315.00
	Capacity at premises:	Premises	x1	£0.00
Total Fee(s)	£315.00			
Location to be Licenced				
Trading Name	The Guildford Institute			
I am the	Proposed Licence Holder			
Agent Details				
Proposed Licence Holder Details				
Additional Proposed Licence Holder(s)				
Additional Contacts				
Licence Type Additional Data Setting				
Enter the current licence number	GUPLA0312			
When do you want the changes to take effect?	25-09-2025			
Premise Alcohol Licence				
Description of the premises	We are a community centre and arts venue and have been situated in our Grade 2 listed building for over 125 years. Our main entrance is off Ward Street and we have an vegetarian community cafe and very small bar on our first floor. Our cafe room also operates as a venue for small music events, and we hire out our spaces to room hirers. Our building operates across 3 floors, with our first floor being the heart of our building. We do not sell alcohol for off-site consumption.			
Provide a brief description of the proposed variation	Our current licence enables us to exhibit films, facilitate the performance of live music and the playing of recorded music Monday to Saturday, 9am to 11pm and to sell alcohol for consumption onsite 11am - 11pm Monday to Saturday. The vast majority of our community activities occur during the week and our core			

	opening hours are Monday-Friday (9am - 5pm). However, in response to increasing financial pressures on our organisation, we have recently trialled some events on Friday & Saturday evenings and these have been successful and made a financial impact to our charity. It would therefore be beneficial for our charity to also have the option to undertake comparable events on Sundays. Additionally, we have recently noticed an increase in room hire requests for Sundays. For example, we were recently the venue for the Sustain Film Festival and will have many events occurring at our venue this upcoming weekend for the Guildford Festival of the Arts. For this reason, it would also be beneficial for our charity to have this flexibility on Sundays too, should our customers request our services.
If your proposed variation would mean that 5000 or more people are expected to attend the premises at any one time, state the number expected to attend	
Will the schedule to provide plays be subject to change if this application to vary is successful?	No
Area	
Location	
Monday start time	
Monday finish time	
Tuesday start time	
Tuesday finish time	
Wednesday start time	
Wednesday finish time	
Thursday start time	
Thursday finish time	
Friday start time	
Friday finish time	
Saturday start time	
Saturday finish time	
Sunday start time	
Sunday finish time	
Provide further details	
Seasonal variations	
Non standard times	
Will the schedule to provide films be subject to change if this application to vary is successful?	Yes
Area	
Location	Indoors
Monday start time	09:00
Monday finish time	23:00
Tuesday start time	09:00
Tuesday finish time	23:00

Wednesday start time	09:00
Wednesday finish time	23:00
Thursday start time	09:00
Thursday finish time	23:00
Friday start time	09:00
Friday finish time	23:00
Saturday start time	09:00
Saturday finish time	23:00
Sunday start time	09:00
Sunday finish time	23:00
Please give further details	The maximum numbers involved would be 80 people.
Seasonal variations	N/A
Non standard times	N/A
Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?	No
Area	
Monday start time	
Monday finish time	
Tuesday start time	
Tuesday finish time	
Wednesday start time	
Wednesday finish time	
Thursday start time	
Thursday finish time	
Friday start time	
Friday finish time	
Saturday start time	
Saturday finish time	
Sunday start time	
Sunday finish time	
Please give further details here	
Seasonal variations	
Non standard timings	
Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?	No
Area	
Location	
Monday start time	
Monday finish time	
Tuesday start time	
Tuesday finish time	

Wednesday start time	
Wednesday finish time	
Thursday start time	
Thursday finish time	
Friday start time	
Friday finish time	
Saturday start time	
Saturday finish time	
Sunday start time	
Sunday finish time	
Please give further details here	
Seasonal variations	
Non standard times	
Will the schedule to provide live music be subject to change if this application to vary is successful?	Yes
Area	
Location	Indoors
Monday start time	09:00
Monday finish time	23:00
Tuesday start time	09:00
Tuesday finish time	23:00
Wednesday start time	09:00
Wednesday finish time	23:00
Thursday start time	09:00
Thursday finish time	23:00
Friday start time	09:00
Friday finish time	23:00
Saturday start time	09:00
Saturday finish time	23:00
Sunday start time	09:00
Sunday finish time	23:00
Please give further details here	I believe we're likely to come under the exemptions above, but as this is explicitly on our licence already, I wanted to request the extension
Seasonal variations	
Non standard times	
Will the schedule to provide recorded music be subject to change if this application to vary is successful?	Yes
Area	
Location	Indoors
Monday start time	09:00
Monday finish time	23:00

