

Rec'd 27/4/12



**Portsmouth**  
CITY COUNCIL

Reference No.

1 2 1 0 3 4 2 5 1 S E X E S T

**Application for the grant, renewal or transfer of a Sex Establishment Licence pursuant to: Schedule 3, Local Government (Miscellaneous Provisions) Act 1982**

PLEASE READ THE FOLLOWING NOTES FIRST

1. All questions must be answered except where otherwise stated. If relevant questions are not answered, the application will be deemed inappropriate and returned to the Applicant.
2. Any person who, in connection with an application for the grant, renewal or transfer of a sex establishment licence makes a false statement which he knows to be false in any material respect or which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000.
3. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and in black ink. Use additional sheets if necessary.

Once completed please send your application to: **Licensing Service, Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth, PO1 2AL.** Telephone: 023 9283 4604 Fax: 023 9283 4811  
Email: [Licensing@portsmouthcc.gov.uk](mailto:Licensing@portsmouthcc.gov.uk) DX No: 2244 Portsmouth

**Part 1 – THE APPLICANT**

*please tick ✓*

<b>Q1. Is the applicant:</b>		
a) An individual		
b) A company or other corporate body		/
c) A partnership or other unincorporated body		
If the applicant is an individual, answer question 2. If the applicant is a company or other corporate body, answer questions 3 and 4. If the applicant is a partnership or other incorporated body, answer question 5.		
<b>Q2. Answer only where the applicant is an individual:</b>		
Full name of Applicant:		
Has the Applicant ever been known by a different name: (If "Yes" please provide the Applicant's former name below)	Yes	No

Former name of Applicant			
<b>PLEASE GO TO QUESTION 5</b>			
<b>Q3. Answer only where the Applicant is a company or other corporate body:</b>			
Name of Applicant:		<b>WELLHOT LIMITED</b>	
Where is the Applicant registered:		<b>OJS IND PARK CLAYBANK ROAD, PORTSMOUTH, PO3 5SX</b>	
Registered number of Applicant:		<b>2362993</b>	
Has the applicant previously been known by any other name and if so provide name below:			
Has the Applicant:			
			<i>please tick</i> ✓
Been convicted of a criminal offence?		<b>Yes</b>	<b>No</b> /
Been refused the grant or renewal of a sex establishment licence?			/
Had a sex establishment licence revoked?			/
Been served with a winding up petition?			/
If the answer to any of the above questions is Yes, please provide full details on a separate sheet of paper.			
Names of the Applicant's Directors:			
Name:	<b>JASPAL SINGH OJLA</b> <b>RASHWINDER KAUR OJLA</b>	Position:	<b>MANAGING DIRECTOR</b> <b>DIRECTOR</b>
Are there persons responsible for the management of the Applicant other than the Directors?:		<b>Yes</b>	<b>No</b> /
If yes, please provide details of their names:			
Please provide below the names of all persons with a shareholding greater than 10% in the Applicant: J.S.OJLA AND R.K.OJLA AS ABOVE			

Is the Applicant a wholly owned subsidiary of another company or corporate body?			Yes	No /
If yes, please provide below the name, place of registration and details of its Directors?				
Name:				
Place of Registration:				
Directors:				
<b>PLEASE GO TO QUESTION 5</b>				
<b>Q4. Answer only where the Applicant is a partnership or other unincorporated body:</b>				
Name of Applicant:				
Names of Applicant's partners:				
Are there persons responsible for the management of the Applicant other than the partners?			Yes	No
If yes, please provide details of their names:				
Has the Applicant ever been refused the grant or renewal of a sex establishment licence:			Yes	No
Has the Applicant ever had a sex establishment licence revoked?				
If the answer to any of the above questions is Yes, please provide full details on a separate sheet of paper.				
<b>PLEASE GO TO QUESTION 5.</b>				
<b>Q5. Does the Applicant have a trading name different from that given in answer to questions, 2, 3 or 4 above? If so, please state the trading name below:</b>				
<b>ELEGANCE</b>				



**Q6. What is the Applicant's trading address:**

**1 GRANADA ROAD, SOUTHSEA  
PORTSMOUTH**

Post Code:

**PO4 0RD**

Daytime Contact Number:

[REDACTED]

Email address:

[REDACTED]

**Q7. Will the business for which a licence is required be carried on for the benefit of a person other than the applicant:**

If yes, please provide below the name of such person(s). If such person(s) are a company or other corporate body, state their place of registration and registered number, and the identity of all Directors, the Company Secretary and those with a shareholding greater than 10%.

**Yes**

**No**

/

**Q8. Does the Applicant operate any other sex establishments, whether licensed or not? If so please state the name, address and type of sex establishment (e.g. sex shop, sexual entertainment venue or sex cinema).**

**Wiggle 159, Old Christchurch road, Bournemouth bh1 1js. Sexual entertainment venue**

**Wiggle 1- 3 Surrey Street, Portsmouth, PO1 1JT. Sexual entertainment venue**




<b>Q9. For each of the individuals named in the answers to questions 2, 3, 4, 7 and 8, please confirm that the form at Appendix A to this application form has been completed and submitted as part of this application.</b>	<b>Yes</b> /	<b>No</b>
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**Part 2 – THE PREMISES, VEHICLE, VESSEL OR STALL**

*please tick ✓*

<b>Q10. Is this application in respect of:</b>			
a) Premises	/		
b) Vehicle			
c) Vessel			
d) Stall			
<b>Q11. If the application relates to a vehicle, vessel or stall, where is it proposed to be used:</b>			
<b>Q12. If the application relates to a premises, please provide the full address of the premises for which a licence is required:</b>			
<b>1 GRANADA ROAD SOUTHSEA</b>			
Post Town:	PORTSMOUTH	Post Code:	PO1 1JT
<b>Q13. Is the whole of the premises to be used as a sex establishment:</b>			<b>Yes</b>
			<b>No</b> /
If not, please state below: <ul style="list-style-type: none"> <li>• the use of the remainder of the premises; and</li> <li>• the names of those who are responsible for managing the remainder of the premises.</li> </ul>			
<b>THE REAR PART OF THE BUILDING ONLY IS TO BE USED AS AN SEV. THE AREA IS CLEARLY MARKED ON THE PLAN</b>			
<b>Q14a. State the nature of the Applicant's interest in the premises, vehicle, vessel or</b>			

stall, e.g. owner, lessee, sub-lessee:		
OWNED BY THE DIRECTORS J.S OJLA AND R.K.OJLA LEASED TO WELLHOT LTD		
Q14b. If the Applicant is a lessee or sub-lessee, state:		
(i)	The name and address of the landlord:	
	J.S.OJLA AND R.K.OJLA 	
(ii)	The name and address of the superior landlord (if any):	
(iii)	The amount of the annual rental:	NIL
(iv)	The length of the unexpired term:	NA
(v)	The length of notice required to terminate the tenancy:	NA
Q15a. State the current use of the premises:		
NIGHTCLUB AND LAP DANCE CLUB		
Q15b. Is there a planning permission for the use of the premises, vehicle, vessel or stall as a sex establishment?:		Yes
		No
Q15c. If so, state the date of the planning permission:		Has been used as such since 2000
Q15d. If not, state whether and why the use as a sex establishment is lawful, e.g. because there is a certificate of lawful use, giving full details:		
Has been licenced under 2003 act		
Q16a. Are the premises, vehicle, vessel or stall licensed under any other Act, e.g. the Licensing Act 2003?:		Yes
		No



