THE FUTURE IS VINYL

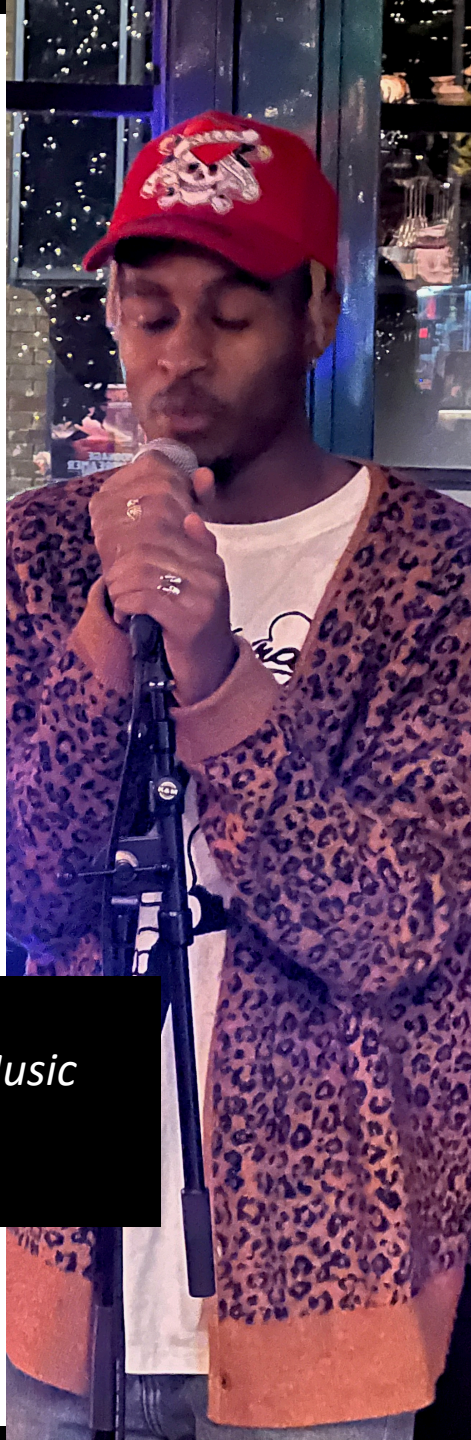
TILEYARD EDUCATION

Dewi Wyn Morgan

BMTY7005_LON_sem2_LM&EM2_2022_23

17th April 2023

Tileyard Education: MA Music Business



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1) Introduction

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1) INTRODUCTION



INTRODUCTION

In previous years this assignment has been a purely theoretical exercise. This year the tutors decided we would benefit more from the exercise if it was for real.

So we were handed a booking at The Vinyl Café on the Tileyard campus with the slightly modified brief of organizing a live event of our choice.

We met up as a course and heated discussions were held – amazingly we eventually came out in agreement, a plan was formulated and the organization began in earnest.

On Monday 3rd April we gathered at Tileyard in the early afternoon to put the plan into action. The following portfolio will take the reader from the early dark days of disagreements through to its triumphant conclusion and beyond.

2) ORGANISATION / PLANNING



TIMELINE

3/2 - Shared resource created on Google drive

8/2 - Inaugural Team Meeting (Lab)

15/2 - Term 2 Assignments Briefing

22/2 - Team Meeting (Lab & Zoom)

26/2 - Future Vinyl chosen as brand

27/2 - Agreed change of date to 3rd April

1/3 - Team Meeting

16/3 - Team Meeting

20/3 - Preliminary line-up agreed

20/3 - Eventrbrite link live

25/3 - Photographer confirmed

31/3 - Lineup confirmed

3/4 - The gig

THE TEAM

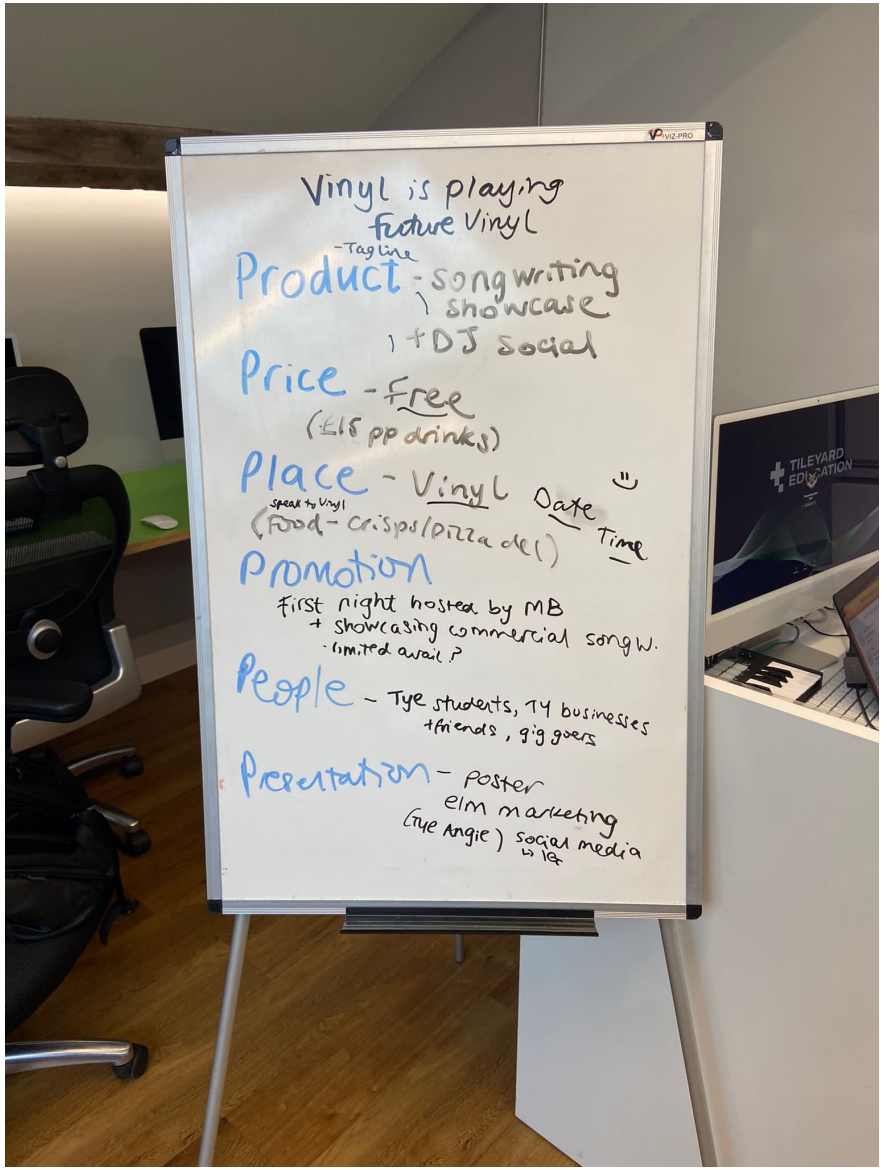
Anna Cohen
Antoine Marcel
Felix Milton
George Matthew
Isabella Coakley
Marina Pappalardo
Rabia Soomro
Shannen Pike
Teshawn Biggs
Wyn Morgan

AND THANKS TO:

Angie Bhandal
Tia Lazarou
Darcy Poole
Emily Hillier
Pippa Harrison
Ned Roberts
Robert Guterman
Steve Cole

BRAINSTORMING

From our Team Meeting on the 22nd February



Minutes - Wednesday 8th February Meeting

Present: Isabella, Wyn, Anna, Felix, Marina, George

Apologies: Tae, Rabia, Marcel

Discussion about ideas:

Tiny Desk: 6-8

Boiler Room

Livestream

Shannen DJing

DJ night and sell tickets at £10 to other Uni students and leave it at that

Talked about knowing audience - TY employers and TY students - re-discussed the way we can engage employers who work at TY - songwriting showcase - discussed engaging Jamie to select/host.

Discussion about ticketing:

Suggestion of ticketing at £10 to be able to make profit and pay musicians/DJs

Discussion about the fact no other events at Vinyl are ticketed so we should keep free or very minimal i.e. £1 and could include a drinks token.

- This will show we can break even or potentially make a profit

Discussion about marketing:

Marina shared her imagery for the event - **ACTION POINT (AP) Marina:** Please upload to the shared drive:

https://drive.google.com/drive/folders/1C9AJdc4CiAviDUCGZbYPz-Ub3tU14Iq3

Discussed email marketing - send to TY Reception to circulate

Discussed making flyers and going round to offices

Discussion about event set up:

Start at 6pm for singer/songwriter part - run to about 7:30

Then have DJ sets

MINUTES 8/2

Action Points:

- **Wyn** to share answers from questions we asked Vinyl - this is now done, shared in Whatsapp
- **Isabella -** going to ask Steve about possibilities of using Gallery for free?
- **Anna -** email Jamie about selecting songs/hosting
- **Everyone -** Write your name down next to roles on Iz's doc
- **Anna** - make agenda for next meeting

Post meeting:

Rabia mentioned Campfire minimum spend is £1000 and would see if we could get this down to £800.
ACTION: Discuss at next meeting

Next Meeting: Wednesday 22nd February - after New Tech class

AGENDA 22/2

Agenda - Next Meeting: Weds 22nd Feb

Chair:
Minute taker: Anna

1. **Matters Arising:**

Marina: Uploaded content to drive?