Tuesday start time	09:00
Tuesday finish time	23:00
Wednesday start time	09:00
Wednesday finish time	23:00
Thursday start time	09:00
Thursday finish time	23:00
Friday start time	09:00
Friday finish time	23:00
Saturday start time	09:00
Saturday finish time	23:00
Sunday start time	09:00
Sunday finish time	23:00
Please give further details here	I believe we would fall under the exemptions above, but would like the change explicitly listed on our licence.
Seasonal variations	
Non standard times	
Will the schedule to provide performances of dance be subject to change if this application to vary is successful?	No
Area	
Location	
Monday start time	
Monday finish time	
Tuesday start time	
Tuesday finish time	
Wednesday start time	
Wednesday finish time	
Thursday start time	
Thursday finish time	
Friday start time	
Friday finish time	
Saturday start time	
Saturday finish time	
Sunday start time	
Sunday finish time	
Please give further details here	
Seasonal variations	
Non standard times	
Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?	No
Please give a description of the type of entertainment you will be providing	

Area	
Location	
Monday start time	
Monday finish time	
Tuesday start time	
Tuesday finish time	
Wednesday start time	
Wednesday finish time	
Thursday start time	
Thursday finish time	
Friday start time	
Friday finish time	
Saturday start time	
Saturday finish time	
Sunday start time	
Sunday finish time	
Please give further details here	
Seasonal variations	
Non standard times	
Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?	No
Area	
Location	
Monday start time	
Monday finish time	
Tuesday start time	
Tuesday finish time	
Wednesday start time	
Wednesday finish time	
Thursday start time	
Thursday finish time	
Friday start time	
Friday finish time	
Saturday start time	
Saturday finish time	
Sunday start time	
Sunday finish time	
Please give further details here	
Seasonal variations	
Non standard times	
Will the schedule to the sale of alcohol be subject to change if this application to vary is successful?	Yes

Area	Indoor
Location	On the premises
Monday start time	11:00
Monday finish time	23:00
Tuesday start time	11:00
Tuesday finish time	23:00
Wednesday start time	11:00
Wednesday finish time	23:00
Thursday start time	11:00
Thursday finish time	23:00
Friday start time	11:00
Friday finish time	23:00
Saturday start time	11:00
Saturday finish time	23:00
Sunday start time	11:00
Sunday finish time	23:00
Seasonal variations	
Non standard times	
Highlight any adult entertainment or services activities other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children	
Monday start time	
Monday finish time	
Tuesday start time	
Tuesday finish time	
Wednesday start time	
Wednesday finish time	
Thursday start time	
Thursday finish time	
Friday start time	
Friday finish time	
Saturday start time	
Saturday finish time	
Sunday start time	09:00
Sunday finish time	11:00
Seasonal variations	
Non standard times	
A) General - all four licensing objectives	Ensure that all staff training is up to date and relevant. Ensure that we operate within an ethos of safe, inclusive venue that is available to all.
B) Prevention of Crime and Disorder	We have CCTV on our premises which covers the entrances, exits & the bar. These are operational 24

	hours a day. We also have an alarm system available to staff onsite. We are part of the local DISC system and have strong ties to Experience Guildford and have always felt supported by this.
C) Public Safety	We have CCTV on our premises which covers the entrances, exits & the bar. These are operational 24 hours a day. We are part of the local DISC system and have strong ties to Experience Guildford and have always felt supported by this. Our bottle bin is kept behind a locked door when not out for collection. Our staff team having training in first aid and also some of our team are trained in mental health first aid, domestic violence awareness, autism awareness and dementia awareness. We are an inclusive venue and part of the national Safe Spaces Scheme. We are also part of the Ask for Angela Scheme. We ensure that our premises is well-maintained and compliant with all relevant legislation such as fire safety etc.
D) The prevention of public nuisance	Customers are not permitted to take alcoholic beverages away from the premises. Our capacity limits for events are very low - with our main room taking a maximum of 70/80 people, limiting the associated risks. 95% of our events do not contain any amplified music or sale of alcohol. We do not have any outdoor seating and always work to keep our windows and doors closed during events with noise. I have worked at this venue for 11.5 years and never once experienced anti-social behaviour or any displays of public nuisance as a result of our events.
E) The protection of children from harm	We have strong safeguards in place and regulated updated safeguarding policy. We are a cultural venue aimed at adults so only a small percentage of the individuals visiting our premises are children. The vast majority of our audience and attendees are retired professionals, who visit us in the daytime.

Customer Comments: