

One Circle Opening Checklist

One Circle outdoor events, bar opening due diligence checklist.

EVENT NAME: *

Short-answer text

Please State the date *

Day, month, year



Please state your Full Name and Date e.g. Joe Bloggs Main Bar 2 *

Short-answer text

Have you and your co-managers checked the following *

Yes

No - If no, please rectify and notif...

The bar is clean and presentable

You have a copy of the premise lic...

Your bar is furnished with blue roll...

Is all equipment on and working (...)

You have the correct cups for all p...

The tills have all items present wh...

All bar openings are open and rea...

There are no hazards or unsafe ob...

The bar is fully stocked as per the ...

All required stations on the bar ar...

All staff have signed the briefing f...

All staff have been assigned speci...

All staff are wearing the correct u...

The correct agency staff and alloc...

You know how to contact your Eve...

Have you and your co-managers briefed your staff on the following *

Yes

No - If no, please rectify and notif...

General bar operations including, ...

Which cups to use what products ...

Challenge 25 applies to all custo...

Acceptable forms of ID are driving...

Who the personal licence holder a...

Bar opening, closing times and wh...

Where customers can receive free...

That alcohol refusals and ALL liqu...

That they have the right to refuse ...

How to judge if customers are too...

No tips are allowed to be kept by ...

Searches will be carried out regul...

Only trained logistics staff are allo...

Where will staff breaks be taken, ...

To inform a Bar Manager of any a...

Upon evacuation they will be led b...

Where to find the closest first aid, ...

Have all the following commercial tasks been completed correctly

Yes

No - If no, please rectify and notif...

Ensured there is a working safe wi...

Checked the trading float is corre...

Allocated individual cash handlers

Trained cash handlers on checkin...

Informed cash handlers on milkin...

Informed cash handlers on how to...