Izzy - update on conversation with Steve re gallery

Anna - update re conversation with Jamie

Rabia - update on Campfire

Everyone - have you put name next to task? - decide in this meeting if not. (Take time to do now)

2. **Consolidation of event idea**

3. **Marketing plan**

4. **Finance?**

5. **Points to discuss at next meeting**

MINUTES 22/2

Agenda - Next Meeting: Weds b

Chair: Izzy
Minute taker: Anna

Present: Izzy, Marcel, Wyn, Felix, Rabia, Anna, Tae, Shannen
Apologies: Marina

1. **Matters Arising:**

Marina: Uploaded content to drive? - Yes, now in folder named posters.

Izzy - update on conversation with Steve re gallery:

- We'll see if we can do campfire and if not we'll just do vinyl
- No response from Steve to email enquiring about The Gallery

Anna - update re conversation with Jamie
- He isn't free to host but can send us songs if we would like to go with the showcasing of songwriting camp theme

Rabia - update on Campfire
- No update but hopefully will have by end of week
- Asking about availability for a Weds/Thurs at end of March/beg April

Everyone - have you put name next to task? - decide in this meeting if not. (Take time to do now)
- Done in meeting, pls check roles sheet

2. **Consolidation of event idea**

Agree to do vinyl - ? 13th March - **AP: Izzy** to email Steve to ask about moving date - week of third april - if not, can we takeover jam night

AP Izzy/Wyn: let vinyl know we won't be coming on 13th

Discussion:
Issue with vinyl is difficult re set up because its split in to two rooms - where do we put stage, etc stage

Issue with campfire - risk with money and extra work and it being outside

Vote for vinyl - 5 so that's decided

AP Rabia - please put details of house band on drive

MINUTES 1/3

Agenda - Weds 1st March

Present: Rabia, Anna, Wyn, George, Shannen, Isabella, Marina

Matters Arising

Let vinyl know we can't do 13th - done

Everyone agreed on 3rd April

Rabia - details of house band on drive - to do **AP Rabia**

- start detailing artists who we've asked (can't ask until we have date) - **AP Rabia**
  AP Anna and Shannen to meet to select live singers, **AP Rabia** to sort house band

Do we need a drummer? - tbd once we have tracks/line up - **AP Izzy** can ask Justin what we can borrow from here

AP everyone this week - in subteams to arrange meet to get on with tasks

Marketing team - have you organised time to meet separately to discuss plan

- **AP**: ask TYE marketing team if they could do an Instagram live
- Let Darcy and Radu know (once we have date)

Wyn - uploaded emails from Vinyl?

Subteams: George/Tae on DJ booking, Anna/Shannen/Rabia live booking - **AP Anna:** make group chat

Marina AP - make group chat for marketing

<u>Consolidation of idea</u>

Date - 3rd April

Roles - roles set? People meet in smaller groups?

Wyn - look after ticketing **AP Wyn** -set up eventbrite etc. Ask Pippa if we can use TYE ticketing service

Room set up - **AP Anna/Izzy** ask Vinyl for their plan + add staging etc.

AP Marina to ask drummer - Cajon

Idea: Tip buckets for artists - **AP for evening of event**
Business card collection -

AP everyone:

Schedulers make group chat and start looking - ask if they want to do acoustic or use house band

Each sub team to post in group chat when actions have been completed (i.e. choice of poster, line up confirmed)

Book live room for rehearsal for day time of 3rd April - AP?

Discussion: Do we need a full to-do list of all tasks? Sub-teams to create and upload? (tbd)

MINUTES 16/3

Minutes – 16th March

Present: Isabella, Marina, Antoine, Rabia, Shannen, Wyn, Anna

Apologies: Felix, Taeshawn, George

Defining roles:

- Izzy – event coordinator
- Antoine – supervision marketing and accounting
- Shannen – promotion and copy
- Marina – marketing
- Wyn – ticketing
- Rabia – artist liaison
- Anna – admin and scheduling supervisor

Izzy update:

Given up on tileyard Eventbrite – Anna: Angie had replied to say they can do it **AP**: research how many followers TYE have – if it has a decent amount it is worth using tye account… **done in meeting -** they have 300 followers.

AP Wyn can you email Angie with details asap – **AP Marina** needs to resize poster (**done)** - ask Angie to send Eventbrite so we can set up QR code - As soon as Eventbrite is handled then need to send to Marina

Marina update on Marketing

Needs 'About' section for Eventbrite – **AP: Shannen** to write about section – **to do today**.

- Poster – without names is ready to go – going with pink one. **Needs to go out asap**

AP Marina: Print initial posters (done)

AP Marina – update posters with QR code, and another version for SM with artist line up when confirmed.

Rabia update

We have 3 confirmed acts. Band on standby but maybe won't need them due to most artists wanting backing tracks

AP booking team: Line up needs to be confirmed asap – 2 people confirmed, Rowan wants to do it but needs more details – **AP: Rabia** to send details to Rowan and confirm

AP: Anna to call Tae to see if his acts are still doing it

AP: Anna to get DJ names from George

AP Rabia: ask artists what they need instrument/backing wise – let them know what we have – PA and mics provided

Deadline for conf of acts and above APs – Weds 22nd March

AOB

Izzy – main concern is sorting security – needs to happen before posters are out

- Need to hear from Steve – **AP: Izzy** to chase
- If it's a No then : £120 – Karma willing to help find funding for it.
- Ask businesses – guarantee them a table

Instrument list – Marcel has at home – **AP Marcel:** put on drive – **AP: Izzy** to send to Christian

DJ equipment – available at vinyl – **AP Izzy** to double check - if not arrange to use tye 's

Health and Safety RA – **AP Wyn:** add security as a requirement on RA

Floor plan – go to TYL and ask them for one – **AP: Anna** to email TYL about this

AP – once event mgt plan and RA form is on bebop – fill in – **AP: Anna** complete event mgmt. form, **AP Wyn** complete RA form

AP – Izzy/Wyn : upload email correspondences to drive for portfolio purposes

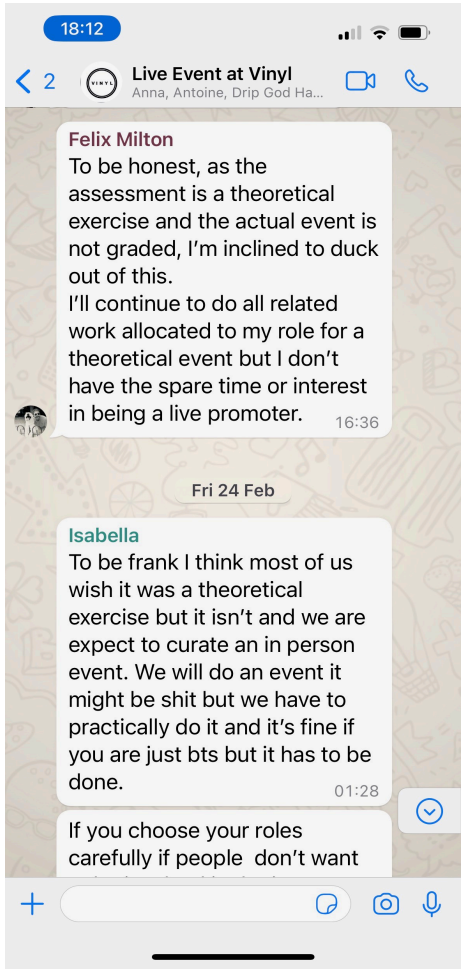
AP Anna: make agenda for next meeting and add minutes to drive

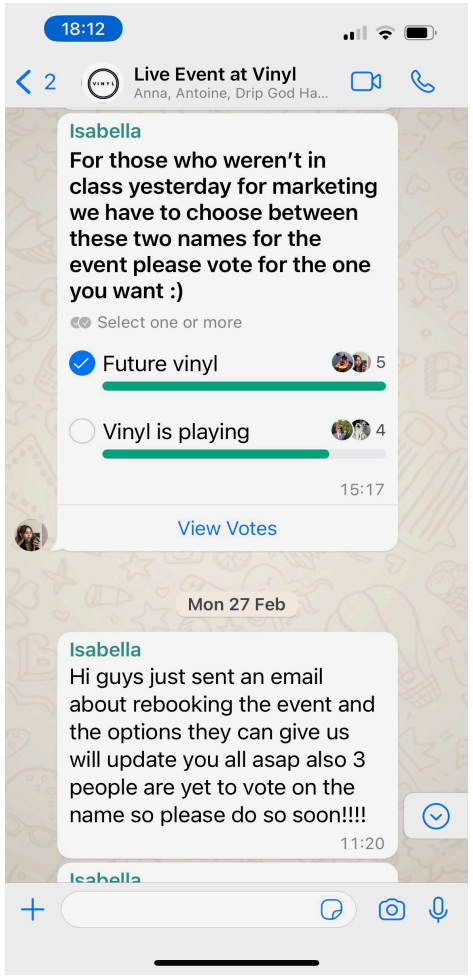
Next meeting: Wednesday 22nd March after presentations (4:30/5pm)

