

## Bar Services

### Bar service to run a bar under our licence

Under 100 people	£100
Under 300 people	£300
Under 500 people	£500
Under 700 people	£700

### Camden Centre to run a bar

Bar management time	£150 or £450
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## Bar arrangements & legal obligations

The Camden Centre is licenced to operate the sale of alcohol within restricted hours. The Camden Centre can run bars for your event, although clients also have the option to run bars under the Camden Centre licence.

## Requirements for running your own bar

If clients contract to run their own bar service the Camden Centre insist on certain procedures and that a professional bar service is undertaken. It is a legal requirement that all alcohol is to be sold using legal measures. The Camden Centre does not allow sales of bottles of spirits at any time. Sale of bottles of wine or champagne is at the discretion of the Manager and should be discussed in advance of the event. Tap water must be available at all times for the customers. As we are the Licensees please ensure that a menu list is provided in duplicate to display at the bar areas detailing each drink you are selling, its price and alcohol content. This is a legal requirement.

## Bar set-up

We have three bins for ice or to chill drinks. We do not supply tills, petty cash, ice buckets, bottle openers, plastic glasses, measures etc. Although we generally have some ice in stock, and clients are welcome to use it, it is always best to check availability a few days in advance. **Remember – it is your bar so you provide everything associated to running a professional service.**

## Licencing rules

We have the rights to close the bar at any time if we feel that the correct arrangements are not in place. The official licensing hours on your event will be outlined to you according to the legal agreements and your contract agreement. All music and dancing must cease and bars must be fully closed according to the signed contractual agreement. Bars are to close 20 minutes before the licensed time of closure to allow drink up time. This is at the discretion of the Duty Manager working your event.

**Terms and conditions:** All hall hire costs are inclusive of VAT all other costs are exclusive of VAT. All fees, charges and conditions are subject to change at the discretion of the management of the Camden Centre and the London Borough of Camden.

## Refusal procedure

The bar manager must ensure all bar staff are briefed to operate the Challenge 25 policy, posters should be displayed around the bar area. Bar staff must also be briefed not to serve anyone who appears intoxicated.

Refusals should be noted by the bar staff in a book at the bar, indicating the time, a brief description of the person attempting to buy alcohol and why a person was not served alcohol. The venue will close the bar immediately if they believe these policies are not being adhered to.

## Waste

You are responsible for clearing all bottles, cans and plastic glasses from the venue throughout the event and must make use of our recycling and refuse facilities. It is essential that any spillages are dealt with immediately.

It is your responsibility to ensure the hall is clear and clean before you leave the premises. We supply large bins and recycling bins but please supply your own black bags and blue roll for collection of rubbish and cleaning.

## Exiting the venue

Due to our licence and respect for residents we do not allow any exit at all from the Bidborough Street doors after 9pm. This means all of your load out will be from the Euston Road doors at the end of the event and all organisers and associated guests will depart from the Euston Road doors as well. We can also make arrangements for load out to be completed after your event.

### **We thank you in advance for your co-operation.**

Nicky Ezer, Senior Officer and Licensee for Camden Centre.

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