

HERTFORD COLLEGE OXFORD

Hertford College Bar, Club Rules

Including:

Code of Practice in Relation to Alcohol in College Premises

Alcohol Unit Information

MICHAELMAS TERM 2011

Hertford College Bar

Club Rules

- The College Bar exists for the current members of Hertford College and their guests to provide a pleasant venue for the purchase and consumption of alcoholic drinks in the college.
- The rules of the Bar are designed to be supplementary to the existing rules of the college. Any contradiction or ambiguity that may lie between the following rules and any other rule or bye-law, the college rules are to take precedence.
- **College Bar Committee**
 - The committee will have the following members (all of whom shall have equal voting rights):
 - 3.2. There shall be 2 JCR members, specifically the JCR President or

Treasurer and a designated Bar Representative (or equivalent JCR officer, eg., Welfare).

- There shall be 2 MCR members, specifically the MCR President or Treasurer and a designated Bar Representative (or equivalent MCR officer, eg., Welfare).
- There shall be 2 SCR members, specifically the Dean (convenor) and the SCR Cellar Master.
- There shall be 3 staff-members, specifically the Home Bursar, Catering Services Manager and Bar Manager.
- The Junior Dean for the main College site.

3.7 The Committee will meet once per academic term. Meetings will be convened by the Dean, and the Home Bursar will act as minute secretary (in the latter's absence, the Catering Services Manager). The chair will have the casting vote. Additional attendees may be invited *via* the convenor in a non-voting capacity. Extraordinary meetings may also be called, at the discretion of the convenor.

3.8 The Committee Meetings will consist of,

3.8.1 The presentation and review of the bar accounts for the previous term.

3.8.2 Discussion of any matters arising or concerns the committee may have with the Bar or the Bar Management.

3.9 The Trinity term meeting will discuss renovations and repairs to be undertaken during the long Vacation.

3.10 The day to day running of the Bar will be delegated to the Bar Manager.

- **Membership**

All members of Hertford College JCR, MCR, SCR and Staff are automatically full members of the Hertford College Bar.

4.2 Full members are entitled to:

4.2.1 Make use of the Bar and its facilities during opening hours.

4.2.2 Attend all public meetings where the affairs of the Bar are being discussed.

4.2.3 Invite, any two guests to the Bar for whom they will take full responsibility for whilst they are inside the bar and any other college property.

4.3 Persons may not be either admitted to membership, or be admitted, as

candidates for membership, to any of the Hertford College Bar services, without an interval of at least two days between their nomination or application for membership and their admission.

4.4 Persons becoming members without prior nomination or application may not be admitted to the Hertford College Bar services without an interval of at least two days between their becoming members and their admission.

4.5 Temporary membership may be granted to former members of the college attending events such as College Gaudies, for the duration of the event. This will be effected on the basis of the attendee list at least two days before the date of the event.

4.6 All members of the club who supply alcohol must be over the age of 18.

4.7 All members or guests who are supplied with alcohol must be over the age of 18.

5. Bar Management

5.1. The Bar Manager is to undergo training in the provision of selling alcohol sensibly once they are appointed. They will then be responsible for training all bar staff.

5.2. The Bar Manager is responsible for the adherence to the Hertford College Bar Policy and the College Code of Practice on Alcohol (appendix A).

5.3. There must be no price discrimination between members of the club.

5.4. No alcohol served in the College Bar shall be taken outside of the College grounds.

5.5 The Bar Manager reserves the right to eject or stop serving any members without any prior warning or reason.

5.6 The Bar Manager reserves the right to report, without any prior warning or reason, any inappropriate behaviour to the Dean, who will take appropriate action

5.7 The Bar Committee may permanently withdraw membership rights from any member.

5.8 There shall be no arrangements to restrict the Club's freedom of purchase of alcohol.

5.9 No person is to receive, at the expense of the club, any commission, percentage or similar payment, on, or with reference to the supply of alcohol.

- **Crew Dates and Similar**

6.1 Any large group of people who are not members of Hertford College but have been invited by a group of Hertford College members, are to be classified by the Bar Committee as 'Crew Dates'.