<b>Q16b. Please provide full details including the name of any Designated Premises Supervisor :</b>		
LICENCE NO. 218 D.P.S JASPAL SINGH OJLA 		
<b>Q16c. Does the Applicant intend to obtain a licence under any other Act or to apply to vary any existing licence under any other Act?:</b>	<b>Yes /</b>	<b>No</b>
<b>Q16d. Does the Applicant intend to operate the sex establishment in conjunction with any other licence? If so, provide full details below:</b>	<b>Yes /</b>	<b>No</b>
ALCOHOL AND ENTERTAINMENT AS EXISTING LICENCE		
<b>Q17a. Is each customer access to the premises, vehicle, vessel or stall:</b>		
• Directly from the street or a public thoroughfare?		/
• From other premises?		
If from other premises, please provide full details below:		
<b>Q17b. Is each customer access from the street to be supervised at all times the premises are open to the public?:</b>	<b>Yes /</b>	<b>No</b>
If the answer is No, give full details of proposed door control and supervision:		
<b>Q17c. State whether all door supervisors are to be licensed with</b>	<b>Yes</b>	<b>No</b>



the SIA:	/	
<b>Q18. Are the premises, vehicle, vessel or stall constructed or adapted so as to permit access to, from and within the premises (including WC facilities) for disabled members of the public?</b>	<b>Yes</b> /	<b>No</b>
If the answer is No, please state the Applicant's proposals for affording such access?		
<b>Q19. Are the premises, vehicle, vessel or stall being used as a sex establishment at the date of this application?:</b>	<b>Yes</b> /	<b>No</b>
If the answer is yes, please state the name and address of the person or body now operating the business:		
WELLHOT LIMITED		

### Part 3 – THE BUSINESS

<b>Q20. Under what name will be business be known?:</b>	
ELEGANCE	
<b>Q21. Is the application in respect of:</b>	
• A sex shop	
• A sex cinema	
• A sexual entertainment venue	/
<b>Q22. Has the Applicant entered into any agreement (whether written or oral) in connection with the business, other than a tenancy agreement or lease, for example:</b>	
<ul style="list-style-type: none"> <li>• a management agreement;</li> <li>• partnership agreement;</li> <li>• profit share arrangement.</li> </ul>	
<b>If so, please provide full details together with a copy of any such agreement?:</b>	
NO	



**Q23. Give the name and addresses of any lenders, mortgagees or others providing finance with the full terms of such agreements:**

NONE

**Q24. Is the business required to purchase merchandise from a particular person or body? If so provide full details.**

NO

**Part 4 – MANAGEMENT OF THE BUSINESS**

**Q25a. State the identity of the person who will be responsible for the day to day management of the business at the premises, vehicle, vessel or stall (“the Manager”):**

ABDOU SCATTRED

**Q25b. Will the Manager be based at the premises, vehicle, vessel or stall and that management of the business there will be his/her sole and exclusive occupation?:**

Yes  
/

No

**Q25c. State which person(s) will be responsible for the day to day management of the business in the absence of the Manager (“the Relief Manager”)?:**

JASPAL SINGH OJLA

**Q25d. Will the Relief Manager(s) or one of them be based at the premises full-time in the absence of the Manager?:**

Yes  
/

No

**Q25e. In respect of the Manager and Relief Manager(s), please confirm that the form at Annex A to this application has been completed and submitted as part of this application.**

Yes  
/

No

**Q26. THIS QUESTION NEED NOT BE ANSWERED IN RESPECT OF RENEWAL APPLICATIONS.**



Please give details of the days and times during which it is proposed that the business will be open.

MON – SUN 10PM – 4AM

**Q27. Please state the proposals in respect of exterior signage and advertising, including the nature, content and size of such signage, and any images to be used. (please note that a colour photo/ plan of the exterior showing such signage and advertising is required to be submitted with this application):**

PHOTOGRAPHS ARE INCLUDED OF THE SIGNAGE AS EXISTING

**Q28a. What means are to be taken to prevent the interior of the premises being visible to passers-by?:**

ALL WINDOWS ARE BLOCKED UP

**Q29b. What, if any, window displays are to be exhibited? Please indicate the size and nature of any intended display:**

NONE

**Q30. State what age restrictions are to be applied in respect of admissions and how are these to be enforced?: (Please state as part of your answer what forms of ID will be accepted and whether it is proposed to use electronic systems. For sex shops, please provide details of arrangements for preventing proxy sales)**

OVER 18 ONLY. WE HAVE A CHECK I.D FOR ALL PERSONS THAT LOOK UNDER 21 POLICY. ONLY PHOTO I.D. IS ACCEPTED.

**Q31. Please state the arrangements for CCTV at the premises and for the retention of**



recordings: (Please state as part of your answer whether all public areas are to be covered by CCTV at all times the business is open and whether the feed from all cameras will be recorded)

WE HAVE EXISTING CCTV WHICH IS RECORDED AND KEPT FOR 28 DAYS.

**Q32. ANSWER THIS QUESTION ONLY WHERE THE APPLICATION RELATES TO A SEXUAL ENTERTAINMENT VENUE.**

**Q32a. Is the proposal to allow full nudity at the premises?**

**YES**

**NO**

/

**Q32b. Provide full details of the nature of the entertainment intended to be provided, e.g. lap-dancing, pole dancing, stage strip-tease:**

LAP DANCING, POLE DANCING AND STAGE SHOWS

**Q32c. Please state what, if any, separation between performers and audience is proposed. E.g. performers on stage; 1 metre; no contact; or full contact:**

THERE IS NO CONTACT

**Q32d. Is it intended to provide private booths or areas?**

**Yes**

**No**

/

**If yes, please provide full details including proposals for supervision of such areas:**

WE HAVE CCTV, SIA SECURITY, AND STAFF TO MONITOR THE AREA

**Q33. THIS QUESTION NEED NOT BE ANSWERED IN RESPECT OF RENEWAL APPLICATIONS.**

**Q33a. Please state the proposals for preventing nuisance to residents and businesses in the vicinity:**

WE HAVE CCTV AND SIA STEWARDS ON THE FRONT OF THE BUILDING. ANYONE FROM OUR PREMISES THAT MISBEHAVE ARE BARRED. OUR CUSTOMERS ARRIVE AND LEAVE IN SMALL GROUPS SO DON'T MAKE A LOT OF NOISE.

**Q33b. Please state the proposals for promoting public safety:**

WE HAVE CCTV, SIA STEWARDS, FULL HEALTH AND SAFETY POLICIES, FIRE SAFETY POLICIES AND FULL STAFF TRAINING. ALL LEGAL OBLIGATIONS ARE ADHERED TO.

**Q33c. Please state the proposals for preventing crime or disorder:**

CCTV AND SIA DOOR STEWARDS

**Q33d. Please state the proposals for protecting children from harm:**

CHILDREN ARE NOT ALLOWED WHEN THE PREMISES ARE OPEN

**Q33e. Please state the Applicant's systems for checking the age and right to work in the UK for all staff and dancers/performers.**

FULL APPLICATION RECORDS ARE KEPT INCLUDING A PHOTOGRAPH. PHOTO ID IS COPIED AND KEPT, NATIONAL INSURANCE NO. IS KEPT AND AVAILABLE TO ANY AUTHORISED PERSON.

**Q33f. IN RESPECT OF SEXUAL ENTERTAINMENT VENUES ONLY, please set out the system for training all staff in the Code of Practice for performers and for monitoring and enforcing compliance: (Please note that the Code of Practice must be attached to this form)**

All staff are given a copy of our rules and regulations. Once they have read them they have to sign a contract to that effect. All performers are monitored by our staff and management.

**Q33g. IN RESPECT OF SEXUAL ENTERTAINMENT VENUES ONLY, please set out the**



system for notifying customers of the Rules for Customers and for monitoring and enforcing compliance: *(Please note that the Rules for Customers must be attached to this form)*

The rules are clearly written and posted in the reception area and in various locations inside the premises. The dancers also verbally tell the customers.

**Q33h. IN RESPECT OF SEXUAL ENTERTAINMENT VENUES ONLY, please set out the system for monitoring compliance with the venue's Policy for Welfare of Performers. *(Please note that the Policy for Welfare of Performers must be attached to this form)***

Any performer can go to management with any concerns. A record of that is kept and action taken to resolve it.

**Q34. Set out any further information which you wish the Licensing Authority to take into account: *(Include here any proposed conditions (you may attach a schedule of such conditions) or any reason relied upon to provide an exception to the Authority's Sex Establishment Licensing Policy)*.**



**Q35. Is there any information on this form which you do not wish to be seen by members of the public? If so, please state which particular information you wish to remain private and provide reasons why you do not wish it to be seen.**

### Part 5 – APPLICANT CONTACT DETAILS

**PLEASE GIVE THE CONTACT DETAILS WHICH YOU WOULD LIKE TO BE USED FOR THE PURPOSES OF THIS APPLICATION.**

<b>Name:</b>	JASPAL SINGH OJLA
<b>Organisation:</b>	WELLHOT LIMITED
<b>Address:</b>	OJS IND. PARK CLAYBANK ROAD PORTSMOUTH PO3 5SX
<b>Telephone Number:</b>	██████████
<b>Mobile Number:</b>	██████████
<b>Fax Number:</b>	██████████
<b>Email Address:</b>	██

### Part 6 – SIGNATURE AND DECLARATION

**The following declaration must be signed in all cases:**

- If the Applicant is an individual, by that individual;
- If the Applicant is a partnership, by all individuals who are partners;
- If the Applicant is a company, by a director;
- In any other case, by a duly authorised officer of the Applicant.

