

Complimentary Drinks Policy

On occasions volunteers can be offered a complimentary drink as a thank you for their help. It is also customary and appropriate to offer visiting speakers a complimentary drink.

To maintain a consistent approach and ensure the bar accounts are not disadvantaged, this document sets out guidelines for House Committee members, together with staff and volunteers when manning the club bar.

1. The relevant House Committee member must sanction any complimentary drinks, for named volunteers, who are to be offered a free drink. If no advanced instructions have been given to bar staff for a specific event no free drinks will be given.
2. It is inappropriate for anyone manning the bar to help themselves to a free drink.
3. A complimentary drink will be restricted to one soft drink, beer, or medium glass of wine.
4. The cost of any complimentary drinks will always be recorded, and the relevant cost centre will be charged the retail price for any free drinks sanctioned at their event. When setting an event budget, organisers should factor in the likely cost of any free drinks to be authorised. If the event is not income generating, no complimentary drinks will be authorised for volunteers attending that event.
5. Bar Staff must enter all free drinks into the till using the complimentary drink function.