

# POLICY

## Bars and Venues

Ref No: BaV-15



### *Entry Policy* April 2024

#### DOCUMENT CONTROL

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## Revision History

Date of next revision:

Revision Version	Previous Revision Date	Summary of Changes	Changes Marked
V01-JB	10Apr23	Reformatting	Update
V02-JB	04Jun24	Change to last entry for minors. 19:30 to 19:00, reflecting other policies.	Update

## Introduction

The Union bars strive to be a safe space for all who enter, by following these entry policies, we're helping to create a safer and more welcoming environment.

Our entry policy varies, Phineas, The Huntley and Mully's act as members bars and as such only allowing certain individuals entry, as listed below. The Institute is a public bar and as such allows entry to all those of age. In all cases, we allow only of and above the legal age to purchase alcohol and we expect all customers to always carry physical governmental age ID cards on their person.

## Expected Standards

There are 4 licensing objectives of equal importance:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

## Entry Policy

This policy can be found publicly on the [Union website](#).

### Entry

- **Entry/exit searches and the right to search whilst inside the venue is a condition of entry.** An entry bag search is mandatory on select nights where you will be informed by our security team, the others will be at the discretion of venue management.
  - On occasion, stricter searches will be enforced, these are often a reflection of incidents prior and as such could entail; bag searches, large pocket searches, wallet/purses, phone cases, etc.
  - On occasion, we operate spot searches and full-body searches.
  - **Unwillingness to comply with any form of search will result in your immediate refusal/ejection** from the bars.
- **The last entry is at Midnight every day** (unless the license ends earlier, though we reserve the right to close doors earlier). **This is a condition of our license.** A rare exception would be when we have a Temporary Events Notice.
- **Only those 18 and over will be admitted** to the Students' Union UCL Bars. All persons under 18 years of age must leave the premises before 19:00. Private events must communicate minors in attendance in advance, we reserve the right to refuse if no prior arrangements have been made.
- **Customers must not bring in alcohol.** Those in your possession will be confiscated without return if you don't declare them on entry.
  - Customers should declare sealed soft drinks on entry too. Any liquid in an unsealed container will be confiscated on entry simply because we cannot assume alcohol has not been added to the vessel.
  - **Any drink purchased within the bars must not leave the premises.** This is a strict stipulation on our license and doing anything to the contrary will be in breach of that.
  - Drinks bought from The Institute Bar may be consumed on the Level 4 Terrace (alongside The Institute Bar). Any drink purchased within the bars must not leave the

premises. This is a strict stipulation on our license and doing anything to the contrary will be in breach of that.

- **All customers are required to present their ID on entry** at Phineas, Huntley, Mully's. **Strictly no ID, no entry**, our security team will check your IDs as a condition of entry. You may also be required to present your ID on entry at The Institute too, this is likely for event purposes. One should always be prepared to show their ID at any time during their visit at the Union Bars.

**Refusing** or an inability to present your IDs **will result in your immediate refusal/ejection** from the bars.

**All forms of ID must be physical, no photographs on devices** or photocopies are allowed, per our entry policy. **Expired UCL Cards will be confiscated** as per UCL guidelines.

**Valid IDs are as follows:**

- UCL staff/students/alumni must show both of the following:
  - Valid UCL Student ID / Staff ID / Alumni\* / Honorary Life (excludes UNiDAYS, Library/Halls etc).
  - Photographic (Government) ID
    - Passport, National ID Card, Driver's License, Service Card, NUS TOTEM+ ID Card
- Students from other UK Universities must show their valid University ID and Photographic (Government) ID to gain entry (excludes UNiDAYS, Library/Halls etc).
- All guests must be signed in by a UCL member and Photographic ID shown to security.
  - Guests remain the responsibility of the signee.
  - Only current UCL Students and Staff may sign in a single guest - this does not extend to Alumni or Honorary Life members.
- **UCL Students can sign in one public guest per whole day**, the guest and UCL student must be able to present the above IDs.
  - The guest remains the responsibility of the UCL Student, in some cases, UCL students have been reprimanded based on their guests' poor behaviour.
- Management reserves **the right to refuse entry**.