Should the information provided in relation to this application cease to be correct, or if there are any changes in the information provided as part of the application between the date the application is submitted and the date it is determined, the Applicant **MUST** advise the Licensing Authority immediately. **FAILURE TO DO SO MAY RESULT IN ANY LICENCE ISSUED BEING REVOKED.**

I/We certify to the best of my/our knowledge and belief that the information given in this application is complete and correct in every respect.

I/We agree to notify the Licensing Authority should any of the information given in this application change.

Name:	JASPAL SINGH OJLA
Position in Organisation:	MANAGING DIRECTOR



Signature:		Date:	
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**ANNEX A**

### Part 7 – INFORMATION ON INDIVIDUALS

Name:	JASPAL SINGH OJLA		
Former Name (if any):			
Position in relation to Applicant: (e.g. Director, Partner, Manager)	DIRECTOR		
Date of Birth:	[REDACTED]		
Gender:		Male /	Female
Permanent Residential Address:	[REDACTED]		



If resident at this address for less than 3 years, state previous address:			
Have you been resident in the UK for more than six months prior to the date of the application?:		Yes /	No
Have you ever been disqualified from holding a sex establishment licence under Schedule 3, paragraph 17 of the Local Government (Miscellaneous Provisions) Act 1982. If yes, give full details.		Yes	No /
Have you ever been involved in the management of a business, whether as proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal, reviewed or revoked?			
Sex establishment licence		Yes	No /
Licence for the sale or supply of alcohol		Yes	No /
Licence for the provision of entertainment, whether sexual or otherwise		Yes	No /
Personal Licence under the Licensing Act 2003		Yes	No /
If so, please provide full details:			
Have you ever been convicted of a criminal offence, whether in the UK or elsewhere?:		Yes	No /
If so, please provide the following details:			
Date:	Convicting Court:	Offence:	Penalty Imposed:



<b>To your knowledge, are you currently the subject of any criminal investigation?:</b>		<b>Yes</b>	<b>No /</b>
If so, please provide full details:			
<b>Have you ever had any civil legal action taken against you?</b>		<b>Yes</b>	<b>No /</b>
If so, please provide full details:			
<b>Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement?:</b>		<b>Yes</b>	<b>No /</b>
If so, please provide full details:			
<b>Have you ever been disqualified from acting as a company director?:</b>		<b>Yes</b>	<b>No /</b>
If so, please provide full details:			
<b>Is there any other information which you believe the Licensing</b>		<b>Yes</b>	<b>No</b>

Authority would reasonably need to know or you would like the Licensing Authority to take into account when considering the information you have supplied?:		
If so, please provide full details:		
Is there any information in this Annex which you do not wish to be seen by members of the public?:	Yes	No /
If so, please state which information and the reasons why you do not wish it to be seen.		
I DECLARE THAT THE INFORMATION PROVIDED IN THIS ANNEX IS TRUE AND COMPLETE.		
Signed:		Dated:



## ANNEX B

### Part 8 – DOCUMENTS TO BE SUPPLIED WITH THIS APPLICATION

Site Scale Plan (1:1250).	Yes /	No
Drawings showing the front elevation as existing.	Yes	No
Drawings showing the front elevation as proposed (including proposed signage, advertising and window display.	Yes /	No
Scale Layout Plan of Premises. (Note the requirements of the layout plan are set out below).	Yes /	No
Planning Permission.	Yes	No
Certificate of Lawful Use or Development.	Yes	No



If the Applicant is a company, copies of the Memorandum and Articles of Association of the Company.	Yes	No
If the Applicant is a partnership, a certified copy of the Partnership Deed.	Yes	No
A copy of any other licences for the premises, vehicle, vessel or stall.	Yes /	No
Code of Practice for Performers.	Yes /	No
Rules for Customers.	Yes /	No
Policy for Welfare of Performers.	Yes /	No

## Part 9 – REQUIREMENTS FOR LAYOUT PLAN

<b>The Layout plan must show:</b>
1. The layout of the premises including, stage, bars, cloakroom, WCs, performance area, dressing rooms.
2. The extent of the boundary of the premises outlined in red.
3. The extent of the public areas outlined in blue.
4. Uses of different areas in the premises, e.g. performance areas, reception
5. Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment.
6. Location of points of access to and egress from the premises.
7. Any parts used in common with other premises.
8. Position of CCTV cameras.
9. Where the premises include a stage or raised area, the location and height of each stage or area relative to the floor.
10. Where the premises includes any steps, stairs, elevators or lifts, the location of the same.
11. The location of any public conveniences, including disabled WCs.
12. The position of any ramps, lifts or other facilities for the benefit of disabled people.
13. Any level changes at the entrance to or within public parts of the premises which may be inaccessible to disabled people.
14. The location and type of any fire safety and any other safety equipment.
15. The location of any kitchen on the premises.
16. The location of emergency exits.

## Part 10 – DOCUMENTS EVIDENCING PUBLIC NOTICE AND SERVICE

Complete copy of newspaper circulating in the area of the authority, containing advertisement of this application.	Yes	No /
Copy of notice of application displayed on or near the premises.	Yes /	No
Copy of affidavit or statutory declaration that notice has been displayed as required by Schedule 3, paragraph 10(10) of the Local Government (Miscellaneous Provisions) Act 1982.	Yes /	No

Evidence of service of this application form and all enclosures upon the Chief Officer of Police within 7 days after the date of this application.	Yes	No /
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**Contact Details for the Police:**

Hampshire Constabulary  
Licensing Unit  
Southsea Police Station  
259 Highland Road  
Southsea  
Portsmouth  
Hants  
PO4 9EX

Email: [Portsmouth.licensing@hampshire.pnn.police.uk](mailto:Portsmouth.licensing@hampshire.pnn.police.uk)

Tel: 0845 045 4545

Direct Dial: 023 9289 9080

Fax: 023 9289 3285

**NOTE: WHEN THE APPLICATION IS MADE ELECTRONICALLY, INCLUDING ALL ENCLOSURES, THE LICENSING AUTHORITY WILL SERVE THE CHIEF OFFICER OF POLICE.**





Part 7 – INFORMATION ON INDIVIDUALS

Name:	ABDOU SCATTREN	
Former Name (if any):		
Position in relation to Applicant: (e.g. Director, Partner, Manager)	MANAGER	
Date of Birth:	[REDACTED]	
Gender:	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>
Permanent Residential Address:	[REDACTED]	
If resident at this address for less than 3 years, state previous address:	[REDACTED]	
Have you been resident in the UK for more than six months prior to the date of the application?:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified from holding a sex establishment licence under Schedule 3, paragraph 17 of the Local Government (Miscellaneous Provisions) Act 1982. If yes, give full details.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you ever been involved in the management of a business, whether as proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal, reviewed or revoked?		
Sex establishment licence	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Licence for the sale or supply of alcohol	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Licence for the provision of entertainment, whether sexual or otherwise	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Personal Licence under the Licensing Act 2003	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If so, please provide full details:

Have you ever been convicted of a criminal offence, whether in the UK or elsewhere?:

Yes

No



If so, please provide the following details:

Date:

Convicting Court:

Offence:

Penalty Imposed:

To your knowledge, are you currently the subject of any criminal investigation?:

Yes

No



If so, please provide full details:

Have you ever had any civil legal action taken against you?

Yes

No



If so, please provide full details:

Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement?:

Yes

No





If so, please provide full details:

Have you ever been disqualified from acting as a company director?:

Yes

No

✓

If so, please provide full details:

Is there any other information which you believe the Licensing Authority would reasonably need to know or you would like the Licensing Authority to take into account when considering the information you have supplied?:

Yes

No

✓

If so, please provide full details:

Is there any information in this Annex which you do not wish to be seen by members of the public?:

Yes

No

✓

If so, please state which information and the reasons why you do not wish it to be seen.

