

Clubs and Societies Bar Night Booking Procedure

A bar night is a good way for everyone in a society to get to know each other, as well as a means to create some extra funding for the club to towards a tour or new equipment. However there are some rules and guidelines that need to be followed when organising a bar night in order for it to be as effective as possible. It is important that you start planning early, ideally three or more weeks in advance, as bar nights can't be booked with less than two weeks to go.

Remember: You are not allowed to bring any alcohol in from outside the Union. The whole building is a licensed premises, and as such it is against the law to do so.

Timeline

Below is a guide as to when you should be organising the various aspects of a bar night.

3 weeks or more before the bar night

- Select a room in which to hold your bar night
- Select the type of event you will be holding
- Book the portable PA via Union reception if you want music or microphones
- Contact Beit Conferences (beitconference@imperial.ac.uk) and arrange a suitable date for your bar night. They will advise whether you require Stewards, Door security, Ents staff etc. and send you a quote for this. You will need to provide Beit Conferences with the following information:
 - Number of attendees
 - Start time of the bar night
 - End time (if applicable)
 - Drinks order (if you are setting up a tab, you will need to decide which drinks you would like for your bar night)
- As soon as all of this information has been received, you will be sent a function sheet with all the details of your bar night on it.
- Submit the event budget to the appropriate committee, either your club or society committee, Management Group, or the DPFS for approval (no later than 3 weeks before the night)

2 weeks or more before the bar night – minimum, NON-negotiable

- The function sheet must be returned, signed by the appropriate person, to Beit Conferences or the SAC according to your authorisation level. They must have approved the budget.
- The function sheet acts as a contract for the club or society, and as such acts as an obligation for the club or society to pay for the event. This is why all sheets must be returned, signed, no later than two weeks prior to the event. The money will be removed from your club account automatically (from SGI) so ensure you bank any money collected to pay for the night promptly.

After the event

- Your club or society will be invoiced automatically using the internal journal system. You don't need to do anything, the function sheet being the only authorisation needed for the payment.
- Because drinks are sold on a tab, you will only be charged for the drinks that you used along with any stewards or ents staff that were needed.

Venues

Union Bar- capacity 80, can be used Monday, Tuesday, Thursday, Saturday, Sunday. A minimum spend of £300 applies to this bar. If the minimum spend is not met on the night, the difference will be added to your final bill for the event.

Metric- not available for normal bookings by clubs- please use We Are Metric nights. For exceptionally large events please arrange a meeting with the DPFS and The Commercail services Manager to discuss specifics.

Other Union Rooms- capacity variable depending on layout and room. There is a charge of £150 to have a mobile bar set up, and a minimum spend of £300 will also apply to this bar.

Event types

There are a few different ways bar nights and similar events can be run in the Union.

Cash bar: The simplest form of bar night is to simply have the bar open, with guests buying their own drinks. This type of bar night can only happen in the Union Bar on Monday, Tuesday, Thursday, Saturday and Sunday. .

Bar tab: You can decide in advance how much money you would like to put behind the bar as a bar tab, or set up an unrestricted bar tab. In the case of a restricted tab you can choose which drinks can be put on the tab, but for an unrestricted tab any drink can be ordered up to the value of the tokens given out.

We will take the VAT off the total of the tab and then give clubs a further 10% discount, which can be passed on as a discount to members if desired. For example you could order a bar tab to the value of £300, but your club will only be charged £216 for it.

For bar tabs you cannot provide funds for more than 8 units of alcohol to be bought per person- this means a maximum Four drinks tokens per person (all drinks purchased on a tab must be done through tokens).

Your minimum spend will be the bar tab plus any drinks purchased further to this. If the minimum spend isn't met your club will be charged the difference.

It is possible to have a bar tab system and then switch to a cost bar once everyone has used the tokens for drinks.

Bottle bar: Pre-ordered bottles from the Union that can be self-served anywhere in the Union and returned once your event has finished. There is therefore no minimum bar spend and the bottles can be moved around the building if desired.

Selling to members:

Due to licensing laws, Clubs, Societies and Projects cannot sell drinks. Therefore, drinks promotions must be included in the ticket price e.g. £3 entry includes 3 drinks (with tokens to be redeemed) and no further tokens can be sold to that person, nor can a new entry ticket.

Pricing policy

If you wish to order a specific drink that we do not normally stock for your event, please talk to Beit Conference who may be able to accommodate your request.

Stewards

For every bar night where alcohol is involved, stewards are required to attend.

However,

Stewards aren't able to help you man the door to your event and can't sell tickets or similar. If you require someone to do that, you can use your committee or hire a member of the entertainments team. The stewards are there for customer and fire safety, and although they are usually an unwanted additional cost are unfortunately one of the aspects of running a bar night.

The tables overleaf show the number of stewards necessary for the different rooms:

Union Bar

Number Attending	Stewards Required	
	Regular	Senior
up to 20	0	0
21 - 50	1	1
51 -100	2	1

All other rooms

Number Attending	Stewards Required		
	Regular	Senior	
up to 20	0	0	
21 - 50	1	1	
51 and over	2	1	

Senior and regular stewards cost £10 per hour.

Space	Availability	Cost bar	Bar tab	Bottle bar	Ents	Restrictions
Union bar	Monday Tuesday Thursday Saturday Sunday	✓ Minimum bar spend £ 300	✓ Minimum bar spend £ 300	X	Portable PA	Capacity is 80 and on days when the bar is open as usual will be first come, first served. Do not advertise more places than are available.
Union rooms	Every day	✓ Mobile bar only, £150 set up charge and £300 minimum bar spend applies	✓ Mobile bar only, £150 set up charge and £300 minimum bar spend applies	✓	Portable PA	Capacity limits vary, the room must be returned to its original state
College rooms	Only through Conferences Office	See Conferences booklet			Portable PA	No bar nights
External spaces	Every day	Venue dependent	Venue dependent	Venue dependent	X	As specified by contract