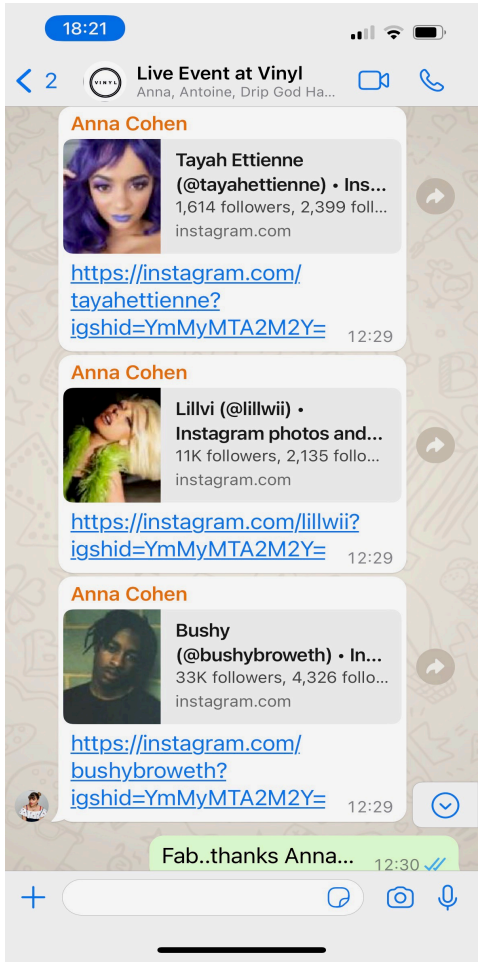
ROLES

Role	Main tasks	Team members
Budgeting	- Creating cost breakdowns of any items - Working with any sponsors garnered for the event	Marcel Rabia Wyn
Marketing	- Social media marketing and engagement - Curating assets to be used across multiple platforms	Izzy George Marina - design
Curation/Liason	- Finding artists for the event	Anna - liaison with Jamie Rabia Wyn Tae Shannen
Event management	- Organisation of event space - The running of the event on the day - Making sure that all roles and task are on schedule - Floor plan	Izzy Marcel Felix - Tech planning, Rabia Tae Shannen (running order, scheduling) Anna (floor plan) Marina

LIVE EVENT WHATSAPP GROUP

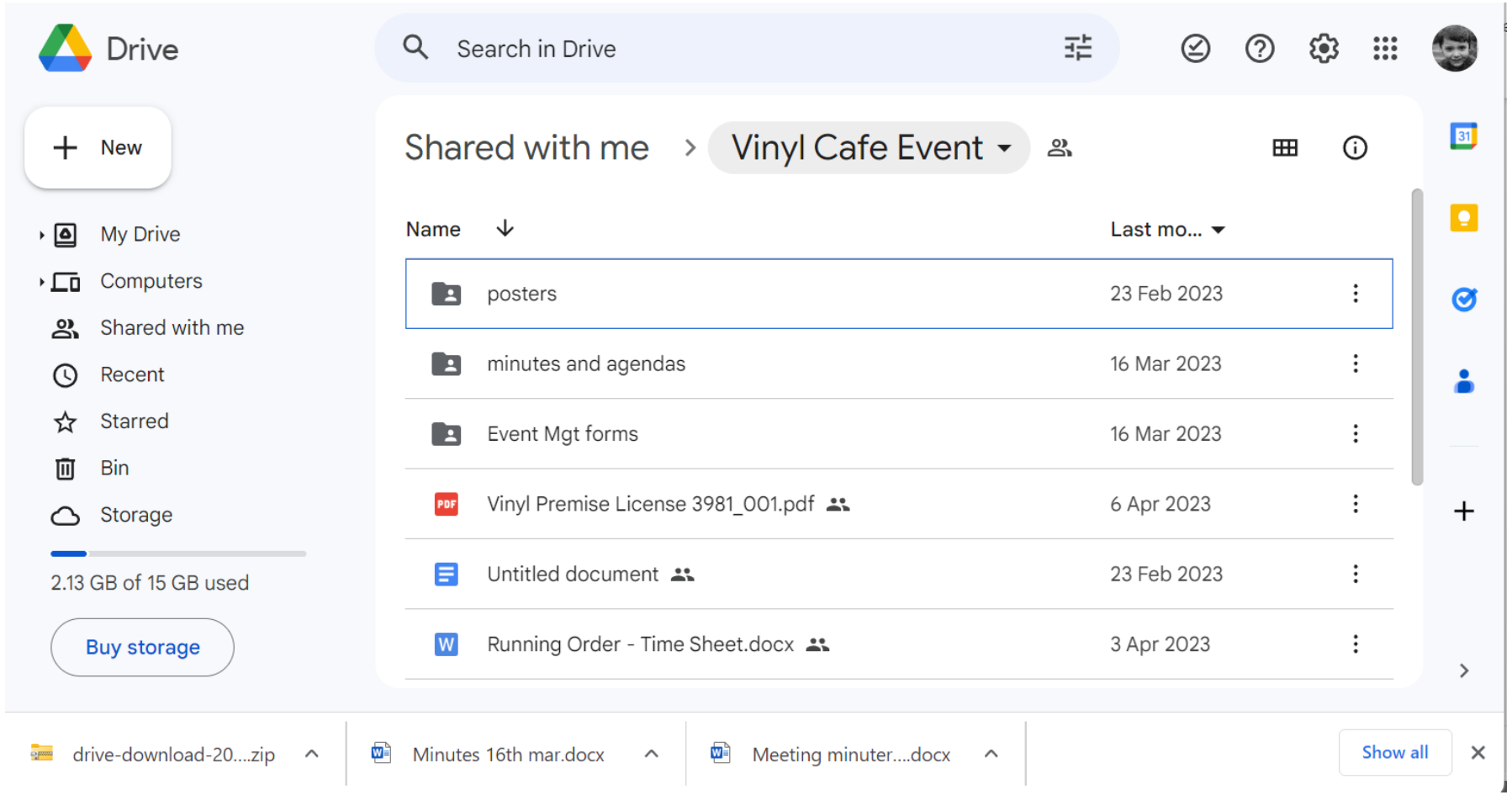






We communicated extensively on WhatsApp

TEAM SHARED DRIVE (GOOGLE)



Our shared G drive was extremely useful in sharing ideas and to allow us to work simultaneously on various documents and ideas



3) BRANDING







ARTWORK / THEME

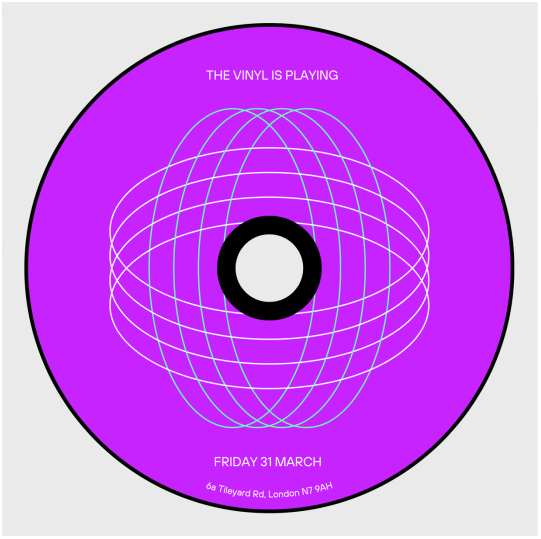
We considered many variations, all designed by Marina. She came up with two naming concepts, ‘Vinyl is Playing’ and ‘Future is Vinyl’. She experimented with a traditional portrait shape as we see here…

As well as playing around with the classic 12-inch album shape…











We decided to go with Future Vinyl concept in the Album style and chose this design as our brand.




4) PROMOTION

MARKETING

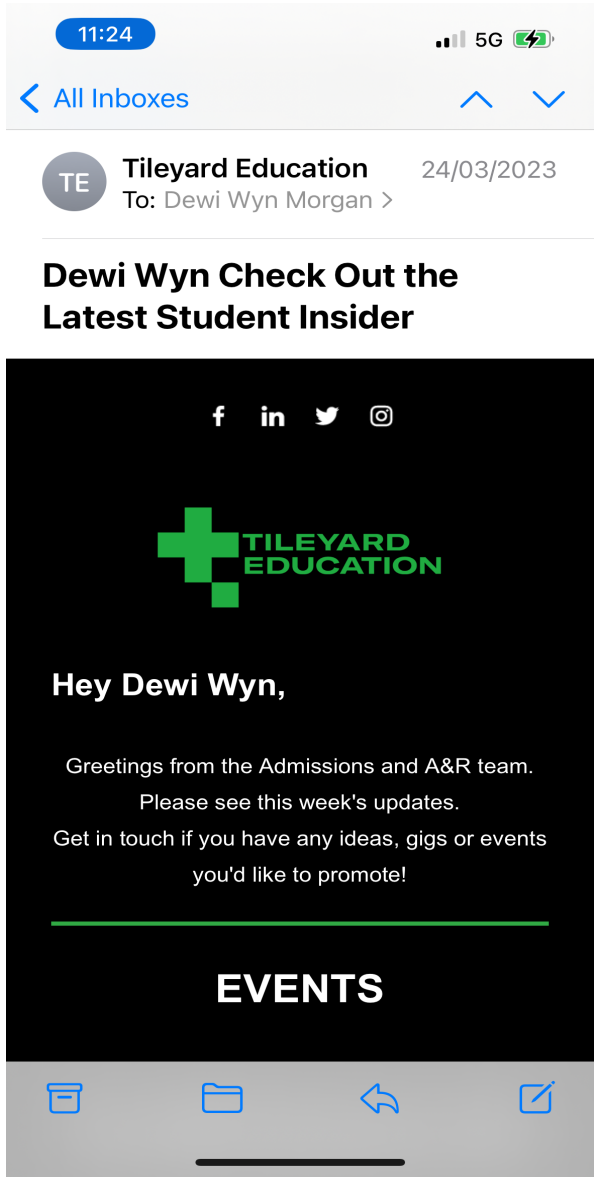
Marketing channels that we exploited included:

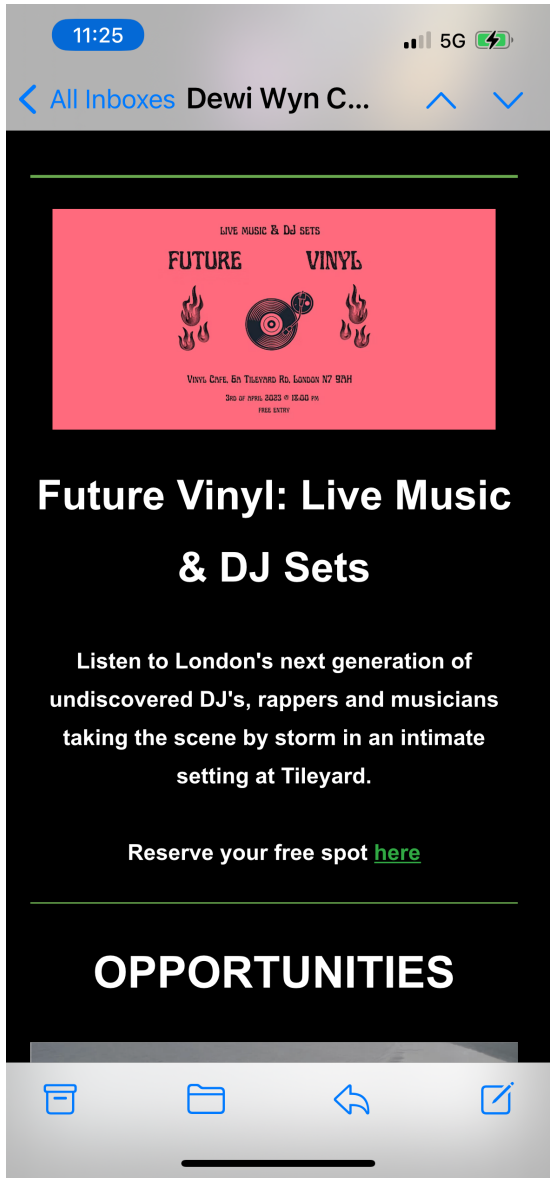
TILEYARD EDUCATION

As Tileyard Education already has an established presence across many channels it was the obvious choice to piggy-back our efforts onto these channels.

Eventbrite – 700 followers
Instagram – 7,000 followers
LinkedIn – 2,000 followers
Facebook – 3,000 likes
E-mail distribution list – 300

One of several ads for the live event that were included in the weekly e-mail from Tileyard Education that is sent to hundreds of subscribers





Posted by Tileyard Education on their Facebook page

Tileyard Education
30 March at 11:00 ·

London's next generation of undiscovered DJ's, rappers, and musicians are set to take the stage at Future Vinyl, an intimate event located in the heart of presti... **See more**

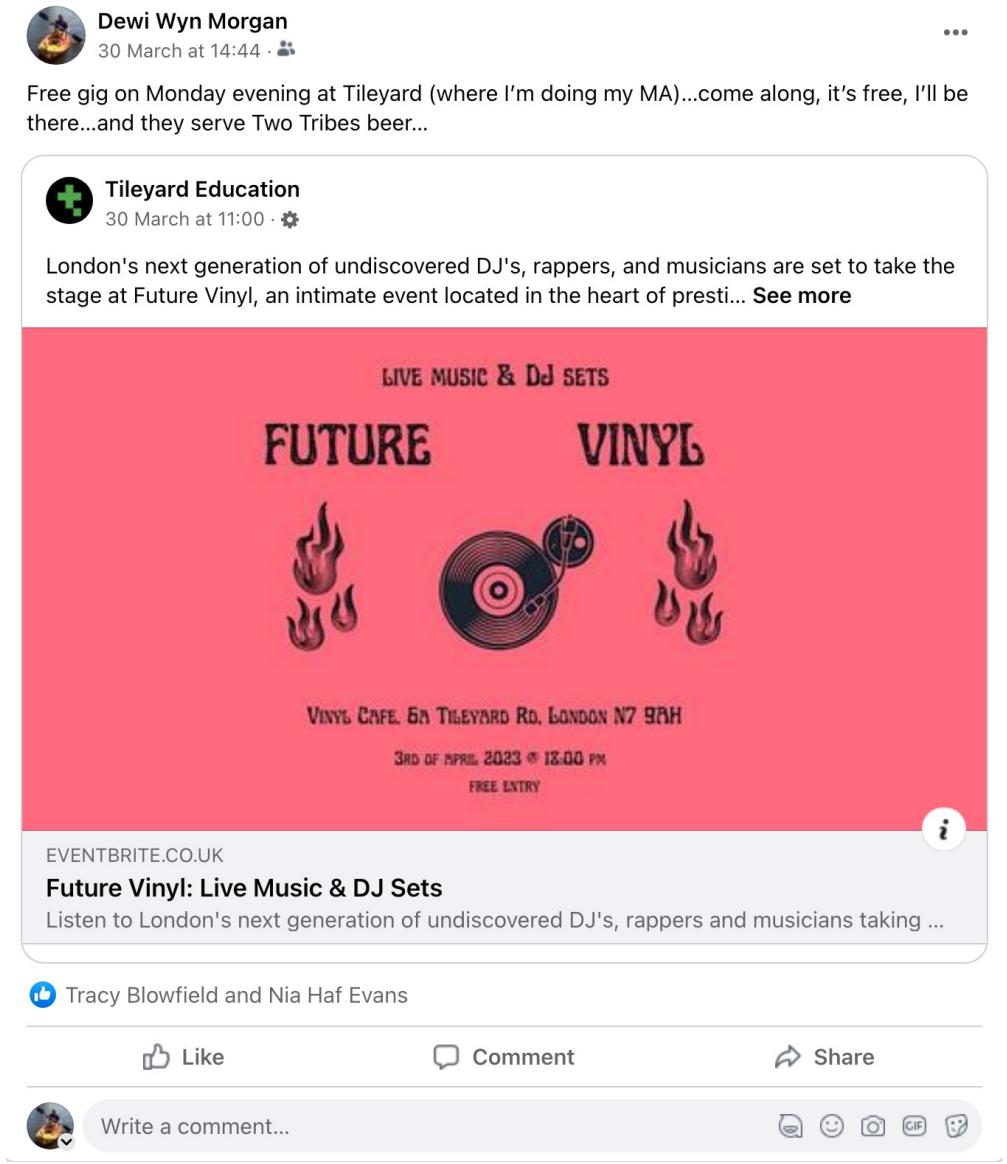


EVENTBRITE.CO.UK

Future Vinyl: Live Music & DJ Sets

Listen to London's next generation of undiscovered DJ's, rappers and musicians taking ...

The team were encouraged to amplify the messages posted by Tileyard Education by forwarding them from their own accounts



We also encouraged our performing artists to publicise the event on their own social media channels, as Marianne has done here…





In the age of social media there is still a place for traditional advertising. Posters were posted around the Tileyard campus.





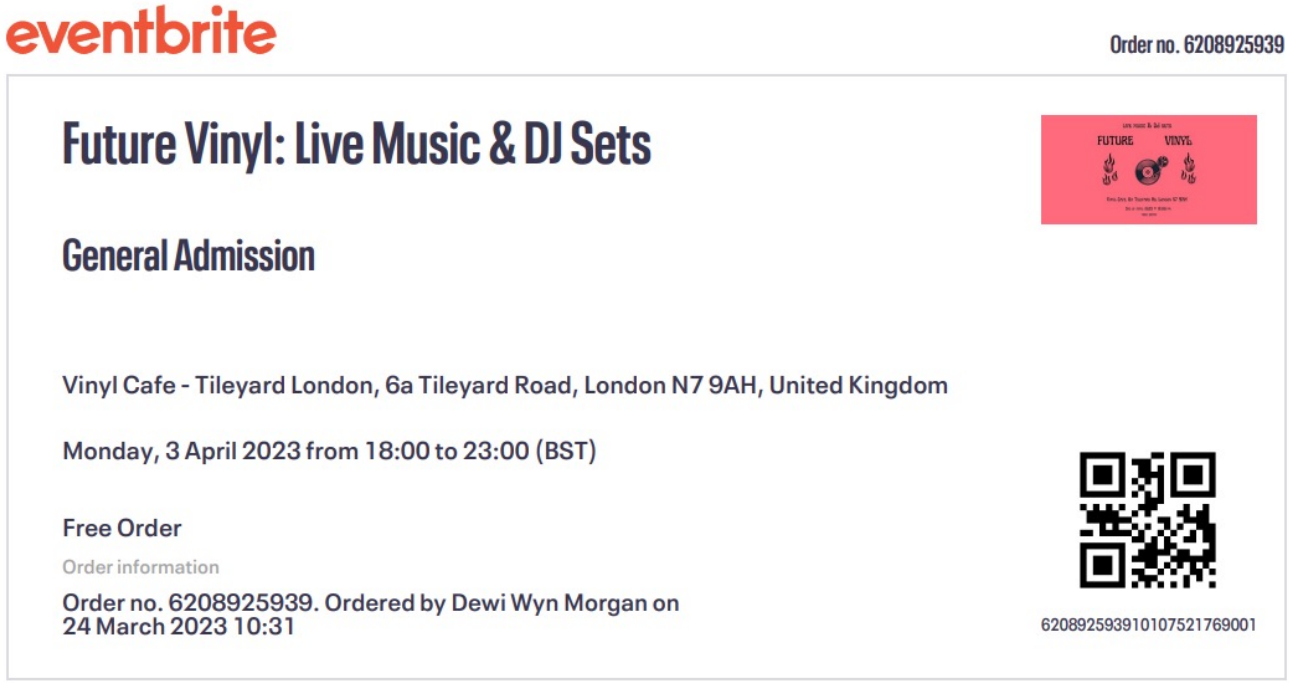


5) TICKETING

Even a small event such as this benefits from a ticketing solution. We are fortunate that free ticketing solutions are available to the smallest of events.