I DECLARE THAT THE INFORMATION PROVIDED IN THIS ANNEX IS TRUE AND COMPLETE.

Signed:

[Redacted Signature]

Dated:

- If the Applicant is a partnership, by all individuals who are partners;
- If the Applicant is a company, by a director;
- In any other case, by a duly authorised officer of the Applicant.

Should the information provided in relation to this application cease to be correct, or if there are any changes in the information provided as part of the application between the date the application is submitted and the date it is determined, the Applicant MUST advise the Licensing Authority immediately. FAILURE TO DO SO MAY RESULT IN ANY LICENCE ISSUED BEING REVOKED.

I/We certify to the best of my/our knowledge and belief that the information given in this application is complete and correct in every respect.

I/We agree to notify the Licensing Authority should any of the information given in this application change.

Name:	
Position in Organisation:	



**Portsmouth**  
CITY COUNCIL

Signature:		Date:	
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**ANNEX A**

### Part 7 – INFORMATION ON INDIVIDUALS


Name:	JASPAL SINGH OJLA		
Former Name (if any):			
Position in relation to Applicant: (e.g. Director, Partner, Manager)	DIRECTOR		
Date of Birth:	[REDACTED]		
Gender:		Male /	Female
Permanent Residential Address:	[REDACTED]		



If resident at this address for less than 3 years, state previous address:			
Have you been resident in the UK for more than six months prior to the date of the application?:		Yes /	No
Have you ever been disqualified from holding a sex establishment licence under Schedule 3, paragraph 17 of the Local Government (Miscellaneous Provisions) Act 1982. If yes, give full details.		Yes	No /
Have you ever been involved in the management of a business, whether as proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal, reviewed or revoked?			
Sex establishment licence		Yes	No /
Licence for the sale or supply of alcohol		Yes	No /
Licence for the provision of entertainment, whether sexual or otherwise		Yes	No /
Personal Licence under the Licensing Act 2003		Yes	No /
If so, please provide full details:			
Have you ever been convicted of a criminal offence, whether in the UK or elsewhere?:		Yes	No /
If so, please provide the following details:			
Date:	Convicting Court:	Offence:	Penalty Imposed:

<b>To your knowledge, are you currently the subject of any criminal investigation?:</b>		<b>Yes</b>	<b>No</b> /
If so, please provide full details:			
<b>Have you ever had any civil legal action taken against you?</b>		<b>Yes</b>	<b>No</b> /
If so, please provide full details:			
<b>Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement?:</b>		<b>Yes</b>	<b>No</b> /
If so, please provide full details:			
<b>Have you ever been disqualified from acting as a company director?:</b>		<b>Yes</b>	<b>No</b> /
If so, please provide full details:			
<b>Is there any other information which you believe the Licensing Authority would reasonably need to know or you would like the Licensing Authority to take into account when considering the</b>		<b>Yes</b>	<b>No</b> ✓



<b>information you have supplied?:</b>		
If so, please provide full details:		
<b>'s there any information in this Annex which you do not wish to be seen by members of the public?:</b>	<b>Yes</b>	<b>No</b> /
If so, please state which information and the reasons why you do not wish it to be seen.		
<b>I DECLARE THAT THE INFORMATION PROVIDED IN THIS ANNEX IS TRUE AND COMPLETE.</b>		
<b>Signed:</b>		<b>Dated:</b> 24.4.12



## ANNEX E

### Part 8 – DOCUMENTS TO BE SUPPLIED WITH THIS APPLICATION

Site Scale Plan (1:1250).	Yes	No
Drawings showing the front elevation as existing.	Yes	No
Drawings showing the front elevation as proposed (including proposed signage, advertising and window display).	Yes	No
Scale Layout Plan of Premises. (Note the requirements of the layout plan are set out below).	Yes	No
Planning Permission.	Yes	No
Certificate of Lawful Use or Development.	Yes	No
If the Applicant is a company, copies of the Memorandum and Articles of Association of the Company.	Yes	No



Part 7 – INFORMATION ON INDIVIDUALS

Name:	RASHWINDER KAUR OJLA		
Former Name (if any):			
Position in relation to Applicant: (e.g. Director, Partner, Manager)	DIRECTOR		
Date of Birth:	[REDACTED]		
Gender:	Male	Female ✓	
Permanent Residential Address:	[REDACTED]		
If resident at this address for less than 3 years, state previous address:			
Have you been resident in the UK for more than six months prior to the date of the application?:	Yes ✓	No	
Have you ever been disqualified from holding a sex establishment licence under Schedule 3, paragraph 17 of the Local Government (Miscellaneous Provisions) Act 1982. If yes, give full details.	Yes	No ✓	
Have you ever been involved in the management of a business, whether as proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal, reviewed or revoked?			
Sex establishment licence	Yes	No ✓	
Licence for the sale or supply of alcohol	Yes	No ✓	
Licence for the provision of entertainment, whether sexual or otherwise	Yes	No ✓	
Personal Licence under the Licensing Act 2003	Yes	No ✓	



If so, please provide full details:

Have you ever been convicted of a criminal offence, whether in the UK or elsewhere?:

Yes

No

✓

If so, please provide the following details:

Date:

Convicting Court:

Offence:

Penalty Imposed:

To your knowledge, are you currently the subject of any criminal investigation?:

Yes

No

✓

If so, please provide full details:

Have you ever had any civil legal action taken against you?

Yes

No

✓


If so, please provide full details:

Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement?:

Yes

No

✓

If so, please provide full details:		
Have you ever been disqualified from acting as a company director?:	Yes	No ✓
If so, please provide full details:		
Is there any other information which you believe the Licensing Authority would reasonably need to know or you would like the Licensing Authority to take into account when considering the information you have supplied?:	Yes	No ✓
If so, please provide full details:		
Is there any information in this Annex which you do not wish to be seen by members of the public?:	Yes	No ✓
If so, please state which information and the reasons why you do not wish it to be seen.		
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Signed:		Dated: 24-4-12



# CUSTOMERS CODE OF CONDUCT.

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As a patron of the premises you are expected to abide by the following code of conduct:

1. Customers may not touch dancers during a performance.
2. Customers may not make lewd or offensive comments to performers.
3. Customers must not harass or intimidate performers.
4. Customers must not ask dancers to perform any sexual favour.
5. Customers may not perform acts of masturbation or indulge in other sexual behaviour.
6. You must not proposition the dancers.
7. You must be seated and remain seated during the performance.
8. You must remain fully clothed and not attempt to dance with the performer.
9. Unruly and unacceptable behaviour will not be tolerated, whether direct at the dancers, staff or customers.
10. No illegal substances are to be consumed on the premises.

**Any customer failing to comply with this Code of Conduct will be asked to leave the premises and may face a time-limited or permanent ban from attending the premises.**

*We thank you in advance for your cooperation in this matter and hope you enjoy your visit.*

*The Staff @ Wiggle & Elegance*

# PERFORMERS CODE OF CONDUCT.

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When performing as a dancer at Wiggle & Elegance you will be expected to obey the Following rules. If you fail to do so, your contract may be terminated and payment withheld.

