

Guidelines for Private Club

1. Definition

“*private club*” means a commercial establishment which:

- (a) provides entertainment, including the provision of music and space for dancing on its premises;
- (b) optionally serves food, alcoholic and non-alcoholic drinks; and
- (c) grants access to its premises:
 - (i) upon payment of a membership fee; or
 - (ii) in its own discretion to a non-member where he is accompanied by a member.

A Private club shall not include any accommodation facilities.

2. Layout

Every Private Club shall consist of a minimum of:

- a) Activities area
- b) a refreshment area
- c) Toilet facilities
- d) Parking space
- e) Storage area and scullery
- f) Storage area including a cleaner’s sink for cleaning equipment
- g) CCTV control room and Administrative office

3.1 Location

3.1.1 Except for existing ones, new Private Clubs shall be discouraged in residential zones or planned residential zone.

3.1.2 Tourist Enterprise Licenses for Private Clubs shall only be considered:

- (a) within shopping malls, commercial complexes or business areas; or
- (b) outside a radius of 200mts from any residential area.

3.2 Clearances/Licenses/Permits

The following clearances/licenses/permits are prerequisites for the issue of a Tourist Enterprise Licence:-

- a)** Building and Land Use Permit from local authorities
- b)** Preliminary Environment Report (PER) approval issued by the Ministry of Environment and Sustainable Development;
- c)** Fire Certificate issued by Fire Services; and
- d)** Health Clearance issued by Ministry of Health.
- e)** Police Clearance

3.3 Capacity

The occupancy level shall be determined as follows;

1.40 m² per person of the gross activity flooring areas (excluding other areas such as Kitchen, toilets, corridors)

The number of persons having access to the Private Club shall not exceed the above occupancy level.

3.4 Hours of business

The opening hours shall be from 17.00hrs to 02.00hrs.

3.5 Noise

Over and above health clearance, the promoter shall meet the following requirements:

3.5.1 Design Stage

3.5.1.1 At the design stage of new Private Clubs, or the refurbishment of existing ones, consideration shall be given to the site layout, with a view to preventing noise disturbance. In particular, attention shall be paid to the location of entrances, exits, windows, car parks, and access roads;

3.5.1.2 The Private Club shall be rendered soundproof such that music being played therein is not perceived outside the Private Club and does not constitute a source of nuisance.

3.5.1.3 Noise emanating from any plant and machinery such as pumps, air-conditioning systems and standby generators, shall be within permissible limits as per the Environmental Standards for Noise Regulations 1997.

3.5.2 Operational Stage

3.5.2.1 Management shall monitor the noise level in the Private Club during operating hours. A calibrated sound limiter or calibrated compressor shall be installed in the amplified sound system to ensure that the music volume does not exceed 100 decibels and shall have an automatic reading and an automatic button or interrupter or jumper. The system shall also provide an audit trail of the level of sound for the past 15 days and be made available for inspection on request to an authorised officer.

3.5.2.2 No activity generating a noise level of more than 40db at site boundaries shall be allowed inside or outside the Private Club.

3.5.2.3 Sound level shall not exceed 100 decibels at all times inside the Private Club.

3.5.3 Miscellaneous provisions to prevent nuisances

Management of Private Club shall adopt a proactive approach in obtaining the cooperation of its members by:

- (a) sensitising them from driving under the influence of alcohol.
- (b) refusing to serve drinks to intoxicated persons.
- (c) providing appropriate signage; and
- (d) affixing a code of conduct at exit to request:
 - 1. the cooperation of members, in particular, to prevent making noise as far as practicable while leaving the premises.
 - 2. members to avoid grouping in the streets outside the premises and the parking areas.

3.6 Security

3.6.1 CCTV

- a) The service provider of CCTV shall be a security company duly approved by the Tourism Safety Panel.
- b) CCTV control room shall be manned by at least one operator, equipped with proper means of communicating with other security officers during operating hours.
- c) CCTV shall be of infrared type and shall cover parking areas and entrance of the Private Club during operating hours.

- d) CCTV shall be recorded electronically and stored in the respective server. Stored data/images shall be retained for a minimum of one year from the date of recording, with labelling of date and time and be made available to police officers as and when required.

3.6.2 Security Officers

- a) All security officers shall be employed from private service security companies licensed under the Private Security Services Act 2004.
- b) The number of security guards to be present at any one time during operating hours of a Private Club shall be as follows:

Number of Persons	Security Guards required	Areas to be posted
Up to 100	3	Inside the Private Club, entrance/exit door, parking area
100 - 200	5	
200 - 400	9	
400 -600	13	
Above 600	15	

3.7 Health

3.7.1 General Requirements

- a) There shall be a water storage tank of sufficient capacity to ensure a constant flow of running water in toilets and urinals especially during operating hours. All water storage tanks shall be kept clean and in good condition at all times.
- b) The establishment, its yard and surroundings shall be kept clean and free of offensive odour at all times.
- c) Floors, walls and ceilings shall be kept clean and in good condition at all times.
- d) Fly proof covered refuse bins shall be provided on the premises.
- e) The management shall submit a pest control certificate issued by a company registered with the Ministry of Health upon issuance and renewal of the Tourist enterprise Licence.