We considered creating our own Eventbrite account especially for this event or reusing an account belonging to a team member, but remembering the words of our tutor Robert Guterman that ticketing is all about marketing, we requested use of the Tileyard Education Eventbrite account.

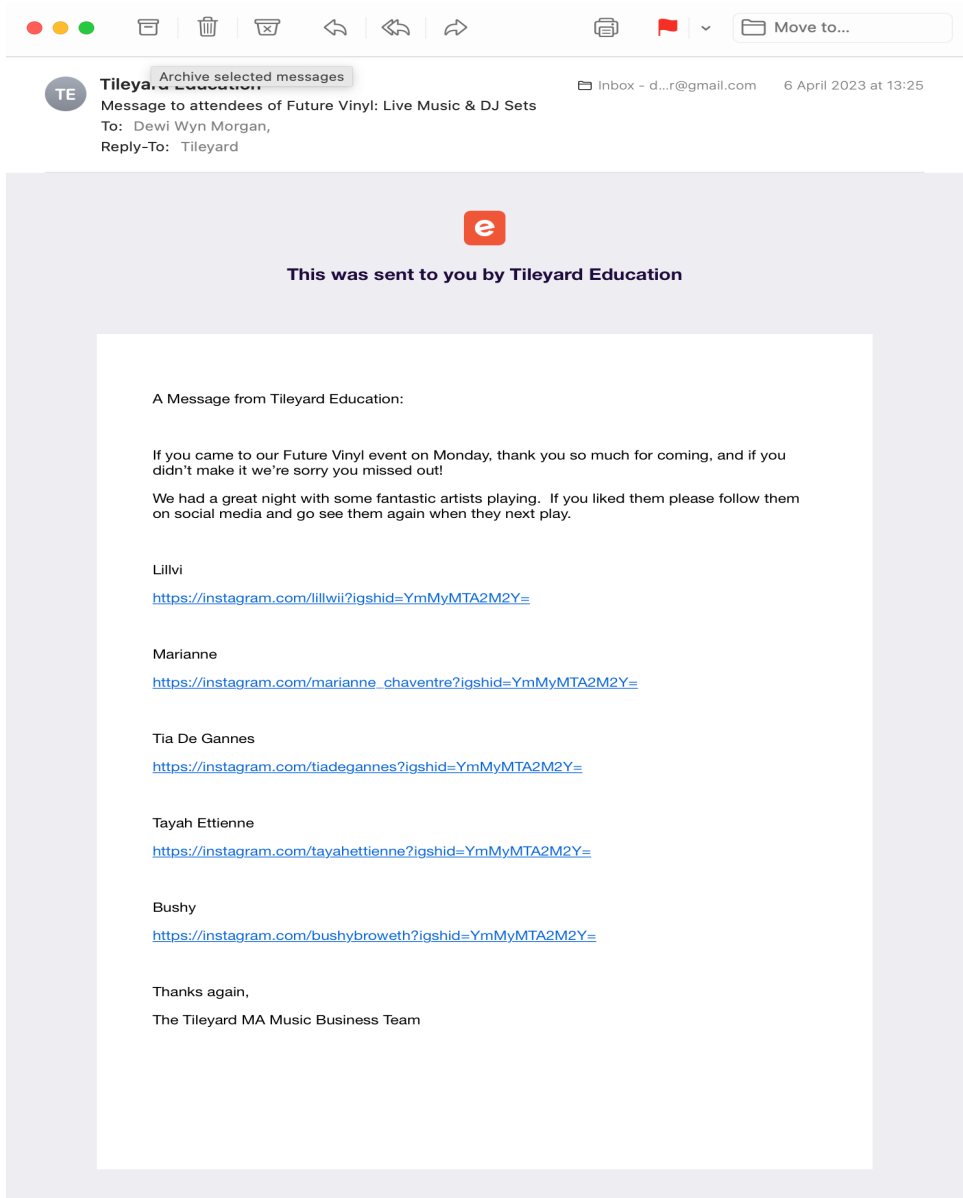
We created a QR code which pointed to the event location on Eventbrite, which was used on all our promotional output.



Using the Tileyard Education Eventbrite account meant that we did not have real-time access to ticket sales progress but that was outweighed by the marketing advantages.

However TYE were always happy to oblige by passing on the information whenever we requested it.





Another benefit of using Eventbrite:

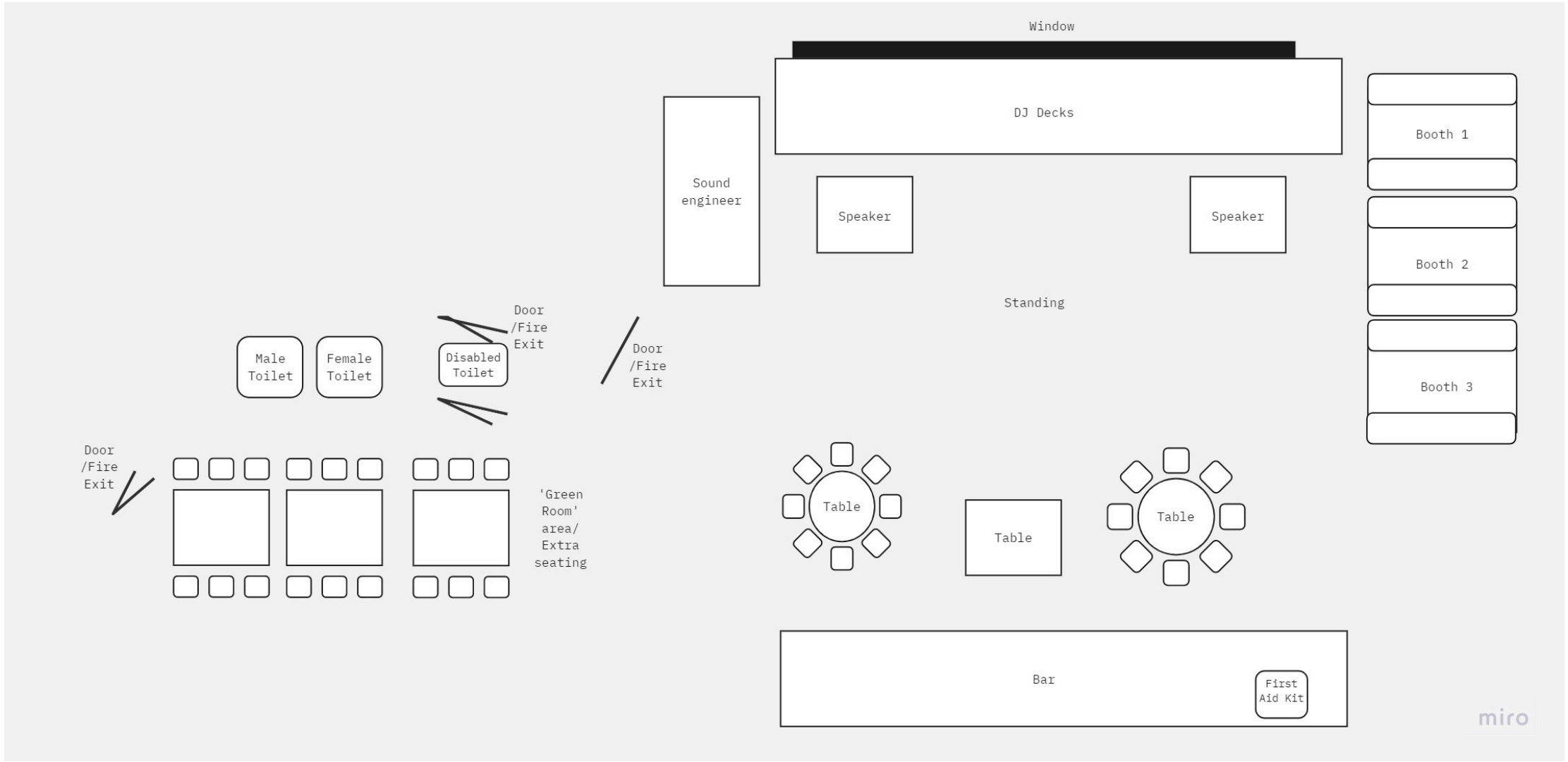
A few days after the event we were able to send out a message to all ticket holders thanking them for coming and providing further information about the artists that appeared.

Capturing these e-mail addresses is good practice for building up a subscriber base.