6.2 Crew Dates are welcome to the Hertford Bar as long as the following conditions are met,

6.2.1 The Hertford Members who are acting as hosts will e-mail the Bar Manager, or fill in an online application form, before 4pm on the day of the Crew-Date.

6.2.2 The Hertford Member(s) acting as hosts must state the names of 2 other Hertford members, who along with themselves, will take responsibility for all guests who they invite on site.

6.2.3 The Hertford Members who are acting as hosts must state the name(s) of the College(s) of their guests, and the name of the head of the invited group (usually the captain of the team).

6.2.4 The Hertford Members who are acting as hosts must ensure that their guests abide by all of the rules of the Bar as well as of the College.

6.3 Under no circumstances will large groups be admitted who have not been invited by Hertford Members or have not complied by the above rules.

6.4 The Bar Manager reserves the right to refuse service, or to eject any members and/or guests without any prior warning or reason for non-compliance with the above rules; and the right to report any inappropriate behaviour to the Dean.

Appendix A

Hertford College Code of Practice in Relation to Alcohol in College Premises

- In Michaelmas Term 1999 a College committee was set up to review the rules relating to the use of alcohol in College, particularly in relation to the Hertford College bar. The committee's recommendations were approved by Governing Body in Hilary Term 2000. The Code of Practice was reviewed and amended in Michaelmas Term 2010 to bring it into line with the change to the management of the College Bar as a Private Club and the Licensing Act 2003.
- One of the recommendations of the committee is that there should be a code of practice on the sale and consumption of alcohol on any College premises, to be disseminated to all members of College, including staff and made available on the College website.
- There is a lot of sound medical advice about sensible drinking levels – some basic

information is given in Appendix B. Please note that excessive drinking can be associated with other problems, not only medical and disciplinary but also financial. Please never feel any inhibition about discussing any problems with the College Doctors, the College Nurse, the University Counselling Service, or any member of the College Welfare Panel. Such communications will be treated in strict confidence.

- Hertford College Bar Rules

The Hertford College bar is a private club with a Club Premises Certificate under the Licensing Act 2003. It is supervised by a Bar Manager with members from the SCR, MCR and JCR. The Bar Manager and Treasurer are responsible to the Bar Committee for the day-to-day management of the College Bar. A list of those serving in the bar must always be supplied to the Dean and the Lodge.

- Hours of Opening:

During term Monday-Saturday: 7 pm – 11 pm
Sunday: 7.30 pm – 10.30 pm

During vacations During 0th and 9th Weeks the bar will be opened at the discretion of the Dean.

- Applications for extension of hours should be made to the Dean in the first instance, who will communicate requests to the Bar Committee during its twice-termly meetings. [There will be no late extensions (after midnight) without reference to The Bar Committee.] Early extensions, for special occasions only, may also be considered by the Dean (in consultation with the Home Bursar and Bar Manager) between meetings, and a decision made by chairman's action.

- Arrangements for Gaudies and similar events during the vacation must be discussed with the Home Bursar, Catering Services Manager and Bar Manager.

- Age limits:

No one under 18 can be served alcohol. There are no exceptions to this rule

- Non-members of College

The College Bar is limited to members of College and *bona fide* guests only. Members of the public must not be served, and must be asked to leave. This includes members of other colleges, unless *bona fide* guests.

- Off-sales

These are not permitted.

- Payment

Payment is by cash only, in the College Bar.

- Prices

A list of prices in college bars is published annually. Hertford Bar prices must never be conspicuously low. 'Happy hours' are not allowed nor are special promotions.

- Cocktails

Cocktails from an approved list only may be sold in the College Bar. There will be limits set on the maximum size glass in which a cocktail may be served.

- Measures

A clear indication of the units in all alcoholic drinks sold must be prominently displayed in the Bar.

- The Bar Manager, Dean, Junior Dean, or the night Porter has authority to close the bar on any particular occasion, should any of them deem it necessary to do so.
- The Bar Manager must give the Dean and the Lodge a list of those serving in the Bar.

5. Sales

No member of the public may ever be sold alcohol, without a licence from the Magistrates. Any application for such a licence must go to the Bar Committee in the first instance.