Disinfestations shall be carried out at least once every three (3) months.

3.7.2 Ventilation and lighting

- (a) The establishment shall be adequately ventilated during operating hours.
- (b) The building shall be adequately provided with light to ensure the safe movement of members and staff.

3.7.3 Sanitary facilities

- a) Self-closing devices shall be fitted to all doors of water closets.
- b) All water closets shall be maintained at all times in a state of good repair and cleanliness and kept free from bad smell by provision of deodorant to the satisfaction of the Sanitary Department of the Ministry of Health and the Tourism Authority.
- c) Two full time sanitary attendants (one for male and one for female) shall be on duty during operating hours.
- d) All water closets shall be clearly indicated, properly lighted and ventilated.
- e) Separate sanitary facilities shall be provided as follows:

Number of Sanitary Facilities			
	Urinals	Water Closets (WC)	Wash Hand Basins
MALE	2 for up to 25 males, 1 additional for every 50	2 for up to 100 males, 1 additional for every 100 males.	1 per WC and, in addition 1 per 3 urinals. Provision of mirror facility.
FEMALE	Not applicable	2 for up to 50 females; plus one for every additional 25. (including 1 disposal unit of sanitary dressing in every toilet)	1 per toilet Provision of mirror facility.

3.8 Parking slots

3.8.1 Parking facilities shall be made available within walking distance.

3.8.2 Parking space shall be provided as per the following formula:

1 car parking space per 6m² of the gross activity flooring areas (excluding kitchen, toilets, corridors)

3.9 Safety

- a) The sound of the alarm system shall be 5 decibels above the sound system. The sound level inside the Private Club shall at no time exceed the limited 100 decibels.
- b) Corridors and stairs shall be maintained in good condition and free from obstruction.
- c) The way leading to toilets, exits and staircase shall be adequately lighted.

3.10 Environment

The activities of the Private Club shall not cause any form of nuisance to the surrounding neighbourhood by way of noise, vibration, and ensure that its members do not indulge in anti-social, rowdy behaviour and vandalism.

3.11 Fire

The applicant shall ensure strict adherence with the following:

- (a) Be holder of a valid Fire certificate issued by the Fire Services Department for the building in which a Private Club is being operated;
- (b) Comply with all Fire Safety requirements for Nightclub/Private club and Discotheques as per Fire Services Guidelines dated 25/03/10;
- (c) Submit a Fire Emergency Plan approved by the Fire Services Department on application for Tourist Enterprise Licence;
- (d) Upon renewal of the Tourist Enterprise Licence for Private Club, the operator shall submit a maintenance certificate for all fire fighting equipment and Fire Alarm approved by the Fire Services Department;
- (e) Submit an updated Fire Certificate and Fire Emergency Plan following any material /structural alteration and increase in capacity;
- (f) Carry out Evacuation Fire Drill twice yearly and records to be kept accordingly;
- (g) Installation of smoke and ventilation fan in accordance with ISO 21927-3:2006

- (h) Installation of smoke detectors complying with BS EN 54-20-2006;
- (i) Apply a fire retardant coating for all fixtures and furniture complying to BS 476 Part 7: 1997;
- (j) Installation of water sprinklers in accordance with ISO 6182-1: 2004; and
- (k) The location of fire exit signs shall be clearly indicated and displayed.

3.12 Occupational Safety and Health

Management shall comply with the provisions of Occupational Safety and Health Act 2005.

3.13 Police

3.13.1 Police shall carry out an enquiry into the application for Private Club licence in any area taking into consideration public interest, public peace, public safety and public order.

3.13.2 Police shall consider the flow and fluidity of traffic in that area;

3.13.3 Police may object to the grant of a Private Club licence, if the enquiry has revealed that the grant of any such licence shall be detrimental to public interest, public peace, public safety and public order.

3.14 Operating Conditions

The Management shall ensure that:

- i. An updated list of members be made available for inspection by the Police and officers of the Tourism authority.
- ii. There is a First-Aid Kit on the premises which shall be replenished as and when required and wherein no expired items shall be kept.
- iii. The music audio system of the Private Club shall be provided with an in-built switch that turns off the sound system in case of any emergency.

3.15 Minors

Management shall ensure that no drinks/beverages containing alcohol shall be sold to any minor.

A conspicuous notice shall be affixed informing patrons that sale of alcoholic drinks is prohibited to minors.

Ministry of Tourism & Leisure

05March 2012