



# CHELSEA FC ALCOHOL SERVICE REFUSAL/INCIDENT LOG

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Use table to track Alcohol Service Incidents (should you have multiple incidents in one category, use a hash mark). Please turn completed log in at the end of shift.

1		Refused service to a guest who appeared to exhibit signs of obvious intoxication.
2		Became necessary to "cut off" service to a guest
3		Refused service because guest could not provide proper valid ID (drivers license, pass card, passport)
4		An over 25 ID was presented and rejected.
5		Underage ID presented and service refused to minor.
6		Refused sale because guest was already in possession of two drinks.
7		Alcoholic beverage was removed from a guest's possession.
8		Guest required alternative transportation home because he / she/ they were, or may be, unable to drive safely.
9		Guest may have been inadvertently served more than 4 drinks per identification.
10		Alcohol was, or reasonably maybe have been, inadvertently furnished to a guest under 18 years of age.
11		No alcohol incidents occurred during shift.

**MANAGER AND THE SERVER MUST COMPLETE THE INFORMATION BELOW IF ALCOHOL SERVICE HAS BEEN REFUSED. REMOVED FROM A GUEST'S POSSESSION OR DISCONTINUED ("CUT OFF") TO A GUEST EXHIBITING SIGNS OF OBVIOUS INTOXICATION.**

(If needed, back of log may be used for listing more information)

NAME, (may be obtained through checking of ID): \_\_\_\_\_

MALE  FEMALE DESCRIPTION OF CLOTHING \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ NUMBER IN PARTY \_\_\_\_\_

SEAT/BAR LOCATION \_\_\_\_\_

INJURY OCCURRED?  NO  YES

TYPE OF INJURY: \_\_\_\_\_

SECURITY/MANAGEMENT INVOLVED

FIRST AID INVOLVED

LOCAL POLICE INVOLVED

OTHER PERTINENT INFORMATION (ANY UNUSUAL CONVERSATIONS, SPECIAL CIRCUMSTANCES EXPLAINING HOW THE PROBLEM OCCURRED, ETC.): *If needed, back of log may be used for listing more information*

Whenever service to the guest has been "cut off," the manager must immediately notify all venue management who will notify other areas. Once a guest has been "cut off," **no team member** may knowingly continue to sell or furnish any alcohol beverages to the individual at any other point of sale.

Employee involved or witness:

Location:

Manager / supervisor name:

Signature / date:

General manager: Ben Burton

Signature / date:

DPS: Keith Overstall

Signature / date: