

## BAR SETUP PROCEDURE

SUPERVISOR TO ENSURE ALL TASKS BELOW ARE COMPLETED BEFORE GUESTS ARRIVE



### Area: Barn Bar

- When you arrive check glass washer is clean, if clean then turn on. Collect glass drying brushes and tea towels
- Spot check bar area checking everything is fine no spillages etc - put bin liners in if necessary. Sanitize surfaces and sweep floor
- Use sanitizer and blue roll on all surfaces and give floor a sweep if necessary
- Take spirits out of cupboard put most popular (gin, whisky, vodka and Southern Comfort) on optics and the rest on top shelf and fill the gin bar
- Check that there is plenty of ice ready in bags in the freezer and ice machine filling up
- Check what is welcome drink and take out what is needed and slice any fruit for the jam jars
- Turn on gas for beer. (Manager/supervisor only)
- Ensure bar is fully stocked including draught beers, bottled beers, wines and ciders etc
- Turn on EPOS machine and get card machine, check you have enough till rolls
- Ensure the cash drawer has an adequate float
- Put drip trays back in place
- Cut fruit (lemon, lime, strawberries, raspberries, orange, pink grapefruit and mint) in condiment rack
- Fill up water dispenser with water, ice and lemon slices
- Fill up urn and ensure the brew station is fully stocked (tea, coffee, sugar and fill milk jug) – make pot of coffee ready for after ceremony
- Turn on music
- Get ice from kitchen

### Area: Wheatsheaf Bar

- When you arrive check glass washer is clean, if clean then turn on
- Spot check bar area checking everything is fine no spillages, dust or dirt etc put bin liners in if necessary
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- Check what is welcome drink and take out what is needed and slice any fruit for the jam jars
- Turn on gas for beer. (Manager/supervisor only)
- Ensure bar is fully stocked including draught beers, bottled beers, wines and ciders etc
- Ensure you have enough plastic glasses (gin, pint, half pint, tall, wine)
- Turn on till and get card machine, check you have enough till rolls
- Ensure the cash drawer has an adequate float
- Put drip trays back in place
- Cut fruit (lemon, lime, strawberries, raspberries, orange, pink grapefruit and mint) in condiment rack
- Turn on coffee machine
- Turn on music
- Get ice from kitchen

### Area: Horse Trailer

- Turn on power
- Spot check bar area checking everything is fine no spillages, dust or dirt etc
- Ensure there is enough draught prosecco and that it is turned on
- Ensure bar is fully stocked including draught beers, bottled beers, wines and ciders etc
- Ensure you have enough plastic glasses (gin, pint, half pint, tall, wine)
- Turn on till, check you have enough till rolls
- Ensure the cash drawer has an adequate float
- Get fruit (lemon, lime, strawberries, raspberries, orange, pink grapefruit and mint) from other bars and put in jars
- Get ice from kitchen