

**THE WHITE BOOK
REGULATIONS (GENERAL)**

REGULATION G14

Students' Bar

Introduction

1. The College Council has delegated the management of the Student Bar to SSCSU, under the supervision of the Domestic Bursar, the College's Designated Premises Supervisor.
2. SSCSU must ensure that the bar is run profitably after a full charge for services provided by the College and 'rent'.
3. The 'Rent' will be 10% of the alcohol turnover of the bar. This rent will not be taken by the College as income, but would go into a reserve account and these funds could be used for improvements in the bar or other student facilities. Expenditure from this account would be approved by SSCSU and the Bursar.
4. SSCSU must ensure that reasonable prices are charged for alcoholic drinks. Prices must not be lower than 80% of the average on comparable student bars in Cambridge.
5. SSCSU must ensure that the bar is well managed, so that there is an acceptable standard of behaviour in the bar and that the Bar does not have a negative impact on College life.

Students' responsibilities

6. The Student Bar is only open to members of the College. Any student who introduces a guest to the Bar who is not a member, or member of staff, of the College shall sign in the name of the guest, in the register managed by the Duty Bar Staff.
7. Every student shall be responsible at all times for his or her own behaviour in accordance with good order and discipline, and for that of any guest to the College which he or she has introduced to the Bar.
8. No student shall become, or allow any guest to become, drunk or disorderly in the Bar. Any person whom the Bar Staff reasonably consider is drunk or disorderly shall not be served alcohol and may be asked to leave the premises.
9. No student shall knowingly allow a guest under the age of 18 to be served alcohol. Any person whom the Bar Staff reasonably consider is under the age of 18 shall not be served alcohol and may be asked to leave the premises.

10. Students shall take all reasonable care not to cause any injury or annoyance to any person, or damage of any kind to any property, by any means whatsoever, in the Bar or surrounding areas.
11. Students shall obey any reasonable instruction issued by any member of the Bar Staff or the Bar Committee, or by any member of College staff, or by any College Fellow or Officer.
12. No person may smoke in the Bar or surrounding areas.

Management of the Bar

13. The Students' Bar shall be managed by the Bar Committee, as overseen by SSCSU in accordance with Ordinance B,XXII,9. The Bar Committee shall be composed of a Bar Manager, a Finance Manager, and such other members as SSCSU or the Designated Premises Supervisor under Ordinance B,XXII,8 shall from time to time determine.
14. The Bar Secretary and Staff Manager shall hold a Level 2 National Certificate for Personal Licence Holders.
15. The Bar Staff Manager shall appoint such number of Qualified Duty Staff and other Bar Staff as he or she shall from time to time determine. Each member of the Qualified Duty Staff shall hold a Level 1 National Award in Responsible Alcohol Retailing. Other Bar Staff shall undertake adequate and appropriate training before commencing duties; training shall include health and safety, licensing responsibilities, fire safety, manual handling, bar operation and hygiene standards, and detailed protocols for dealing with incidents or other problems.

Responsibilities of Committee members and staff

16. All members of the Bar Committee, and all Bar Staff, shall comply with these regulations and any Bar Operating Rules, as approved by the Designated Premises Supervisor from time to time. Each member of the Committee shall ensure an effective handover to his or her successor from year to year.
17. The Bar Committee, and each member of the Committee, shall be responsible for reporting to SSCSU and the Premises Supervisor any irregularities, malpractice or any other matter of concern associated with the operation of the Bar.
18. The JCR President shall be responsible for overseeing the financial management of the Students' Bar, and shall by the end of each Michaelmas Term present to the Council an annual report of its financial performance, including a past profit and loss statement and current budget.
19. The Bar Secretary and Bar Finance Manager shall be responsible for the administration of the Bar and its stock, in liaison with the Designated Premises Supervisor and the College Office. The Bar Manager shall represent the Bar Committee at the SSCSU Exec.

20. The Designated Premises Supervisor shall decide, at any given time, whether there shall be a Bar Steward. The Bar Steward shall be a member of the College staff, with primary responsibility for professional compliance with licensing requirements and objectives. He or she shall provide general support and assistance to student Bar Staff, and in particular shall arrange and run appropriate training courses for student Bar Staff.
21. The Bar Finance Manager shall be responsible for ensuring financial management of the Bar in line with its budget; in particular, he or she shall collaborate with the College Office to draw up termly trading statements for presentation to the SCSU Exec and the Premises Supervisor, and an annual profit and loss statement and forward budget for presentation to the Council.
22. Any member of the Committee may be removed from the Committee by SCSU or the Designated Premises Supervisor, with immediate effect. SCSU shall immediately appoint a replacement member, and shall conduct an inquiry into the reasons for the removal and report its findings to the Designated Premises Supervisor.

Operation of the Bar

23. All Bar Staff shall act in the best interests of the College, including SCSU, at all times, and in accordance with these regulations and any Bar Operating Rules.
24. The member of the Qualified Duty Staff on duty at any given time shall, where so designated by the Staff Manager, have overall responsibility for the proper management of the Bar, and for supervision of Bar Staff. He or she shall be responsible for the maintenance of good order on the premises throughout the period of duty for which he or she is rostered.
25. Bar staff shall refuse to serve any person whom they reasonably consider is drunk or behaving in a disorderly manner or is under the age of 18. Such person may be asked to leave the Bar. Bar Staff may at any time request the assistance of the duty Porter. The duty Porter shall have implied authority from the Premises Supervisor under Ordinance B,XXII,8 to close the Bar where necessary in the interests of good order.
26. The Bar Committee shall have authority to investigate any breach or alleged breach of paragraphs 1-7 and may agree further action with any student concerned. Any such investigation or further action shall be reported to the Designated Premises Supervisor.