Before you start your performance you must:

- Provide documentary evidence of your age by way of passport or driving licence with photograph and entitlement to work in the country.
- Confirm that you have not been convicted of any offence of or related to prostitution or drugs.
- You will obey rules set by Wiggle & Elegance for your safety or that of customers.
- You will familiarise yourself with the Company's policies for health and safety, emergency procedures security and drug awareness copies of which will be displayed in the dressing rooms. You will observe and perform and comply with all conditions and restrictions set out in the Public Entertainment Licence or Premises Licence granted by the Local Council a copy of which will be provided for your use and in particular:
  - a) Always maintain a good appearance and be polite and courteous to customers and staff.
  - b) There shall be no intentional physical contact between dancers and customers at any time, before, during or after the performance, with the exception of leading a customer by the hand to, or from, an area permitted for performances of sexual entertainment in advance of, or following, a performance.
  - c) Performances of sexual entertainment may only take place in designated areas of the premises as agreed in writing by the Council.
  - d) There shall be no photography permitted by customers on the premises.
  - e) Customers must remain seated for the duration of a performance.
  - f) Dancers shall not perform if under the influence of alcohol or drugs.
  - g) Dancers must not use any inappropriate, lewd, suggestive or sexually graphic language in any public or performance areas of the premises.
  - h) The performer may not simulate any sexual act during a performance.
  - i) You will not arrange to meet any customers either inside or outside the premises.
  - j) You will not make any arrangement with any of the customers.
  - k) Dance routines must not breach the conditions of the premises licence.
  - l) Dancers must not touch the breasts or genitalia of another performer, at any time even as part of a performance.
  - m) There shall be no nudity by dancers in public areas of the premises, unless the Council has agreed in writing that area may be used for performances of sexual entertainment
  - n) There shall be no use of sex articles (as defined by paragraph 4(3) of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982) at any time.
  - o) Dancers must fully dress (i.e. no nudity) at the end of each performance.
  - p) Partners, spouses, girlfriends, boyfriends are not allowed in the club whilst the dancers and dancers are working.
  - q) You must not distribute cards or notes or any other material (physical or electronic) bearing personal information about yourself to any customers.
- You agree to random locker search procedures the frequency of which will be determined by Wiggle & Elegance management. These searches are designed to keep this establishment a drug free environment.

**Any breach of the above will lead to the immediate termination of this agreement and your immediate expulsion.**



# STAFF WELFARE POLICY

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At Wiggle & Elegance we take the welfare of our staff seriously. Below is a summary of some of the facilities provided for our staff:

1. Staff are provided with access to soft drinks throughout the night.
2. Dancers are escorted to their vehicles at the end of their shifts.
3. Door Supervisors are present both at the door & inside the building for the safety of both staff and customers.
4. CCTV is in use for the protection of both staff & customers.
5. Secure, lockable changing rooms are provided for the Performers.

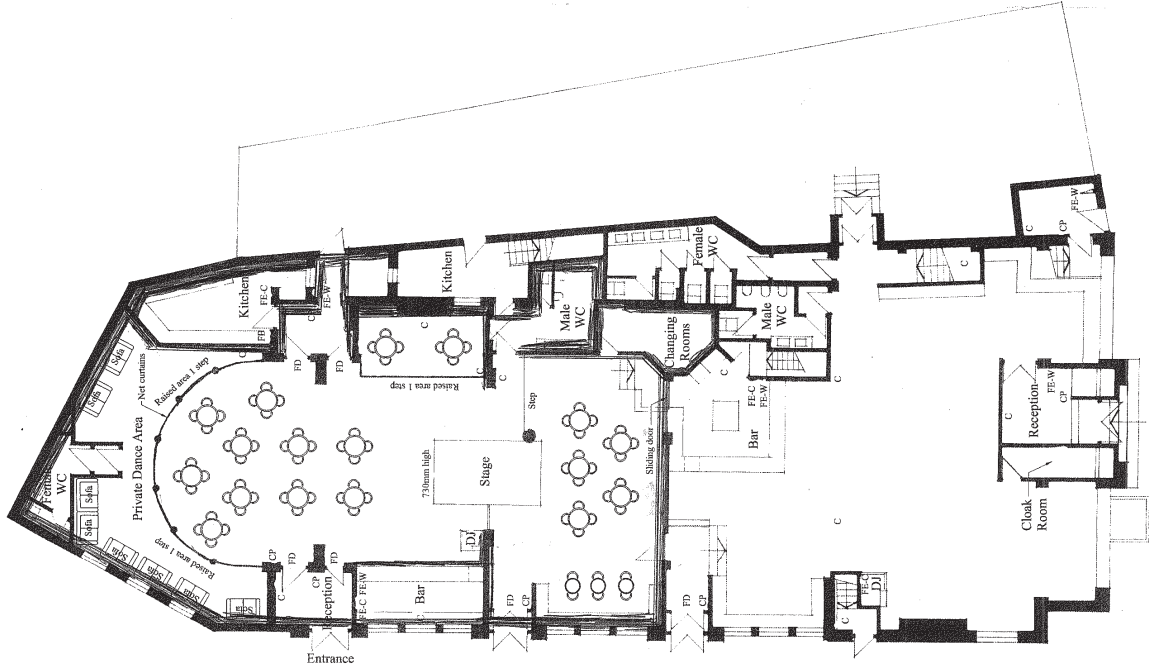
If you have any concerns please do not hesitate to contact the Manager.



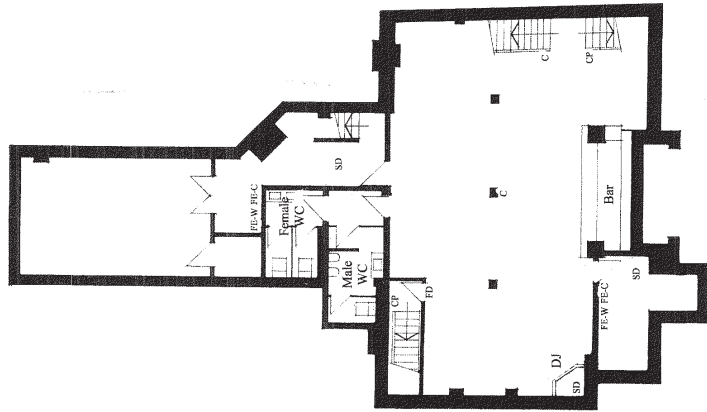
location plan scale 1:1250

**Key**

- Fire Buzzer
- Smoke Detector
- Fire Alarm Light
- Fire Door
- FD
- CP
- Call Point Fire Alarm
- Fire Extinguisher - Water
- Fire Extinguisher - CO2
- Fire Blanket



Ground Floor Plan  
(Scale 1:100)



Basement Floor Plan  
(Scale 1:100)

Rev.	PRELIMINARY ISSUE	Description	Date	D.N.	Drawn	B.D.	Reviewed
A			25.04.12				



Client: MR. P. OJLA

Project: E.O. COMPLEX  
LOUNGE, ELEGANCE & THEME  
GRANADA ROAD, SOUTHSEA

Disc Title: LICENSING PLANS

Scale:	AS SHOWN	Drawn:	D.N.	Reviewed:	B.D.
Status:	PRELIMINARY	Date:	APR 12		
Disc No:	100	Rev:	A		







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5. Secure, lockable changing rooms are provided for the Performers.

If you have any concerns please do not hesitate to contact the Manager.



# Wiggle & Elegance Staff Handbook

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# Wiggle & Elegance Staff Handbook

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## **ALL LADIES & GUESTS MUST ADHERE TO THE FOLLOWING RULES AT ALL TIMES.**

1. There must be no touching of the dancers at any time.
2. You must not proposition the dancers.
3. You must be seated and remain seated during the performance.
4. You must remain fully clothed and not attempt to dance with the performer.
5. Unruly and unacceptable behaviour will not be tolerated, whether direct at the dancers, staff or customers.
6. No illegal substances are to be consumed on the premises.

Any breach of the rules will result in immediate ejection and exclusion from the club

There will be up to two floor managers on duty each evening of the Cabaret Performances who will supervise and assist customers with the rules regarding the protection of the performers. These floor managers are highly educated professionals who will communicate with the performers and venue management regarding the safety of the performers and also to instruct the performers into what is expected of them with the guests. This includes No touching.

SIA trained and badged Security Door Supervisors will supervise the Entrance to the Venue and they will be backed up with a Security Camera System, which will be monitored throughout the Opening Hours by a full time member of Staff.

The Type of Entertainment we will be providing here at Wiggle & Elegance Cabaret will be of the Highest Quality and will be a Mixture of Theatre and Fantasy. There will be nothing in the Performance of the Contractors that will not have been previously agreed with the Management, Choreographed or rehearsed to allow any personal feeling of offence to be taken by the customers.

## **WELCOME TO WIGGLE & ELEGANCE.**

Wiggle & Elegance wishes to set the standard in high quality Cabaret dancing. All types of dancing should be about fun and is to do with ego and fantasy, not Sex! Our clients and customers come to the Club for fun, they do not wish to be depressed, they do not wish to hear your problems; they do not wish to be harassed.

## **WE ARE A CABARET SHOW AND YOU ARE THE STARS.**

Wiggle & Elegance Management wishes to build up good working relationships with all our performers — we intend to provide the best working environment and will not take advantage. We intend that performers have good remuneration and safe and secure conditions.

In return WIGGLE & ELEGANCE expects all performers to abide by our rules and work with the Company to promote the clubs and the company as a whole. The more the Management and performers can work together to promote the clubs, the more successful the company and Performers will be. The relationship between the Management and the performers is symbiotic — everybody benefits if it works well, everyone loses if it does not.

The Management full appreciate that as a performer you probably understand the business better than anyone else. Any suggestions, ideas to enhance either working condition for the performers or to enhance the club would be greatly appreciate. If performers have any problems, concerns or suggestions, please do not hesitate to bring these to the attention of the Management.

# Wiggle & Elegance Staff Handbook

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## **INTRODUCTION.**

### **CONGRATULATIONS.**

You have just been selected to join Wiggle & Elegance our goal is very simple, to make our clients happy. To accomplish this goal we must be able to provide our clients not only with the very best entertainment, but also those entertainers with the right attitude who will create a pleasant atmosphere in the club. We can do this by offering outstanding performances with consistent high quality and professional service.

As an entertainer your time with us is an opportunity for you to grow personally and professionally, always challenging yourself to be the very best you can. Your clothes, costumes, appearance, stage presence and dance techniques all take time, effort and determination to perfect and will also be very rewarding when you see the end results.

While performing at Wiggle & Elegance a dance co-ordinator will be on hand to advise and instruct you. You will have full use of a choreographer who will assist you to make the most of your presentation.

We would also be very happy to consider any of your friends. Obviously you will make new friends whilst dancing at Wiggle & Elegance. But we are always delighted to consider new dancers.

## **SERVICE.**

### **SERVICE FROM ITS EMPLOYEES.**

Our Company will not expect anything less than excellence in the service to our guests. Servicing our customers is down to you – you are what the customer sees. Our ultimate goal is to make sure that our customers are pleased with the service and that they have had the best experience possible.

### **CLEANLINESS.**

Employees will take pride in their job, cleanliness will become second nature.

### **VALUE.**

Some people it seems are destined to become successful in one form or another. You are one of those people and that is why you have been selected as a member of our Team, apart from your Individualism, professionalism and your enthusiasm to learn, you have an important tool, your personality the essential part of your key to success.

Your first step to achieving success is to set goals. Achieving those goals will result in your achieving things, which you never thought possible. We all have dreams and desires. They may want to be rich or to live life just to be happy. Whatever they are we chose you to be part of one happy family. Remember, "Succeeding is not harder than failing."

## **THE STAGE THEORY.**

In our industry we must give the best possible service. In order for us to become leaders in our profession, we must give a First Class performance every time we open our doors to the public. Every night, that performance must be as good as the one the night before.

### **THE BAR: THE STAGE.**

The Stage must be kept clean and sparkling at all times. All surfaces must be kept spotless. The lights and sound quality must be kept up to a perfect standard. Our interior must be equally well maintained from ceiling to floor. Every time we open, our unit should look just as it did on our opening night.

# Wiggle & Elegance Staff Handbook

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## **THE STAFF: THE PERFORMER.**

"The Performer's" personality is what will help to make you a success. The performer must always be of smart and tidy appearance, and must look appealing i.e. clean and ironed clothes, hair washed and brushed, make up on, teeth cleaned. You must be ready to show off your looks, your knowledge and your talents. You must be ready to be part of the Team. Team work is an essential element of the Show.

## **THE CUSTOMER: THE AUDIENCE.**

"The Audience" has come to see the show of a lifetime. You, the employees with the help of the DJ run the show. Your audience should be made to feel welcome, receive expert service and should feel relaxed and ready to watch the show. They should leave feeling happy, satisfied and knowing that they will return here time and time again, hopefully bringing along their friends and relatives.

## **THE BODY LANGUAGE THEORY.**

Positive body language comes into three categories A, B and C.

### **A. APPEARANCE**

Being of smart appearance is a positive sign in the art of body language. If you come into work looking untidy it relays a negative impression of how you view your job, not only to the Manager but also more importantly to the customers. Our motto is to always smile, Even if you don't feel like smiling. Avoid standing with folded arms, slouching or leaning. NEVER stand around chatting to other members of staff, there is always work to be done.

### **B. BE HELPFUL**

If a customer asks you where the toilets are, don't just point out the direction, if you have time, take the customer there yourself. Keep in mind that it is every employee's responsibility to be sure every guest receives proper treatment. If you should see a Customer looking troubled, ask if you can help. If it is a serious problem which you cannot solve, notify a Manager immediately. Treat our guests as you would treat a guest in your own home.

### **C. COMMUNICATION**

Have you ever heard the well-known saying "it's not what you say" it's the way you say it. It is perfectly true. You must remember that good manners cost nothing. Learn to communicate with your customers. Good communication skills make your guests feel at ease.

A final word on the Body Language Theory

You, the Performer are a major part of the Company. Thus, become a natural sales person and product advertiser. You are what the customer sees, so

**Look Good! Feel Good! Act Good!**

## **THE PLUS AND MINUS THEORY.**

Our Companies success or failure is determined the moment WE make our first transaction with the customer. He or she will leave with an impression. It will be one or two very distinct categories "Plus" or "Minus". If the guests has a "Plus" experience he will leave with a good impression and thing "WOW" what a great experience' thus convincing her that he must return to our establishment. In turn she will probably bring his friends along too.

If a guest has had a 'Minus" experience, that most likely means he will not come back again. Market research indicates that an average dissatisfied customer will tell an average of seven people about the source of their satisfaction. These same rules will in turn tell another six. Therefore, a total of fourteen people are aware of the source of dissatisfaction.



# Wiggle & Elegance Staff Handbook

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## **CABARET ARTISTS.**

After you say hello, then what? What is the best way to relate with each of the various personalities you are about to entertain?

You are looking for the answers to these three questions:

1. Why are these people here?
2. What sort of people are they?
3. What do they expect from me?

The better you are able to answer those three questions about your guests, the better your chances of entertaining each one the way the guests wants to be entertained.

## **WHY ARE THESE PEOPLE HERE?**

1. They're looking for social contact.
2. They're celebrating a special occasion.

## **SOME WAYS TO RELATE TO GUESTS.**

1. Listen with concern to what guests say
2. Treat all guests as special
3. Make an extra effort to meet guests' needs
4. Be friendly and smile
5. Be courteous and polite
6. Have a pleasant attitude
7. Be sure to thank guests
8. Be sincere

**REMEMBER GUEST RELATIONS MEANS ENTERTAINERS WHO ARE READY TO HELP GUESTS AND CONTRIBUTE TO THE ENJOYMENT OF THEIR VISIT.**

## **TEAMWORK.**

Just like a sports team works together to win games, so do hospitality employees and entertainers work together to provide services that please guests. That's what makes a group of people into a team, recognising a common goal and working together to achieve it.

## **EFFECTIVE TEAM MEMBERS.**

1. Have positive attitudes towards their performances and themselves.
2. Trust each other
3. Co-operate rather than compete
4. Challenge each other to perform to the best of their ability.
5. Recognise they are all working together towards a common goal — guest satisfaction.

## **PLAYING ON A PROFESSIONAL TEAM.**

1. Contribute to a positive environment by showing your best side.
2. Understand your role and the part it plays in the guest experience.
3. Pitch in and extend your abilities, be a self-starter
4. Concentrate on solving problems rather than placing the blame.

# Wiggle & Elegance Staff Handbook

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5. Reinforce the team's mission standards and values.
6. Accept or let go of certain responsibilities for the benefit of the team.
7. Explore different and better ways of doing things.
8. Be honest, don't hide behind roles or pretend to know all the answers.
9. Communicate your ideas and concerns with the management of the club.
10. 10 Trust your fellow team members.
11. Try to understand your fellow entertainers and their needs, wants and expectations.
12. Recognise the achievements and contributions of your fellow team members.

## **FIVE QUALITIES OF AN ATTENTIVE PROFESSIONAL ENTERTAINER.**

Successful attitudes differ according to individual personalities. But a good attitude (a successful one) should include five important qualities:

### **ENTHUSIASM.**

An honest, genuine interest in a guest. Your enthusiasm doesn't have to be (and shouldn't be) the bubbling over kind, just a show of interest in your work, in your club and in your guests comfort.

