

## Bar: end of night procedure

Monday – Saturday

Time	Bar staff on duty	Duty Senior Member
22.50	Sound last orders. Inform anyone in the garden that the garden will be closing in ten minutes, so to finish cigarettes and come inside.	<i>(At 22.55, may opt to give 5-minute warning of garden closure to make it easier to close promptly at 23.00.)</i>
23.00	Stop serving. Close shutters. Turn down music to <u>minimum</u> volume (must be <u>inaudible</u> outside the bar).	Check service of alcohol has stopped. Call people inside from the garden. Shut the garden door and turn on the alarm.
23.00 to 23.20	Do not allow anyone to go back into the garden. Perform Z-reading on the till. Count all the money out of the till: <ul style="list-style-type: none"><li>- record total cash in till;</li><li>- decide how much to “bank”;</li><li>- return a float to the till.</li></ul> Turn the till key to “off”. Do not turn it off at the wall.	Check doors from bar to garden are shut properly. Check folding screen between bar and Bell Room is secure. Complete building duty rounds.
23.20	Clear the bar area of residents. Deposit the takings in the safe, along with the Z-reading printout. Lock up all four doors (3 in & around wash-up area, 1 main door to bar).	
23.30	<u>Must</u> have cleared the bar, locked up, and returned bar keys to reception no later than 23.30.	Check that the bar is closed and locked. Report to the Warden, including name of bar staff on duty, if it is not.

## Bar: end of night procedure

<i>Sunday</i>		
<b>Time</b>	<b>Bar staff on duty</b>	<b>Duty Senior Member</b>
<b>22.20</b>	Sound last orders.	
<b>22.30</b>	Stop serving. Close shutters. Turn down music to <u>minimum</u> volume (must be <u>inaudible</u> outside the bar).	
<b>22.30</b>	Perform Z-reading on the till.	
<b>to</b>	Count all the money out of the till:	
<b>22.50</b>	<ul style="list-style-type: none"> <li>- record total cash in till;</li> <li>- decide how much to “bank”;</li> <li>- return a float to the till.</li> </ul> Turn the till key to “off”. Do not turn it off at the wall.	
<b>22.50</b>	Inform anyone in the garden that the garden will be closing in ten minutes, so to finish cigarettes and come inside.  Deposit the takings in the safe, along with the Z-reading printout.  Lock up all four doors (3 in & around wash-up area, 1 main door to bar).	<i>(At 22.55, may opt to give 5-minute warning of garden closure to make it easier to close promptly at 23.00.)</i>
<b>23.00</b>	Clear the bar area of residents.  <u>Must</u> have cleared the bar, locked up, and returned bar keys to reception no later than 23.10.	Call people inside from the garden.  Shut the garden door and turn on the alarm.  Check doors from bar to garden are shut properly.  Check folding screen between bar and Bell Room is secure.  Check that the bar is closed and locked by 23.10. Report to the Warden, including name of bar staff on duty, if it is not.

## **Senior Members' Handbook - Part 2: The Duty Senior Member**

*v 1.3 (20 June 2013)*

If the bar has been open, ensure that service has stopped at 2300h (2230 on Sundays) and the area is clear of residents and their guests by 2330. If a temporary event notice (TEN) is in effect for a late party, ensure that the bar staff observe the closing time on the TEN.

Check that the dining hall and kitchen are locked. The kitchen delivery entrance, the side entrance to the south wing (ground floor), and all fire exits should be closed. The alarms fitted to the kitchen delivery entrance and basement fire exits must be switched on and any residents in the garden must be called inside (the duty bartender is responsible for ensuring residents do not go back out through the doors from the bar to the garden). The laundrette, pantries, library, and common rooms are left open.

## **Senior Members' Handbook - Part 11: The Bar & Licensing**

*v 1.1 (29 July 2013)*

The DSM must ensure service of alcohol ceases promptly at the required time (e.g. 23.00 Monday - Saturday). At the same time as ceasing the sale of alcohol, the bar staff must turn down any music so that it cannot be heard at all outside the bar after closing time. Everyone should leave the bar area twenty minutes after closing time (e.g. 23.20 Monday - Saturday), and the bar should be completely empty and locked no later than half an hour after closing time (e.g. 23.30 Monday - Saturday).

At 22.50, the bar staff will warn residents who are outside that the garden is about to close. The DSM must clear and close the garden and turn on the alarm at 23.00, and the bar staff should ensure that no one goes back outside.

In practice, this is how it works:

1. Bar staff shout a warning in the garden at 22.50 that the garden will close in 10 minutes.
2. Duty Senior Member clears and closes the garden at 23.00, ensures service has stopped in the bar, and checks the lock on the diving partition between the bar and Bell Room.
3. Bar staff clear people out of the bar and lock the door at 23.20 (23.00 on Sunday) They can call the Duty Senior Member to assist if people are being difficult (they very, very rarely are).
4. If the Duty Senior Member is still on their night time round at 23.30 (23.10 on Sunday) or if it is convenient even if not still on their round, they will check the bar is empty and locked.

## **Guidance for Bar Staff**

*v 1.2 (6 October 2013)*

- 4.1 Sound “last orders” ten minutes before closing time.
- 4.2 The sale or supply of alcohol must stop at the time required by our licence. Ring the bell and close the shutters.
- 4.3 Turn down the music to minimum volume at 23.00.
- 4.4 Do not allow anyone into the garden after 23.00.
- 4.5 Perform a Z-reading on the till (turn the key to “Z” and press the “CH” button). Record the calculated takings in column E of the bar takings record.
- 4.6 Take all the money out of the till. Then return the float to the till. This must be the same amount as what you counted at the start of the shift. (I.e. you have all the money out of the till, then if your float was £220, count £220 back into the till in coins and £5 notes.)
- 4.7 Count the money that left. This is the takings for the night and should be the same as the figure on the Z-reading.
- 4.8 Record the cash takings in column F of the bar takings record.
- 4.9 Explain any discrepancy between columns E and F. If it is complicated, send an email that night to the Bar Manager.
- 4.10 Turn the till key to “off”. DO NOT switch the till off at the wall socket.
- 4.11 Deposit the night’s takings in the safe, along with the Z-reading printout.
- 4.12 Clear the bar area of all residents and guests twenty minutes after closing time.
- 4.13 The bar must be completely empty and locked no later than half an hour after closing time.