6) THE BIG NIGHT



FLOOR PLAN


Window
DJ Decks
Sound engineer
Speaker
Speaker
Booth 1
Booth 2
Booth 3
Standing
Male Toilet
Female Toilet
Disabled Toilet
Door /Fire Exit
Door /Fire Exit
Door /Fire Exit
'Green Room' area/ Extra seating
Table
Table
Table
Bar
First Aid Kit
miro

RUNNING ORDER

Set Up			
Venue Timesheet	**Event**	**Position**	**Tech**
16:30 –17:00	LOAD IN		
17:00 - 17:45	SOUNDCHECK -Order as decide best by sound tech		
17:45 - 18:00	CREW H&S BRIEFING		
18:00	DOORS OPEN		

Acts			
Venue Time Sheet	**Event**	**Position**	**Backline**
18:30 - 19:00	Lilvi	Acoustic	Gtr amp, jack lead, sm48, mic stand, xlr
19:00 - 19:30	Marianne	Solo/ acoustic	Gtr amp, jack lead, sm48 x2, mic stand x2, xlr x2
19:30 - 20:00	Tia	Acoustic	SM48, mic stand, XLR
20:00-20:30	Tayah	Track	SM48, mic stand, XLR
20:30 - 21:00	Bushy	Track	SM48, mic stand, XLR
21:00 - 22:00	Zildjian	DJ	
22:00 - 23:00	Alex Rose	DJ	

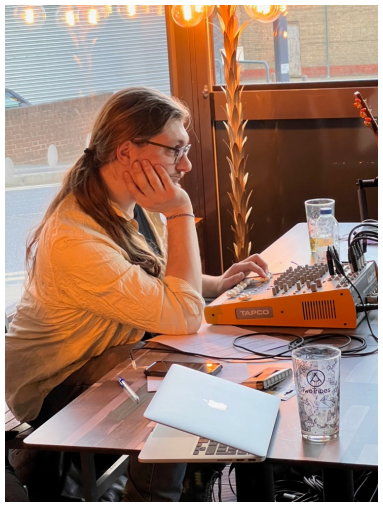
Venue Time Sheet	**Event**	**Position**	**Tech**
23:00	Venue Program Finish		
23:00 - 23:30	LOAD OUT		

SOUNDCHECK









Ed concentrating on getting that sound…just right!!

Patch list

INPUTS

1 - KCK IN
2 - KCK OUT
3 - SNR T
4 - SNR B
5 - HATS
6 - RCK 1
7 - RCK 2
8 - FLR
9 - OH (S/L)
10 - OH S/R
11 - GTR 1
12 - GTR 2 (ACU)
13 - BASS
14 - KEYS (L)
15 - KEYS (R)
16 - STRINGS (V1)
17 - L. VOX M
18 - L. VOX F
19 - BV 1
20 - BV 2
21 - DJ MONS (L)
22 - DJ MONS (R)
23 - DJ FOH (L)
24 - DJ FOH (R)

OUTPUTS

1 - DRM WEDGE
2 - DSL VOX
3 - DSR VOX
4 - KEYS
5 - DJ MON L
6 - DJ MON R
7 - FOH L
8 - FOH R

LILLVI & GUY











MARIANNE













TIA DE GANNES













TAYAH











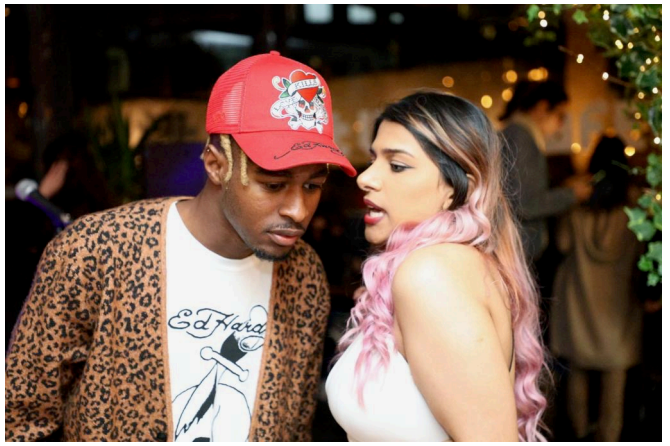
BUSHY











PRS SUBMISSION

Lillivi
I Die First by Nessa Barrett
Toxic by Britney Spears
White Flag by Dido

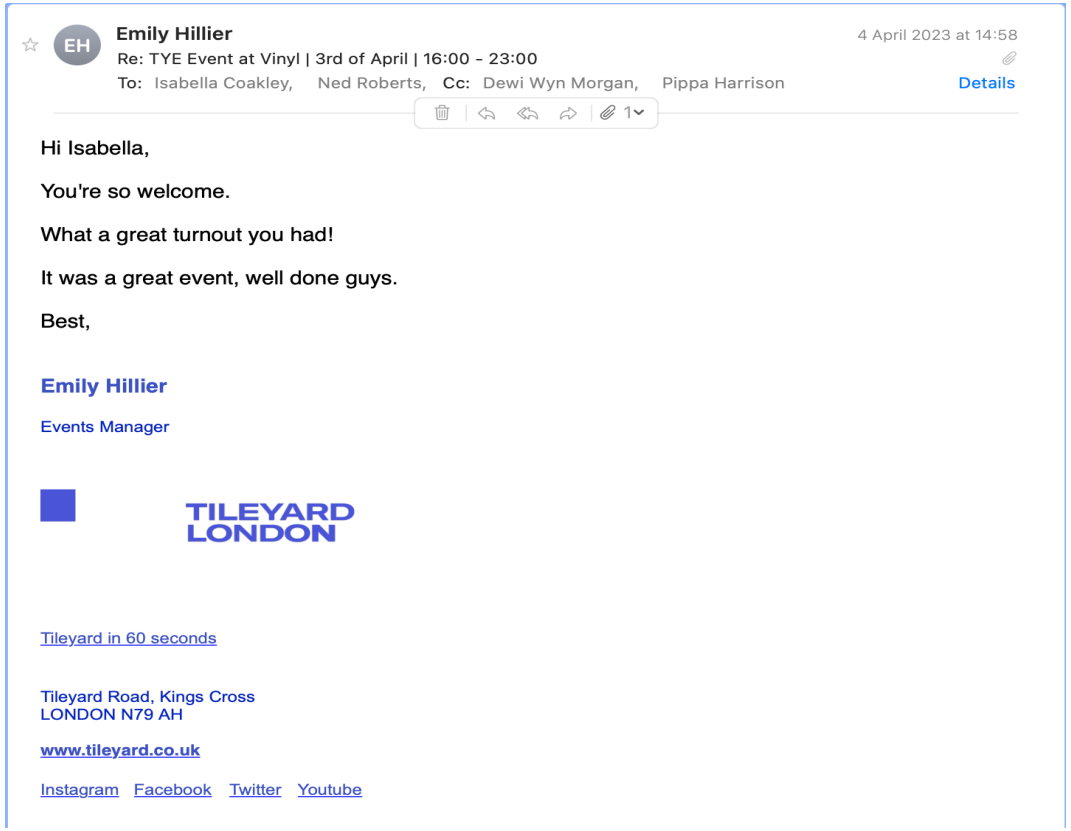
Marianne
Prove to Me by Marianne
Breathe by Taylor Swift
Dream of Me by Marianne
Martha's Harbour by All About Eve
Bottom of Heaven by Marianne
Scarborough Fair by Simon & Garfunkel

Tia
My Help by Bam Crawford
Closer by Corinne Bailey Rae
Used and Abused by Tia De Gannes

Tayah
Find Me
Exhale
Venus Rising
Daddy Don't
The Zone
(all by Tayah Ettienne)

Bushy
Press
Rewind
Mirrors
Stuck in a Moment
Mospit Interlude
Control
(all by Ethan Richards)

A JOB WELL DONE!!



EH **Emily Hillier** 4 April 2023 at 14:58

Re: TYE Event at Vinyl | 3rd of April | 16:00 - 23:00

To: Isabella Coakley, Ned Roberts, Cc: Dewi Wyn Morgan, Pippa Harrison Details

Hi Isabella,

You're so welcome.

What a great turnout you had!

It was a great event, well done guys.

Best,

Emily Hillier

Events Manager

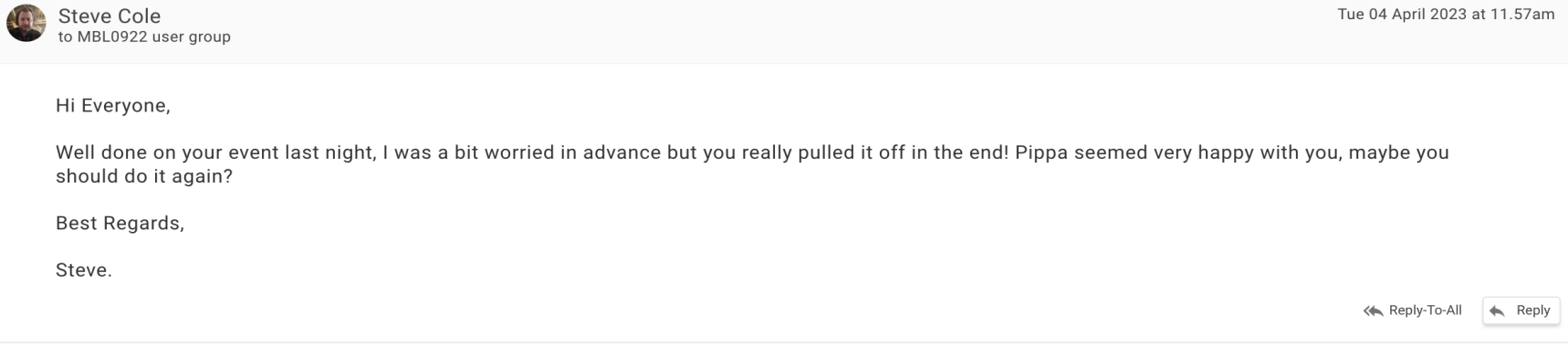
TILEYARD LONDON

Tileyard in 60 seconds

Tileyard Road, Kings Cross
LONDON N79 AH

www.tileyard.co.uk

Instagram Facebook Twitter Youtube



Steve Cole
to MBL0922 user group

Tue 04 April 2023 at 11.57am

Hi Everyone,

Well done on your event last night, I was a bit worried in advance but you really pulled it off in the end! Pippa seemed very happy with you, maybe you should do it again?

