
Saint Peter's University Events Company

Alcohol Service Policies

The policies below have been outlined to ensure proactive measures by all individuals handling the service of alcoholic beverages under the license of the Saint Peter's University Events Company with regards to house rules, proper service and storage and overall guidelines.

I. SERVICE

- a. All alcoholic beverages must be served from the bar.
- b. Wine bottles cannot be left at the tables for guests to pour themselves.
- c. Only adults 21 years of age or older are allowed by law to consume alcohol.
 - i. If there is any reasonable doubt, please request photo ID.
 - ii. A manager must be notified immediately if any guest denies the request to be carded.
- d. The bar cannot be left unattended at any time, for any reason.
- e. A guest should not be served if he/she upon entering the venue already appears to be intoxicated.
 - i. Notify a manager immediately and then Campus Safety will be contacted.
 - ii. Common intoxication includes slurred speech, stumbling behavior, slow reaction time, and impaired physical condition.
- f. A guest cannot be served more than 2 alcoholic drinks at one time.
- g. The bartender is the owner of the alcohol.
 - i. If guest indicates to fill the glass with more liquor, let the guest know they can revisit the bar for another drink.
 - ii. No guest can step behind the bar to pour himself/herself a drink; this includes any employee of Saint Peter's University including (upper) management.
- h. Glassware
 - i. Hold by the stem
 - ii. Ensure glassware you are using is clean before opening your bar to guests
 - iii. Serve all beverages with a cocktail napkin and mixed drinks with a stirrer

II. BAR SET-UP

- a. Wipe down bar completely and thoroughly before setting up.
- b. Ensure area inside and outside of the bar is clean, utilizing a clean/sanitized cloth.
- c. Locate and fill ice bin with clean ice for drinks-always use ice scoop, DO NOT scoop with hands or glass
- d. Locate and fill ice bin for chilling wine and beer
- e. Position a garbage can near bar with tray stands (topped with linen napkins) for dirty glassware.
- f. Obtain a wine key for opening beer and wine bottles
- g. Gather appropriate beverages based on inventory and pull sheet- ***provided by Catering Manager***
 - i. Set-up liquor according to inventory sheet
- h. Set paper napkins, stirrers and samples (beer, soda and wine) on top of the bar
- i. Ensure you have:
 - i. Straws, garnishes, mixers, juices, pitchers of water
 - ii. Shakers, jiggers, ponies, toothpicks
 - iii. Cutting board and knife (in case additional lemons, limes or oranges are needed)
- j. Set copy of License in Plastic Frame behind bar for visibility-***provided by Catering Manager***
- k. ABC Card must be kept on your person during event. After event finishes return to Catering Manager. This card cannot leave the premises, no exceptions. Loss of card is responsibility of the employee.
- l. Inventory Sheet set behind bar- ***provided by Catering Manager***
- m. Keep bar area clean and if there is a spill, ensure it is cleaned up.
- n. Have measured pour (using water) to ensure proper pour-5oz glass of wine

III. HOUSE RULES

- a. If a guest leaves a tip, accept graciously and place behind the bar in a designated area, away from clean ice and work area. A tip jar or glass should never be kept on top of the bar.
- b. There will be no shots, no exceptions - this means no hard liquor on the rocks or left neat (liquor only, no ice).
- c. There will be no drinking, eating or chewing gum while serving at the bar.
- d. Please notify a manager immediately when bottles reach 0.25 with no back-up bottles at the bar. Do not wait until the last minute to request back up of any beverages, especially alcohol.
- e. Be courteous in verbal and physical body language
 - i. "Yes", not yeah
 - ii. Service with a smile.
 - iii. If you don't know an answer, "I am not sure but let me find out for you."
 - iv. Keep your hands out of your pockets and please no elbows on the bar.
 - v. No texting or talking on your cell phone behind the bar, while you are working.
 - vi. All bartenders must tie back their hair.
 - vii. Properly wash hands after:
 - 1. using the restroom
 - 2. touching your hair, face or body
 - 3. sneezing, coughing or using a handkerchief/tissue
 - 4. touching soiled glassware/other equipment
 - viii. Utilize your headset if you need to communicate to your bar runner for back-up.

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Responsible Alcohol Service

I _____ verify that I have been trained in all aspects of Responsible Alcohol Service, which includes how alcohol affects your body, how to act responsibly when serving alcohol in any type of establishment, the laws regarding alcohol service and how to service alcohol in difficult situations. Furthermore I understand I must keep my work environment safe and abide by all rules and regulations set forth by this establishment. I fully understand that if I do not comply to the above rules mentioned that management will be notified and my performance and role evaluated. It is ultimately my responsibility to review these posted policies and abide by those set forth here and verbalized to me prior to my scheduled shift.

SIGNATURE _____

DATE _____