### Zero-Tolerance

- We operate a **zero-tolerance policy on drugs**. This covers but is not limited to non-prescription drugs being brought into the venues and 'legal highs.' Anyone found with illegal drugs will be reported to the police and likely banned from all our bars. Anyone seen to be asking for drugs will be removed from the bars and likely banned. Anyone found to be dealing drugs will be reported to the police immediately and face a significant ban from all bars.
- We operate a **zero-tolerance policy on weapons**. Anyone found to be in possession of a weapon will be banned from the venue and the police will be called. The legal definition of an offensive weapon is *"any article made or adapted for use for causing injury to the person or intended by the person having it with him for such use by him or by another."*
- We also operate the [Active Bystander](#) and [Full Stop](#) initiatives. Student's Union UCL **does not tolerate sexual misconduct, bullying, and harassment in any form**. If any of our team or the wider student body identifies anything occurring during an event or beyond, it will be dealt with at a senior level and may result in a ban or more. For more information on this, head here.
  - We operate the Ask for Angela and Ask for Clive initiatives.
    - [Ask for Angela](#) - Our teams are here to support you. If you're on a date that isn't working out, getting unwanted attention or people aren't taking 'no' for an answer, just Ask for Angela. Staff will be able to assist by supporting you to leave the venue safely or ensure you are reunited with a friend.

- [Ask for Clive](#) – Everyone is welcome in our venues; we do not tolerate any form of discrimination. If you witness or encounter any form of abuse on our premises, please contact a member of staff and we will resolve the issue.
- It is **against the law to smoke in our venues** (and any enclosed public space in the UK). Please note, it is **also against union policy to vape, or use e-cigarettes** within our venues too.
  - Anyone caught smoking in our venues will be immediately removed.
  - Anyone caught vaping or using e-cigarettes will have their device confiscated. Upon a second offence, they will be immediately removed.

### Further Policy

- Under management instruction, **bar staff reserve the right to refuse service**.
- Your **belongings must remain in your possession**, we cannot guarantee their security throughout your visit.
  - Lost property often goes back to the bar, if you lose something, ask at the bar you lost it in.
- \*More information on [UCL alumni cards can be found here](#).
- Whilst restrictions are no longer the law, be kind and be mindful that fellow customers may wish to continue certain covid-specific policies.

*NB – we are working to implement Ask for Clive – it is not in place yet.*

## Proof of Age - Challenge 21

The Students' Union UCL bars operate a think / Challenge 21 policy.

- It is an offence to sell alcohol to an under 18. The consequences are profoundly serious; a person caught making an underage sale may receive a fixed penalty notice of £90 and may lose their job. Additionally, a premises licence holder whose premises are caught selling alcohol to under 18s on two occasions in a consecutive three-month period may face an unlimited fine as well as having the licence suspended or revoked.
- Our think / Challenge 21 policy requires the following three steps:
  - Think – assess the age of every customer.
  - Challenge – if you believe the customer to be under the age of 21, ask for ID.
  - Refuse – if the customer cannot produce a valid form of age ID, refuse service, and inform all other members of the venue team.
  - Refuse If the customer produces an age ID that clearly identifies them to be under the legal age, refuse service, and inform security immediately.
- Fake IDs are common, so if you are unhappy with the ID for any reason or it looks fake or tampered with, **refuse the sale**, and inform security/bar supervisor immediately.
- Our think / challenge 21 policy always applies, even when:
  - You/the bar is busy.
  - You believe security have already checked the customers ID.
  - You have seen an acceptable ID from the customer on a previous occasion.

Remember, if you ask for ID from everyone you think looks under 21, then you will protect yourself from breaking the law.