6. Events held beyond the Main College (Catte Street) Site

The Club Premises Certificate only covers the Catte Street site. Events involving the sale of alcohol or live music performance at other college sites (such as the Boathouse, Sports Ground or Graduate Centre) require a licence. Application to the Licensing Authorities, for the required Temporary Event Notice (TEN), must be made a minimum of 10 working days before the event. Please speak to the Bar Committee at least two weeks in advance. The Dean should be consulted about any event at which the sale of alcohol is proposed.

7. Events in Hall

Misbehaviour in Hall (e.g. food-throwing or drunkenness) can lead to the immediate cancellation of the event at the discretion of the Catering Services Manager (or their deputy). It can also lead to a ban on subsequent events for a period of time for the relevant group. Wine is served by Hall staff, if it is not provided by the College, it must be delivered to the Hall staff before the event. It is not acceptable for students to bring their own bottles of wine into Hall.

8. Other events in College premises

Those organising any events in College, or even out of College, must always ensure that non-alcoholic drinks are available. All bookings of public rooms in College for events at which alcoholic drinks are to be served require the Dean's permission. No event should be arranged whereby non-drinkers are asked to subsidise the costs of alcohol.

9. Coercive and competitive drinking

Putting pressure on others to drink more than they would like is not acceptable, and *prima facie* comes under the College's rules about harassment.

10. Vomit

Aside from accident or illness, any damage or mess incurred on the College site as the result of vomit (or other bodily fluids) is unacceptable, and those accountable are expected to admit responsibility and aid in the clean up (Body-fluid packs for cleansing purposes are available in the Lodge and in the Bar itself).

Where specific mess can be attributed to a culprit, a charge of £50 shall be levied. Repeat offenders may be dealt with more severely. In instances where no individual can be found accountable, a charge of £100 shall be levied to the appropriate damage account. Both of these charges are subject to periodic review.

11. Drink-related Injuries

All injuries to members of the College occurring in Oxford must be recorded in the Accident Books in the Porter's Lodge. If there is any reason to think such injuries are drink-related this should be recorded also.

AW/ADMB
Michaelmas Term 2010

Appendix B
Sensible Drinking and related information

Units of Alcohol

The alcohol content of drinks is measured in units. One UK unit contains eight grams of pure alcohol.

The UK Government advises that men should not regularly drink more than three to four units a day and women not more than two to three. **Consistently drinking four or more units per day for men, and three or more for women, is not advisable because of the progressive health risks it carries.**

Note: ABV = alcohol by volume

Approximate Alcoholic Content

Beer, lager and cider

- 330ml bottle at 4% or 5% ABV = 1.5 units
- 440ml can at 4% or 5% ABV = 2 units
- 440ml can at 8% or 9% ABV = 3.5 to 5 units
- 500ml can at 8% or 9% ABV = 4 to 4.5 units

Low alcohol beer or lager

- 440ml can at 1.2% ABV = 0.5 units

Wine

- 125ml glass of wine at 12% ABV = 1.5 unit
- 250ml glass of wine at 12% ABV = 3 units

Spirits

- 25ml measure of spirit at 40% ABV = 1 unit
- 35ml measure of spirit at 40% ABV = 1.4 units

Sherry, port, madeira and vermouth

- 50ml measure at 20% ABV = 1 unit

'Alcopop'

- 275ml bottle at 5% ABV = 1.4 units

Consumption

Are you concerned about how much you, or anyone you know, is drinking?

There is some useful information on alcohol-related issues at www.drinkaware.co.uk and www.alcohollearningcentre.org.uk

And a very useful diagnostic screening questionnaire called the AUDIT (Alcohol Use Disorders Identification Test) available at www.patient.co.uk/doctor/Alcohol-Use-Disorders-Identification-Test-%28AUDIT%29.htm

Take a few minutes to have an honest go at this – it is amazing how many of us indulge in harmful, or possibly harmful, levels of alcohol drinking. Knowing this is the key to changing behaviour.

If your score reveals a problem please make an appointment to see the College Nurse (yo.davies@hertford.ox.ac.uk) in the first instance.