### **SELF CONFIDENCE.**

The belief in one's own ability. Be self-confident. It puts people at ease to feel that when they're seated with you, they've got an entertainer who knows the business. CAUTIONS DON'T LET SELF CONFIDENCE RUN WILD. A cool and detached superior manner doesn't work. Few people are more obnoxious than a surly "know it all" professional entertainer. When you appear confident about your job, your guests will be more able to relax, content in the feeling that they are in good hands.

### **FLEXIBILITY.**

The ability to change. Do a quick study of each guest and adapt your behaviour style with hers. This doesn't mean changing your personality in any way. It simply means your approach to help your guests feel comfortable. A Winning Idea, Adapt your approach to be like your guests. Stay mellow with mellow guests, give fast track business executives snappy, efficient attention.

### **RESILIENCE.**

The power to recover spirits quickly. All the good advice in the world can't guarantee problem free guest relations. Some guests are man and nasty by nature and once in a while, you will find them responding to your courtesy with their own brand of rudeness. How can you defend yourself against this frustrating behaviour? Develop the ability to bound back immediately from insults. Consider the source and accept these irritations as one of the hazards of the job. The danger in letting it get to you is that it can affect your performance (and your fees) at the other tables. One fool can ruin your whole day, but only if you let it. Responding to rudeness with politeness is difficult. But this will help. Let your ego out of the way. Attribute annoying acts and insulting words of the guests to ignorance. The professionals are specialists in getting along with people.

### **AMIABILITY.**

The quality of friendliness that makes one Likeable. It is easier to like someone who likes you. Let your guests know that you like them and get them to like you in return. Guests are less likely to hassle an entertainer they like. Getting to like your guests is not the impossible mission it might appear to be. There is something to like in everyone, even some of your most obnoxious regulars. Letting guests know you like them is not difficult either. One way to do it is to show a cheerful desire to be helpful. Another effective tactic is to show your sense of humour. Nothing relieves the tension of a new relationship faster than a laugh.

## **SHIFT INTRODUCTION.**

At the beginning of each shift report to the Duty Manager then go directly to the dressing room as soon as you are ready check in with the DJ and wait for his cue. On his cue, you will dance three introductory songs on



# Wiggle & Elegance Staff Handbook

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stage. The first song will be on Pole 1 fully clothed, the second song on pole 2 removing to topless and the third song topless only. This is a crucial part of the show and it is necessary to do it correctly in order to keep our guests in their seats. You should smile and make eye contact. When you have finished your introductory dances you should come off stages and back to the public areas, and introduce yourself to guests.

## **ON STAGE.**

In order to be successful your first time on stage, there are three simple things to remember.

### **SMILE.**

Smiling is contagious, it creates a party atmosphere, and if you look like you're having a good time everybody around you will have a good time too.

### **MAKE EYE CONTACT.**

Don't look at yourself or your feet. During your set make eye contact with as many guests as possible. Guests are more likely to tip you if you single them out by making eye contact.

### **WORK WITH THE ENTIRE STAGE.**

Don't dance in one place. Present yourself to all areas of the club. Once you've programmed yourself to do these things it's time to start working on your styled individualism. On your first shift the DJ will ask you for a brief biography. He will use your biography when he introduces you. You'll want to say something exciting, something you'll be remembered by. Try to develop a dance style that's direct and will make you stand out in a crowd. During your shift you will be called to the stage to dance. Each stage set will consist of three record tracks and you should dance the first fully clothed, remove items of clothing during the second track and dance the third track topless.

When you are called to stage, you must report immediately to the DJ or ensure you are not late for your set. It is imperative you are ready to come on stage the moment you are introduced and it is also common courtesy to the entertainer who is on stage before you. If by chance the entertainer being announced after your set is late, you must stay on stage and continue to entertain until they come out. The club manager will handle the situation in the appropriate manner.

You should also practice stage courtesy when you are on stage with another entertainer. Don't crowd one another but work opposite sides of the stage. If the other entertainer on stage is working on a tip don't cut them off or pass in front of them.

**DON'T SETTLE FOR LESS THAN PERFECTION. BE THE BEST YOU CAN.**

## **APPEARANCE.**

The Management reserves the right to approve or disapprove any clothing worn in the club.

## **PERSONAL HYGIENE.**

Entertainers should shower before shift and use a deodorant. Entertainers should also keep breath spray or mints in their locker.

## **CHOREOGRAPHED ACTS.**

Choreographed acts are an excellent way to increase your tips. Coordinating your music, lighting, costumes and special effects are highly encouraged by Wiggle & Elegance Cabaret. For ideas on choreographed acts speak to your dance co-ordinator.

**REMEMBER! It's the attitude that makes the professional entertainer**

# Wiggle & Elegance Staff Handbook

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## THE CLUB MANAGER.

Although each of us has a specific job to do, we try to promote and work within the team concept. Try to always be co-operative, calm and friendly. Consider the pressure your manager may be under during a particularly busy period and wherever possible, direct your problems to the floor manager who will then discuss them with the manager, if and when appropriate.

## A DOZEN REASONS WHY A MANAGER LIKES TOP ENTERTAINERS.

Top entertainers are tops with managers because they have:

1. A positive attitude
2. An ability to communicate
3. An attractive appearance
4. A warm smile
5. A sense of Humour
6. A genuine Disposition
7. A professional bearing
8. INTELLIGENCE
9. Sensitivity
10. Good manners
11. Confidence in themselves
12. And they know their jobs well.

## MEETINGS.

Periodically you will be asked to attend meetings given by Wiggle & Elegance. These meetings are scheduled for your benefit and are the most important tool given to you in order that you can be proud of where you perform and be recognised for the contribution you personally make.

Meetings should serve as your executive boardroom and be used to solve problems efficiently and professionally.

The time set aside for these meetings should be used constructively as an open forum to discuss events at Wiggle & Elegance and any problems that may have occurred. Wait to socialise with co-performers until the manager has formally excused you.

Being on time for these meetings is a common courtesy to your co-performers.

## THE DJ.

The DJ is a central part of the club's entertainment production. Realise that working with large groups of entertainers at any given time is a tremendous responsibility. Every entertainer has a certain style of music that they like to dance to. When you are dancing with another entertainer on stage, it is often impossible to make everyone happy. If you go on stage and the DJ plays something you don't particularly like, you should never under any circumstances show any signs of discontent in front of the guests. Continue to smile and make the best of the situation. The DJ is required to play a certain music given to him by management. The management determines which music is played according to statistics kept; listing what type of clientele the club is receiving. Your DJ will do his best to honour your requests. But remember, management requests come first and these must be followed.

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## INSTRUCTIONS FOR DJ'S.

1. The DJ must always be punctual and ready to perform at his set play times.
2. The DJ must always be clean shaven, smart wearing clothing as requested by the management of the venue.
3. The DJ must ensure that all dance take turn in performing a topless dance down to underwear only on the stage during the evening.

## GENERAL VIOLATIONS.

The following is a list of violations which will result in termination from Wiggle & Elegance.

### RUDENESS TO ANY GUEST.

If a problem arises; it is your responsibility to notify the manager on duty immediately. We expect our entertainers to treat our guests with courtesy and respect. However should a problem arise it must be reported to the Manager. At no time will an entertainer attempt to deal with a disorderly guest.

### DISHONESTY.

Thefts of money or property from the company guest co-performers or employees. This includes the giving away of merchandise without prior consent of the management or taking money off a guests table.

### FIGHTING.

Fighting or wilful acts resulting in injury to others. This includes in the club, on company premises, or on company business. Likewise, harassment, arguing or fighting between co-performers is prohibited.

Additionally it is our policy to NEVER use force of any kind with a patron of the club, regardless of the situation. The one exception to this is limited force (used for restraint) is necessary in order to protect other guests from possible harm. In no instance is it permissible to strike or hit a guest of the club.

### INTENTIONAL DAMAGE.

Misuse or destruction of company property or equipment. Entertainers are expected to work under the utmost care at all times. Negligence or wilful destructive acts cannot be tolerated.

### DISCLOSURE.

Of any confidential company information Wiggle & Elegance takes pride in the creation of its unique designs and entertainment formats and therefore feels strongly about their confidentiality. We require that entertainers keep any records, files, data, methods, plans guest lists, trade secrets, specification, price lists or other information, which is proprietary in nature confidential.

