



# CONNAUGHT HALL

## INSTRUCTIONS FOR BAR STAFF - LATE PARTIES IN HALL

### TEMPORARY EVENT NOTICES & THE DUTY SENIOR MEMBER (DSM)

As well as being the Warden of the Hall, I am the "premises user" for the purposes of the temporary event notices (TENs) that allow us to hold parties in Hall. I bear ultimate responsibility for everything that happens at our parties and I expect your immediate cooperation with any matter relating to the party.

The Duty Senior Member (DSM) is my representative in Hall for the period he/she is on duty. Please follow his/her instructions. If you disagree with them, ask to speak to me - but meanwhile, carry out their instructions as much as possible.

Members of the Residents' Club Committee also have a supervisory role at parties; they will help you to identify drunk people, prevent disorderly conduct, and stop people from bringing their own alcohol to the party. Please cooperate with them.

### SALE OF ALCOHOL TO DRUNK PEOPLE

It is a **criminal offence** to sell alcohol to someone you believe is intoxicated. Use your own judgement, and if at all unsure, you should refuse the sale. There are several signs that can indicate someone is drunk:

- Slurring their words, using a loud voice, repeating the same drink in an order.
- Asking for big quantities of alcohol or very strong drinks.
- Stumbling or not standing up straight.
- Eyes not focusing / dilated pupils / strange facial movements.
- Strong smell of alcohol.

If you are unsure about someone's suitability to drink alcohol you should decline the sale. Offer the customer a soft drink and/or a glass of water instead. Inform your colleagues on the bar to make sure nobody else serves that customer. Avoid getting into arguments: if a customer insists that they are not drunk, do not offer a second opinion - stand away from the customer and inform the Bar Manager, Warden, or DSM.

Make efforts to encourage customers to drink responsibly. Avoid selling anything more than a double, and if you sell more than three shots in a single drink, use a large glass with plenty of mixer. Encourage customers to add a mixer to spirits.

### CLOSING TIME

All times will be as shown on the Warden's or DSM's watch.

The bar will stop serving drinks **at 01.00**. The music should get quieter and more mellow for the remaining time, and finish at 01.30. The last song is always "The Time of My Life" from the Dirty Dancing soundtrack.

The DSM will turn on the house lights at closing time. Please assist them in encouraging guests to vacate the bar area.

36-45 TAVISTOCK SQUARE

LONDON WC1H 9EX

FROM THE WARDEN

Dr Adrian Clark MBBS MCEM

*The Warden's Team —*

*Enhancing opportunities for personal, social, academic and cultural development through: welfare and pastoral care; discipline and conflict resolution; community and social life; Residents' Club and Hall bar; out-of-hours emergencies; and re-admissions.*

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