Best Regards,

Steve.

Reply-To-All Reply

7) REFLECTIONS



REFLECTIONS

It came as a bit of shock to most of us when we were told that this year this assignment was ‘for real’ rather than being hypothetical. We had all worked in small groups for the Music Landscape assignment in the first term so did not anticipate this would be any different.

However, after the first couple of meetings it became very obvious that getting ten very different people to come to an agreement was not going to be easy. Initially, we tentatively agreed on a Song Writing camp showcase, in an acoustic environment, targeting members of the Tileyard community as our audience.

Within a week we were having a massive Club night in the Campfire bar with a host of top DJs with our audience students from other Performing Arts institutions across London! These two competing camps failed to reconcile for a couple of weeks and it wasn’t until Robert Guterman sat us down and made us see sense that we were able to move forward, albeit with a new date as there was no way we were going to be able to make the original day.

We also picked Isabella as Project Manager at the same time and it was incredible how having one person in charge made such a difference.

WHAT DID I DO?

Whenever there is a group task, there is always that doubt in my mind as to whether I did contribute enough, was my contribution valuable, and thoughts of Imposter syndrome creep in (Abrams, 2018). Initially I was quite excited about taking on a lead role but after the initial debacle of indecision, I admit to becoming disillusioned with the whole project. I was very glad when certain people stepped up to lead the project and believe that they did a great job and it will have benefited them to have taken on this responsibility.

I continued to communicate with Tileyard throughout, particularly in relation to the Ticketing of the show, dealing with Angie.

It was my idea to have a method of collecting monies from our audience to at least be able to give something back to our artists (we collected over £100).

It was my idea and execution to send a post-gig message via Eventbrite to all the people who had booked a ticket using the platform.

I was there on the day to help set up the room and stage. I collected donations for the artists and did a fair bit of schmoozing whilst doing so.

WHAT COULD WE HAVE DONE DIFFERENTLY ?

Come to an agreement on the format of the evening much earlier – rather obvious but easier said than done when there are strong personalities in the room.

Allocated a Project Manager earlier – having someone in charge made a huge difference.

Used the modified poster with mic / guitar as well as the vinyl disc – the one we used with just the vinyl disc was too suggestive of a DJ night.

Collected e-mail addresses of all attendees as they entered.

Had a playlist and a spare phone for use in between sets to keep the atmosphere ticking over.

Been a bit tighter with artist / set management to avoid too long gaps between sets.



8) GALLERY







The calm before the storm….





Starting to relax now that we know the night has been a success…







BIBLIOGRAPHY

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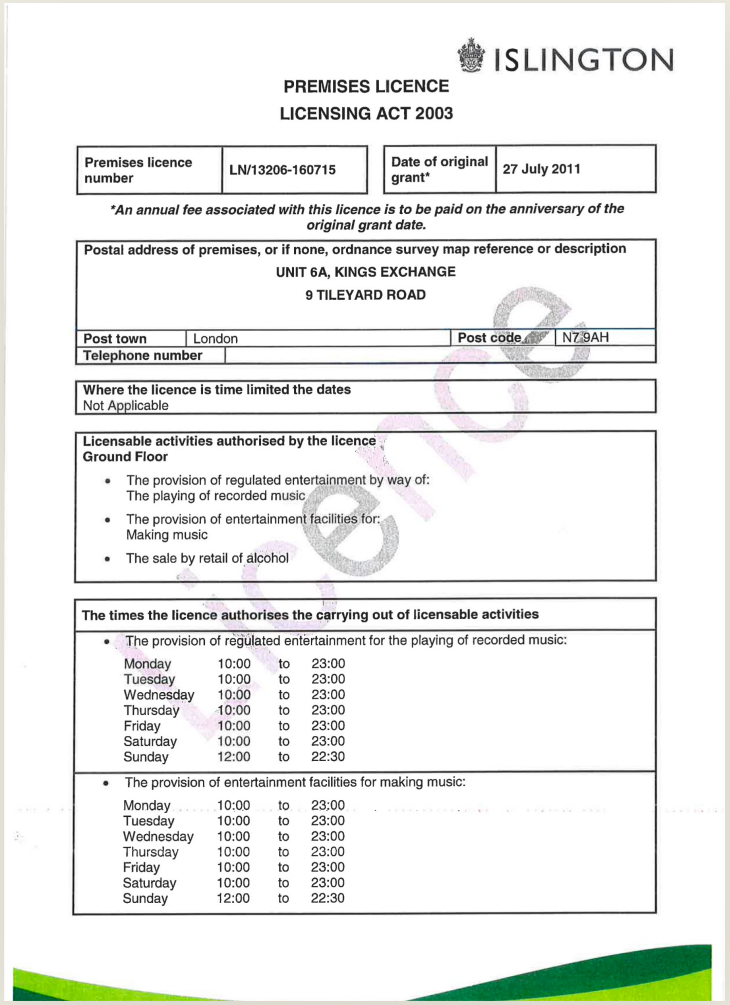
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All photographs courtesy of Garfield Fletcher & Dewi Wyn Morgan

APPENDIX – VINYL CAFÉ LICENCE



ISLINGTON

PREMISES LICENCE

LICENSING ACT 2003

Premises licence number	LN/13206-160715	Date of original grant*	27 July 2011

An annual fee associated with this licence is to be paid on the anniversary of the original grant date.

Postal address of premises, or if none, ordnance survey map reference or description

UNIT 6A, KINGS EXCHANGE

9 TILEYARD ROAD

Post town	London	Post code	N7 9AH
Telephone number			

Where the licence is time limited the dates
Not Applicable

Licensable activities authorised by the licence
Ground Floor

- The provision of regulated entertainment by way of:
  The playing of recorded music
- The provision of entertainment facilities for:
  Making music
- The sale by retail of alcohol

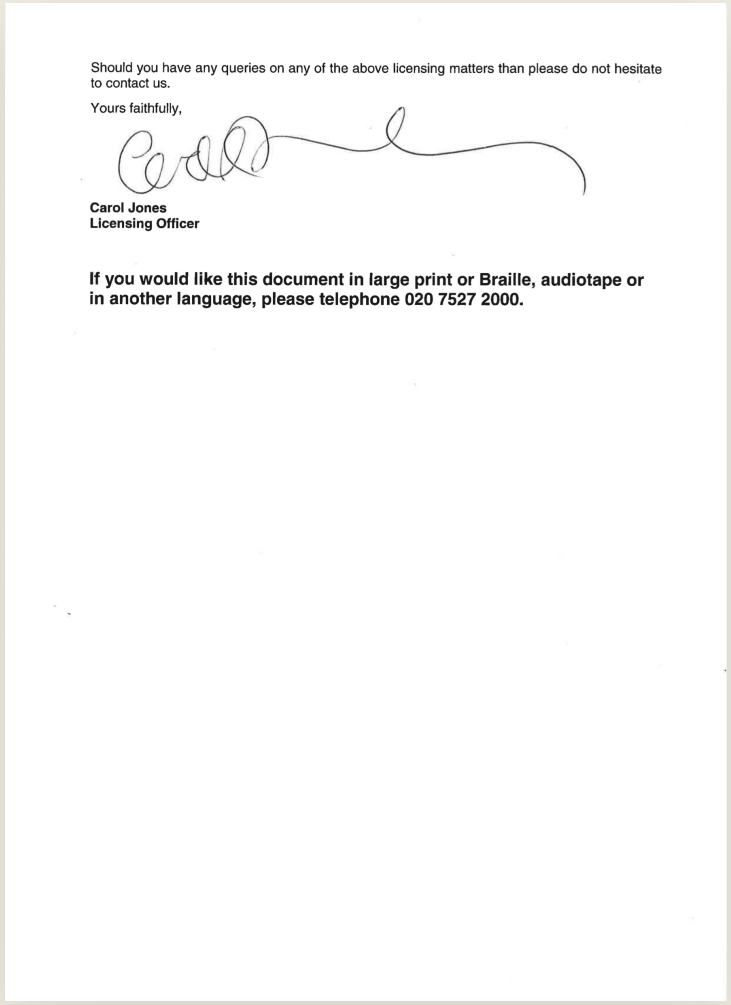
The times the licence authorises the carrying out of licensable activities

- The provision of regulated entertainment for the playing of recorded music:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
Wednesday	10:00	to	23:00
Thursday	10:00	to	23:00
Friday	10:00	to	23:00
Saturday	10:00	to	23:00
Sunday	12:00	to	22:30

