

# 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...

☐☐