



The College Bar and Party Room

The College Bar is located in the centre of the Dorothy Garrod Building, on the ground floor close to the main entrance and Porters' Lodge on Sidgwick Avenue. During the daytime from 08.00am until 6.00pm, the College Bar space operates as the Iris Café for all members of the College, guests, visitors and members of the public to use.

The College Bar is run by the Bar Committee (with members of the JCR, MCR, College Staff and College Officers). The College Bar during term time is run by trained students, who are employed on a paid casual basis. Out of term the College Bar will be operated by members of the Catering Department when open for specific events.



The Party Room is located in the basement underneath the College Bar, accessible via the stairs or the lift in X staircase or via the stairs opposite the Millicent Garrod Fawcett meeting room. During the daytime from 08.00am until 6.00pm, the Party Room is accessible to all members of the JCR without the need to book the space.

The Party Room is only available during term time as out of term the space is used for JCR International Storage:

Dates for use 2023/2024:

- ❖ **Saturday 7 October until Thursday 30 November 2023**
Then reserved for International Storage from Friday 1 Dec until Friday 19 Jan 2024.
- ❖ **Saturday 20 January until Thursday 14 March 2024**
Then reserved for International Storage from Friday 15 Mar until Friday 19 Apr 2024.
- ❖ **Saturday 20 April until Thursday 13 June 2024**
Then reserved for International Storage from Friday 14 June until Friday 4 Oct 2024.

RULES and REGULATIONS

1. The Domestic Bursar is the holder of both the Premises Licence and a Personal Licence and is the Designated Premises Supervisor.
2. **The maximum capacity for the Bar is 250 people including all bar workers and ents. The maximum capacity for the basement Party Room is 40 people including all workers and ents.**
3. All drinks bought in the Bar must be consumed there or in designated areas. **No drinks purchased elsewhere may be consumed in the Bar during Bar retail hours.** Only drinks in vegware containers may be taken down to the Party Room. **No glassware (or bottles) are allowed in the Party Room.**
4. Smoking (including vaping and e-cigarettes) and the use of illicit drugs will not be tolerated in the Bar as with the rest of College property.
5. The Bar Team (who are members of the JCR and MCR) will be responsible for ensuring that alcohol will not be served to persons under the age of 18. These persons will be allowed entry to the Bar where this complies with relevant laws and statutes but will only be allowed to purchase non-alcoholic beverages. To assist the Bar Team in this aim, the names of any Newnham students who are under the age of 18 years will be given to the Bar Team who will then be responsible for making sure these students are not served alcohol. The Bar Team will also institute a policy whereby any persons unknown to the Bar Staff, who are suspected to be under 18 years of age, will be required to provide photographic proof of age before being served alcohol.
6. The level of staffing of the Bar is the concern of the Bar Team who are responsible for staffing the Bar. They will take advice from the JCR Senior Treasurer and College Accountant as to the finances of the Bar, and the JCR Ents Officer(s) as to the expected level of business, before making decisions regarding the level of staffing.
7. The Bar Team are to be trained in the legal sale and service of alcohol by the Designated Premises Supervisor who is also a personal licence holder.
8. All Bar Team are to be informed that:
 - a. Those working behind the Bar are permitted to consume non-alcoholic drinks behind the Bar, however anything that is consumed must be purchased by the individual, either from the Bar or elsewhere. There will be no free drinks available at the Bar for staff. No food whatsoever can be consumed behind the Bar counter itself.
 - b. Giving free food or drink from behind the Bar to any person will be regarded as stealing. Anyone found to be stealing from the bar in this way will not be asked to return, will be reported to the Senior Tutor or Postgraduate Tutor and will be liable for the cost of the items stolen.
 - c. The Bar Team are empowered and required to refuse to serve anyone who seems to have already taken too much drink.
 - d. The Bar Team are empowered and required to ask individuals who are behaving badly, who seem to be taking prohibited substances, are smoking or who have taken too much drink, to leave the Bar.

