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**Bursar**

To: Junior Members

Friday 6<sup>th</sup> October 2017

### **The JCR Bar**

You will be aware that the Emmanuel JCR bar is one of the few student run college bars. This is something that is greatly valued by members of the College.

The College holds a standard liquor licence on exactly the same terms as any of the pubs throughout the City. This licence is overseen by the City Council and the Police, neither of whom accept that there is anything at all exceptional about a college bar. Our bar therefore needs to meet the exactly same standards of management as any other licensed premises.

The College must demonstrate that effective arrangements are in place to ensure good order in the JCR bar at all times – the continuance of the licence depends on this. I am now writing to all Junior Members to remind them of what those arrangements are.

First, **the College bar is only open to members of the College and their guests.** Those serving in the bar must ask to see University cards to establish if someone is a member of the College. A member of the College can sign in up to four guests, but in so doing takes responsibility for the behaviour of their guests while they are in the College. People who are not guests of a member of the College cannot be signed in by the bar staff and must not be signed in by other College members. Groups who arrive in the JCR Bar without a host from Emmanuel are not welcome and won't be served. The signing-in book needs to be properly maintained so as to demonstrate that only College members and their guests have been served.

Second, **only those aged over 18 may be served in the JCR bar.** The bar staff will ask to see University Cards as proof of age.

Third, **there is a limit on the number of people who can be in the bar at any time.** Those serving in the bar have a legal duty to cease serving and shut the bar if at any time it becomes over-crowded.

Fourth, **we need to ensure good order in the bar at all times.** What this means is that people who are drunk cannot be served and rowdy behaviour cannot be tolerated. This is a basic condition attached to all liquor licences – it is illegal to serve alcohol to someone who is drunk. We can expect occasional visits from the Police to ensure that we comply with this condition.

Bar staff must make a decision as to whether someone is fit to be served – they must not serve someone who is drunk - and in the case of rowdy or anti-social behaviour they must close the bar. In particular drinking games and drinking competitions must not be allowed to take place in the JCR bar and only standard measures of alcohol may be served.

Finally, **only drinks purchased from the bar may be consumed there**. The only exception to this is the remnants of wine which has been opened at Formal Hall. Alcohol must not be brought into the bar to add to drinks purchased there or in order to make up measures or drink combinations which are not available from the bar. Take away food is also not permitted in the JCR bar.

The bar in Emmanuel has been successfully run on its current basis for many years – something which is to the great credit of a long succession of student bar managers and bar staff. It is important to recognise however that the College's liquor licence, and therefore the continuation of a student run bar, does depend upon everyone observing the conditions set out above.