



# BAR MANAGEMENT POLICY

Version: 3/7/19 - Approved by Committee: 3/7/2019

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## PURPOSE

The purpose of this policy is to ensure:

1. consistent performance standards in the purchase, storage and sale of alcoholic beverages and other products;
2. better management of risks associated with service delivery; and
3. appropriate work behaviours and ethics.

## CONTEXT

Mates Theatre Genesis Inc ('MTG') is committed to continuous improvement in the management of its resources and the provision of services to its members and guests.

This policy applies to all MTG members, including cast, involved in an MTG production or event ('cast and crew').

## PRINCIPLES

1. All volunteers involved in the provision of services or products from the bar ('bar crew') must be adult MTG members.
2. Only bar crew may be behind the bar while the bar is open for service.
3. At all times during bar trading there must be present at the premises at least one MTG member (but not necessarily bar crew) who holds a current RSA Certificate. Where possible, this should be a member of the Management Committee.
4. One member will be the nominated Bar Manager on the volunteer roster. Where possible, this should be a member of the Management Committee.

The Bar Manager must ensure:

- compliance with all MTG policies and procedures relevant to financial accountability;
  - the purchase, storage and sale of bar products in accordance with this policy; and
  - compliance with the conditions of any liquor permit issued to MTG and all relevant laws concerning the sale of liquor.
5. All stock to be sold from the bar must be purchased at the best reasonably available price and in quantities reasonably required for the event or production to avoid wastage from unsold perishables or lengthy storage periods.

6. The Bar Manager must ensure that all bar stock is kept in locked storage and a stocktake recorded prior to and at the end of each event or performance.
  7. No alcoholic beverages may be taken into the Green Room or backstage during a production or event.
  8. All stock from the bar consumed by cast or crew during an event or performance must be paid for.
  9. At the end of the event or performance, each cast and crew member may have one complimentary drink.
  10. At the conclusion of an event or performance of a production, opened and partially consumed bottles of wine, soft drinks and left over perishable goods that would otherwise be wasted may be consumed by cast and crew free of charge.
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