### INSUBORDINATION.

Following a supervisor's instructions is a necessity. If you disagree with a manager's instructions, you must first follow the instructions and then take the issue up with management at a convenient opportunity. Follow the chain of command

### SUMMARY.

As an entertainer for Wiggle & Elegance you will be expected to conduct yourself in a professional, mature manner at all times. Your sincere courtesy thoughtfulness, friendliness and business-like attitude will create the type of positive atmosphere in which our guests can relax and enjoy themselves and which will invite them



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to return again and again. We should co-operate with each other, work diligently and always remember that we are working together as a TEAM to achieve our individual goals. Your entertainment was attentive and intelligent, polished, polite watchful, available, prompt, efficient, thoughtful, devoted, sophisticated, friendly and helpful.

You were attractive, adaptable, versatile, diplomatic, tactful, cheerful, courteous, sensitive, considerate and poised.

## **FLOOR CONTROL.**

1. Staff to be trained to identify early, any customers causing concern or drinking excessively.
2. Management to patrol the floor constantly to pre-empt antisocial behaviour
3. Any antisocial behaviour should be dealt with by firm but reasoned advice.

If such advice is ignored, persons involved should be advised that failure to comply would result in there being:

- a) asked to leave
- b) removed from the premises

4. Floor management staff will assist Management in the allocation of seating and guiding customers to their seats.
5. Floor Management will ensure doors and floors in the entrance and toilet areas are maintained in prestige condition. We will have full time bathroom attendances but they need to be checked every hour.

## **VIOLENT CUSTOMERS**

1. In the event of a customer attacking a member of staff or another customer, force equal to that being exercise by the protagonist may be used, however care should be exercised not to over react.
2. In situations such as these, the sooner the police are called, the better.
3. If any injury is caused, the assailant should be restrained and handed over to the police.
4. All Managers will be required to complete an Incident Report Form. Also when necessary an accident book should be filled in.

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## DOOR SUPERVISORS

1. Ensure compliance with standing instructions.
2. References for all Door Supervisors. Badges must be displayed and recorded by the receptionist.
3. The purpose of Door Supervisors is to prevent or minimise problem guests or to remove the problem guest.
4. It should always be done with the absolute minimal force.

**Door Supervisors are obliged to react without hesitation.**

## STANDING INSTRUCTIONS FOR DOOR SUPERVISORS

1. Under no circumstances may weapons of any kind be carried.
2. The door supervisor will remain sober at all times whilst on duty and the consumption of alcoholic beverages is prohibited, smoking and eating will not take place in public view. Where practical coffee breaks will be organised.
3. Fraternalisation with patrons, friends and relatives is prohibited.
4. Use only moderate language to address customers and refrain from swearing, shouting or other behaviour likely to cause distress to other customers.
5. Physical force will be used only as a last resort and then only the minimum necessary for self-defence or to protect another person or property or when escorting a person from the premises that has been asked to leave by the management. It is essential that every effort should be made to calm situations and achieve result by verbal persuasion.
6. Door supervisors will be dressed in accordance with instructions from the management and will remain clean and tidy throughout their tour of duty.
7. They will render such assistance as may be required by the civil police.
8. Door supervisors function under the direct control of the person in charge of the premises and they will take instruction only from that person and appraised him of any incident that has or appears likely to occur.
9. Under no circumstances will the door supervisor leave the premises during his tour of duty, and at the discretion of management will maintain a discreet view of customers to ensure that appropriate standards of behaviour and dress are maintained and to prevent rowdiness, excessive consumption of alcohol and misuse or trafficking on drugs. The standard of conduct required is that laid down by the licensee or other person in charge of the premises.
10. Entry to the premises will be refused to any person who is intoxicated behaving in a disorderly manner, inappropriately dressed or has previously been prohibited entry to the premises. The licensee retains the right to admit a person or to ask them to leave without giving reasons for that course of action.
11. Any incident, no matter how light will be fully reported to the licensee, recorded in the incident book and signed as this information may be required by the licensee.
12. The door supervisor will record on a daily basis in the book provided for that purpose, his name, time of commencing duty, time of leaving duty and his signature.
13. Under no circumstances should any difference of opinion between management and the door supervisor be debated in the presence of customers. The matter should be resolved at the end of the

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session in the privacy of the manager's office. The Manager is always right and should never be overruled by a member of door staff.



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## CODES OF CONDUCT & POLICIES

### PERFORMERS CODE OF CONDUCT.

When performing as a dancer at Wiggle & Elegance you will be expected to obey the Following rules. If you fail to do so, your contract may be terminated and payment withheld.

Before you start your performance you must:

- Provide documentary evidence of your age by way of passport or driving licence with photograph and entitlement to work in the country.
- Confirm that you have not been convicted of any offence of or related to prostitution or drugs.
- You will obey rules set by Wiggle & Elegance for your safety or that of customers.
- You will familiarise yourself with the Company's policies for health and safety, emergency procedures security and drug awareness copies of which will be displayed in the dressing rooms. You will observe and perform and comply with all conditions and restrictions set out in the Public Entertainment Licence or Premises Licence granted by the Local Council a copy of which will be provided for your use and in particular:
  - a) Always maintain a good appearance and be polite and courteous to customers and staff.
  - b) There shall be no intentional physical contact between dancers and customers at any time, before, during or after the performance, with the exception of leading a customer by the hand to, or from, an area permitted for performances of sexual entertainment in advance of, or following, a performance.
  - c) Performances of sexual entertainment may only take place in designated areas of the premises as agreed in writing by the Council.
  - d) There shall be no photography permitted by customers on the premises.
  - e) Customers must remain seated for the duration of a performance.
  - f) Dancers shall not perform if under the influence of alcohol or drugs.
  - g) Dancers must not use any inappropriate, lewd, suggestive or sexually graphic language in any public or performance areas of the premises.
  - h) The performer may not simulate any sexual act during a performance.
  - i) You will not arrange to meet any customers either inside or outside the premises.
  - j) You will not make any arrangement with any of the customers.
  - k) Dance routines must not breach the conditions of the premises licence.
  - l) Dancers must not touch the breasts or genitalia of another performer, at any time even as part of a performance.
  - m) There shall be no nudity by dancers in public areas of the premises, unless the Council has agreed in writing that area may be used for performances of sexual entertainment
  - n) There shall be no use of sex articles (as defined by paragraph 4(3) of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982) at any time.
  - o) Dancers must fully dress (i.e. no nudity) at the end of each performance.
  - p) Partners, spouses, girlfriends, boyfriends are not allowed in the club whilst the dancers and dancers are working.
  - q) You must not distribute cards or notes or any other material (physical or electronic) bearing personal information about yourself to any customers.
- You agree to random locker search procedures the frequency of which will be determined by Wiggle & Elegance management. These searches are designed to keep this establishment a drug free environment.

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**Any breach of the above will lead to the immediate termination of this agreement and your immediate expulsion.**

## **CUSTOMERS CODE OF CONDUCT.**

As a patron of the premises you are expected to abide by the following code of conduct:

1. Customers may not touch dancers during a performance.
2. Customers may not make lewd or offensive comments to performers.
3. Customers must not harass or intimidate performers.
4. Customers must not ask dancers to perform any sexual favour.
5. Customers may not perform acts of masturbation or indulge in other sexual behaviour.
6. You must not proposition the dancers.
7. You must be seated and remain seated during the performance.
8. You must remain fully clothed and not attempt to dance with the performer.
9. Unruly and unacceptable behaviour will not be tolerated, whether direct at the dancers, staff or customers.
10. No illegal substances are to be consumed on the premises.

Any customer failing to comply with this Code of Conduct will be asked to leave the premises and may face a time-limited or permanent ban from attending the premises.

## **STAFF WELFARE POLICY**

At Wiggle & Elegance we take the welfare of our staff seriously. Below is a summary of some of the facilities provided for our staff:

1. Staff are provided with access to soft drinks throughout the night.
2. Dancers are escorted to their vehicles at the end of their shifts.
3. Door Supervisors are present both at the door & inside the building for the safety of both staff and customers.
4. CCTV is in use for the protection of both staff & customers.
5. Secure, lockable changing rooms are provided for the Performers.





SEV PHOTOS - ELEGANCE