9. Should the Bar Team have difficulties in dealing with any persons in the Bar and/or Party Room, for example as a result of excess alcohol, they should call the Porters' Lodge for direct assistance. [In an emergency situation the Bar Team should contact the Porters' Lodge who will if necessary contact the Emergency Services and/or the University Security for assistance].
10. Should the Bar Team have particular or recurrent difficulties in dealing with any student, whether of this or another college, they should report this to the Porters' Lodge who will log an incident report which will be sent to the Senior Tutor, who is the Disciplinary Officer concerned. **The College reserves the right to ban individuals or societies permanently or temporarily from the Bar and/or Party Room should there be a serious issue or incident.**
11. **Students wishing to book the Bar and/or Party Room for an event, must contact the Bar Committee**, who keep a diary of all events taking place in the Bar and/or Party Room.
12. Once the Bar Committee has booked the event in their diary, the organisers of the event must contact the Conference Office, who will then send a template Risk Assessment to be completed by the event organisers. The Conference Office will also send a Booking Form if there is a speaker, for compliance with the Prevent Legislation. Once the Risk Assessment (and Booking Form) are completed and returned to the Conference Office, the Conference Office will confirm the booking and update the College Events System (KX) so that the Porters' Lodge are aware of the event booking.

Emails:

- bar.committee@newn.cam.ac.uk
- conference@newn.cam.ac.uk

Please Note: even when the Bar is booked for an event the Bar will remain open to all (although one area may be sectioned off).

13. Music is allowed in the Bar and/or Party Room and is under the control of the Bar Team. **It should not be played so loudly that it is audible outside.** In particular the bass control should be turned down since it is the bass beat that is particularly carrying. **Music in the Bar and/or Party Room should be turned down promptly at 11.00 p.m. and completely turned off at 11.20 p.m.** (even with an extension the music must be turned down at 11.00pm and completely turned off at 11.20pm).
14. If the Porter on duty receives complaints about noise in the Bar and/or Party Room, whether from the music or more general noise, the Porter shall help the Bar Team deal with the matter.
15. The Bar & Party Room must be shut promptly at the designated time, clearing up must be done quickly and the key and locked cashbox returned to the Porters' Lodge.
16. **Rubbish / Cleaning:** The Bar Staff or 'Responsible Person' for events in the Party Room must ensure any spill are cleared up promptly especially in the corridor and stairs. Equipment can be obtained from the Duty Porters. All rubbish should be collected and taken to the outside bins, near to the covered bike shed in RFB car park.

17. PERMITTED OPENING HOURS for the Bar

- ✓ Monday 6.30 pm – 11.00 pm (*11.30pm with an extension – see more below*)
- ✓ Tuesday 6.30 pm – 11.00 pm (*11.30pm with an extension – see more below*)
- ✓ Wednesday 6.30 pm – 11.00 pm (*11.30pm with an extension – see more below*)
- ✓ Thursday 6.30 pm – 11.00 pm (*11.30pm with an extension – see more below*)
- ✓ Friday 6.30 pm – 11.00 pm (*11.30pm with an extension – see more below*)
- ✓ Saturday 6.30 pm – 11.00 pm (*11.30pm with an extension – see more below*)
- ✓ Sunday 7.00 pm – 10.30 pm

When the bar closes at 11.00pm the call for last orders will take place around 10.50pm with no drinks being served after 11.00pm, all guests to leave by 11.20pm, unless they are planning to stay in College overnight with a Newnham Student in which case they can stay in the Bar area until 12midnight (when they must leave). The Bar Staff will finish their shift at 11.30pm.

Students requesting a Bar Extension must initially confirm with the Bar Manager that there is enough staff to cover this extension.

- No more than two bar extensions in a seven-day rolling period are normally granted, of which one is for a Student Society.
- No extensions beyond 11.30 pm are ever granted.
- No extensions are ever granted on a Sunday evening.

Once the Bar Manager has confirmed that an extension is permissible, the Conference Office (on behalf of the Domestic Bursar who is the Designated Premises Supervisor) will make a note of this Bar Extension on the room booking diary (KX) so the Duty Porters are aware of this extension and to ensure that no more than two Bar Extensions are allowed in a rolling seven-day period.

When a bar extension is granted, the call for last orders will take place at around 11.20pm with no drinks being served after 11.30pm, all guests to leave by 11.45pm, unless they are planning to stay in the College overnight with a Newnham Student in which case they can stay in the Bar area until 12midnight (when they must leave). The Bar Staff will finish their shift at 12midnight.

18. PERMITTED OPENING HOURS for the Party Room

- ✓ Monday to Saturday 08.00 am – 11.00 pm (*11.30pm with an extension – see above*)
- ✓ Sunday 08.00 am – 10.30 pm

19. **Doors to the Party Room must NOT be wedged open.** Doors found to be wedged open may result in the person who has booked the space being liable for a £250.00 fine for tampering with the building fire precautions.

20. **Fire evacuation** – by stairs or battery-operated ascending evacuation chair so people with mobility issues can be evacuated during a fire alarm.

**Newnham College Bar and
Party Room Rules**

Updated February 2019

Reviewed January 2023

Updated April 2023

Updated January 2024