- The provision of entertainment facilities for making music:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
Wednesday	10:00	to	23:00
Thursday	10:00	to	23:00
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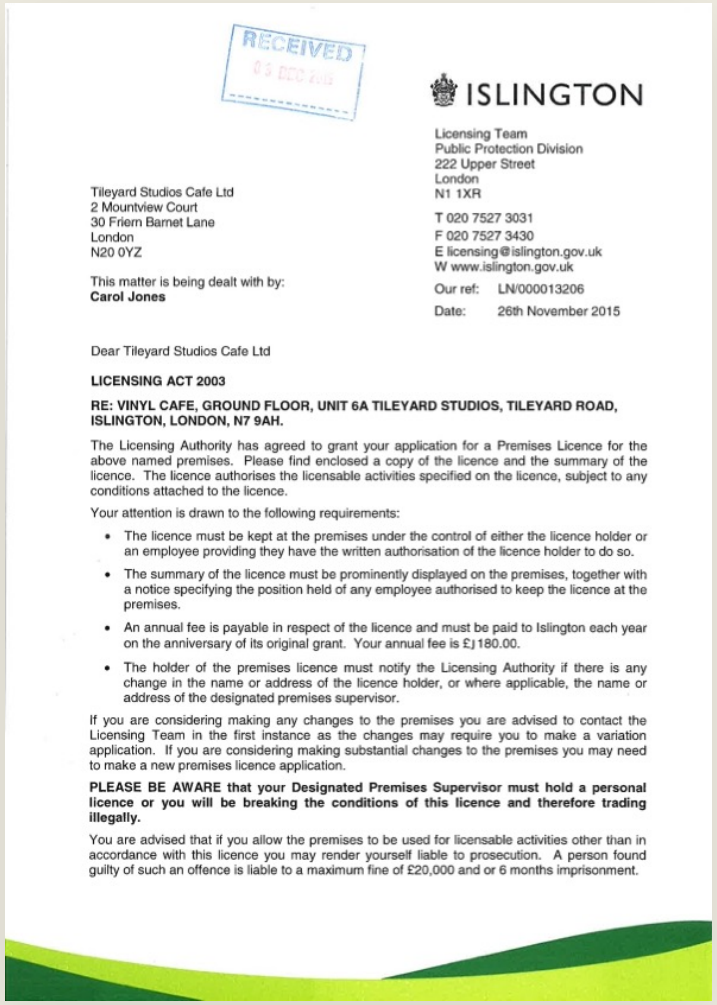


Should you have any queries on any of the above licensing matters than please do not hesitate to contact us.

Yours faithfully,

Carol Jones
Licensing Officer

If you would like this document in large print or Braille, audiotape or in another language, please telephone 020 7527 2000.



RECEIVED

ISLINGTON

Licensing Team
Public Protection Division
222 Upper Street
London
N1 1XR

T 020 7527 3031
F 020 7527 3430
E licensing@islington.gov.uk
W www.islington.gov.uk

Our ref: LN/000013206
Date: 26th November 2015

Tileyard Studios Cafe Ltd
2 Mountview Court
30 Friern Barnet Lane
London
N20 0YZ

This matter is being dealt with by:
Carol Jones

Dear Tileyard Studios Cafe Ltd

LICENSING ACT 2003

RE: VINYL CAFE, GROUND FLOOR, UNIT 6A TILEYARD STUDIOS, TILEYARD ROAD, ISLINGTON, LONDON, N7 9AH.

The Licensing Authority has agreed to grant your application for a Premises Licence for the above named premises. Please find enclosed a copy of the licence and the summary of the licence. The licence authorises the licensable activities specified on the licence, subject to any conditions attached to the licence.

Your attention is drawn to the following requirements:

- The licence must be kept at the premises under the control of either the licence holder or an employee providing they have the written authorisation of the licence holder to do so.
- The summary of the licence must be prominently displayed on the premises, together with a notice specifying the position held of any employee authorised to keep the licence at the premises.
- An annual fee is payable in respect of the licence and must be paid to Islington each year on the anniversary of its original grant. Your annual fee is £180.00.
- The holder of the premises licence must notify the Licensing Authority if there is any change in the name or address of the licence holder, or where applicable, the name or address of the designated premises supervisor.

If you are considering making any changes to the premises you are advised to contact the Licensing Team in the first instance as the changes may require you to make a variation application. If you are considering making substantial changes to the premises you may need to make a new premises licence application.

PLEASE BE AWARE that your Designated Premises Supervisor must hold a personal licence or you will be breaking the conditions of this licence and therefore trading illegally.

You are advised that if you allow the premises to be used for licensable activities other than in accordance with this licence you may render yourself liable to prosecution. A person found guilty of such an offence is liable to a maximum fine of £20,000 and or 6 months imprisonment.

APPENDIX – VINYL CAFÉ LICENCE

d. Any faults in the CCTV system
e. Any visit by a relevant authority or emergency service
f. All ejections of patrons
g. All seizures of drugs or offensive weapons
h. Any refusal of the sale of alcohol

7. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:

(a) The police (and, where appropriate, the London Ambulance Service) are called without delay;
(b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
(c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
(d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

Annex 3 - Conditions attached after a hearing by the licensing authority

None

Annex 4 – Plans

Reference Number: MK-ODS-U14-CPI, Date 15 May 2003

- The sale by retail of alcohol:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
Wednesday	10:00	to	23:00
Thursday	10:00	to	23:00
Friday	10:00	to	23:00
Saturday	10:00	to	23:00
Sunday	10:00	to	21:00

The opening hours of the premises:

Monday	08:00	to	23:00	the following day
Tuesday	08:00	to	23:00	the following day
Wednesday	08:00	to	23:00	the following day
Thursday	08:00	to	23:00	the following day
Friday	08:00	to	23:00	the following day
Saturday	08:00	to	23:00	the following day
Sunday	08:00	to	23:00	the following day

Where the licence authorises supplies of alcohol whether these are on and/or off supplies
On and Off Supplies

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence
Tileyard Studios Café ltd
2 Mountview Court
30 Friern Barnet Lane
London
N20 0YZ
georgina@vinyl-cafe.com

Registered number of holder, for example company number, charity number (where applicable)
08718869

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol
Georgina Caroline Brown
592 Harrow Road
London
W10 4NJ

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol
13/05000/LIPERS City of Westminster

Islington Council
Public Protection Division
222 Upper Street
London N1 1XR
Tel: 020 7527 3031
Email: licensing@islington.gov.uk

Service Manager (Commercial)

24/11/15
Date of Issue

Annex 1 - Mandatory conditions

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 his 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.
3. All door supervisors shall be licensed by the Security Industry Authority.
4. The admission of children to the exhibition of a film shall be restricted in accordance with the recommendation of a film classification body as defined in the Video Recordings Act 1984 or Islington Council acting as the licensing authority where it has given notice in section 20(3) of the Licensing Act 2003.

There are further 'Mandatory conditions' applicable to licences authorising the supply of alcohol. A full list of the current mandatory conditions is available from the licensing pages on Islington's web site, www.islington.gov.uk. This list is subject to change by order of the Secretary of State and licensees and other responsible persons are advised to ensure they are aware of the latest conditions.

Annex 2 - Conditions consistent with the Operating Schedule

1. Substantial food and suitable beverages other than alcohol, including water, shall be available the whole of the permitted hours in all parts of the premises where intoxicating liquor is sold or supplied.
2. The licensee shall ensure that staff are trained about age restricted products and ensure that they sign to confirm that they have understood the training. The licensee shall keep records of training and instruction given to staff.
3. Incident/refusals book shall be completed.
4. The licensee shall adopt the Challenge 25 and the BII National Standards Proof of Age Scheme.
5. CCTV shall be installed, operated and maintained in agreement with the Police. Maintained means that the system will be regularly serviced (at least once a year) and checked every two weeks to ensure that it is storing images correctly and a log kept and signed by a Supervisor to this effect. The system will provide an identifiable full head and shoulder image of everyone entering the premises and will operate in any light conditions within the premises. The system will cover the full exterior of the premises and shall record in real time, date and time stamped and will operate whilst the premises is open for licensable activities. The recordings will be kept for a minimum of 31 days and copies will be made available to an Authorised Officer or a Police Officer (subject to the Data Protection Act 1998) within 24hrs of any request free of charge. There will always be a member of staff on duty who can operate the system, to allow Officers to view recordings and if required by a Police Officer, provide a copy of images immediately free of charge to assist in the immediate investigation of offences. If the system malfunctions and will not be operating for longer than one day of business then Police must be informed.
6. An incident log shall be kept at the premises, and made available on request to the police or an authorised officer, which will record the following:
   a. All crimes reported to the venue
   b. Any complaints received
   c. Any incidents of disorder

APPENDIX – VINYL CAFÉ LICENCE

ISLINGTON

Premises Licence Summary

Licensing Act 2003

Premises licence number	LN/13206-160715	Date of original grant*	27 July 2011

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30 Friern Barnet Lane
London
N222 0YZ
georgina@vinyl-cafe.com

Registered number of holder, for example company number, charity number (where applicable)
08718869

Name of designated premises supervisor where the premises licence authorises the supply of alcohol
Georgina Caroline Brown

State whether access to the premises by children is restricted or prohibited
It is an offence to allow persons under the age of 16 years to be on the premises whilst it is open exclusively or primarily for the supply of alcohol for consumption on the premises unless they are accompanied by a person aged 18 or over. No unaccompanied person under the age of 16 years shall be permitted on the premises between 12 midnight and 5am if alcohol is supplied for consumption on the premises.

Islington Council
Public Protection Division
222 Upper Street
London N1 1XR
Tel: 020 7527 3031
Email: licensing@islington.gov.uk

Summary