The College Bar Information & Rules

The College Bar is located in the centre of the Dorothy Garrod Building, on the ground floor close to the main entrance and Porters’ Lodge on Sidgwick Avenue. During the daytime (08.00am until 6.00pm) the space operates as the Iris Café for all members of the College, guests, visitors and members of the public to use.

1. The Domestic Bursar is the holder of both the Premises Licence and a Personal Licence and is the Designated Premises Supervisor.

2. The maximum capacity for the Bar is 250 people including all bar workers and ents.

3. All drinks bought in the Bar must be consumed there or in designated areas. No drinks purchased elsewhere may be consumed in the Bar during Bar retail hours.

4. Smoking (including vaping and e-cigarettes) and the use of illicit drugs will not be tolerated in the Bar as with the rest of College property.

5. The Bar Team (who are members of the JCR and MCR) will be responsible for ensuring that alcohol will not be served to persons under the age of 18. These persons will be allowed entry to the Bar where this complies with relevant laws and statutes but will only be allowed to purchase non-alcoholic beverages. To assist the Bar Team in this aim, the names of any Newnham students who are under the age of 18 years will be given to the Bar Team who will then be responsible for making sure these students are not served alcohol. The Bar Team will also institute a policy whereby any persons unknown to the Bar Staff, who are suspected to be under 18 years of age, will be required to provide photographic proof of age before being served alcohol.

6. The level of staffing of the Bar is the concern of the Bar Team who are responsible for staffing the Bar. They will take advice from the JCR Senior Treasurer and College
Accountant as to the finances of the Bar, and the JCR Ents Officer(s) as to the expected level of business, before making decisions regarding the level of staffing.

7. The Bar Team are to be trained in the legal sale and service of alcohol by the Designated Premises Supervisor who is also a personal licence holder.

8. All Bar Team are to be informed that:
   a. Those working behind the Bar are permitted to consume non-alcoholic drinks behind the Bar, however anything that is consumed must be purchased by the individual, either from the Bar or elsewhere. There will be no free drinks available at the Bar for staff. No food whatsoever can be consumed behind the Bar counter itself.
   b. Giving free food or drink from behind the Bar to any person will be regarded as stealing. Anyone found to be stealing from the bar in this way will not be asked to return, will be reported to the Senior Tutor or Postgraduate Tutor and will be liable for the cost of the items stolen.
   c. The Bar Team are empowered and required to refuse to serve anyone who seems to have already taken too much drink.
   d. The Bar Team are empowered and required to ask individuals who are behaving badly, who seem to be taking prohibited substances, are smoking or who have taken too much drink, to leave the Bar.

9. Should the Bar Team have difficulties in dealing with any persons in the Bar, for example as a result of excess alcohol, they should call the Porters’ Lodge for direct assistance. [In an emergency situation the Bar Team should contact the Porters’ Lodge who will if necessary contact the Emergency Services and/or the University Security for assistance].

10. Should the Bar Team have particular or recurrent difficulties in dealing with any student, whether of this or another college, they should report this to the Porters’ Lodge who will log an incident report which will be sent to the Senior Tutor, who is the Disciplinary Officer concerned. The College reserves the right to ban individuals or societies permanently or temporarily from the Bar should there be a serious issue or incident.

11. Students wishing to book the Bar for an event, must contact the Bar Committee, who keep a diary of all events taking place in the Bar. Once the Bar Committee has booked the event in their diary, the organisers of the event must contact the Conference Office, who will then send a Booking Form and template Risk Assessment to be completed by the event organisers. Once the Booking Form and Risk Assessment are completed and returned to the Conference Office, the Conference Office will confirm the booking and update the College Events System (KX) so that the Porters’ Lodge are aware of the event booking.

Emails:

➢ bar.committee@newn.cam.ac.uk
➢ conference@newn.cam.ac.uk

Please note: even when the Bar is booked for an event the Bar will remain open to all (although one area may be sectioned off).
12. Music is allowed in the Bar and is under the control of the Bar Team. **It should not be played so loudly that it is audible outside.** In particular the bass control should be turned down since it is the bass beat that is particularly carrying. **Music in the Bar should be turned down promptly at 11.00 p.m. and completely turned off at 11.20 p.m.** (even with an extension the music must be turned down at 11.00pm and completely turned off at 11.20pm).

13. If the Porter on duty receives complaints about noise in the Bar whether from the music or more general noise, the Porter shall help the Bar Team deal with the matter.

14. The Bar must be shut promptly at the designated time, clearing up must be done quickly and quietly and the key and locked cashbox returned to the Porters’ Lodge.

**PERMITTED OPENING HOURS for the Bar**

- **Monday** 6.30 pm – 11.00 pm
- **Tuesday** 6.30 pm – 11.00 pm
- **Wednesday** 6.30 pm – 11.00 pm
- **Thursday** 6.30 pm – 11.00 pm
- **Friday** 6.30 pm – 11.00 pm
- **Saturday** 6.30 pm – 11.00 pm
- **Sunday** 7.00 pm – 10.30 pm

When the bar closes at 11.00pm the call for last orders will take place around 10.50pm with **no drinks being served after 11.00pm**, all guests to leave by **11.20pm**, unless they are planning to stay in College overnight with a Newnham Student in which case they can stay in the Bar area until 12midnight (when they must leave). The Bar Staff will finish their shift at 11.30pm.

Permission for a Bar Extension to open past 11.00pm for special events must be obtained from the Domestic Bursar (who is the Designated Supervisor for the Bar) at least 5 clear days before the event for which the Bar Extension is needed. This will involve obtaining and signing a “Bar Extension Form” the Conference Office.

When a bar extension is granted, the call for last orders will take place at around **11.20pm with no drinks being served after 11.30pm**, all guests to leave by **11.45pm**, unless they are planning to stay in the College overnight with a Newnham Student in which case they can stay in the Bar area until 12midnight (when they must leave). The Bar Staff will finish their shift at 12midnight.

**No more than two bar extensions per week are normally granted, of which one is for a Student Society. No extensions allowed on a Sunday.**

Issued October 2018
Updated February 2019
Reviewed January 2023