

BAR SERVICE

To provide bar service and bar manager service to the main bar

Main Bar

Tuesday 3rd June 2025

Set up and serve patrons from 11:00am through to 12.00 midnight.

Suggested number of volunteers for rostering - 2 persons required between 11:00pm to 5:00pm, increasing to 6 persons 5.00pm to 12 midnight.

Wednesday 4th June 2025

Set up and serve patrons from 11:00am – 4:00pm

Suggested number of volunteers for rostering - 2 persons required between 11:00am to 6:00pm (service closes at 4pm however allow 2 hours for clean and pack up after closing)

Bar Manager

- Entry stock take of all goods received for the bar – Monday (or the weekend before) Set up the bar (cups, nip pourers, cup holder frames, drink tubs, fill fridges and organise cold rooms ect.)
- Ice drinks on Tuesday and Wednesday as required. A cold room will be supplied which we fill with ice however a ice run may be required.
- Coordinate volunteers in bars
- All volunteers serving behind the bar must be over the age of 18.
- Ensure that bar checklist has been followed & all volunteers check ID of patrons if they are not wearing an 18+ arm band prior to serving them. Security should be checking and placing on armbands at the entry points.
- Communicate with show committee regarding needs if anything arises
- Monitor stock levels, order and pick up more stock as required from Maraboon tavern
- Volunteers must hold a current RSA (emailed to General Manager no later than 1 week before the show)
- Be present on Tuesday and Wednesday opening, during busy periods and close
- Communicate with security allocated to bar area
- Closing stock take on Wednesday after the bar closes
- Assist to clean out bar and return all left-over unopened stock to supplier and relocate what can't be returned to show office/available fridge – Thursday
- Clean out bar ready to hand back to council after the show - Thursday

Bar Staff

- Duties of volunteers serving the bar will include filling ice bins and restock drinks as required or directed.
- Do a quick clean of patrons cans on bar tables to bins as required.
- There must be a minimum of 2 persons in the bar area who holds a current RSA certificate at all times.
- The selling of drink tickets is a separate tender and will be carried out as a different service.
- 10 event volunteer lanyards will be allocated for volunteers to gain entry into the event. The lanyards must be worn by volunteers at all times while on their shift. Once the individuals shift is over the lanyard is to be passed on to the next person taking their place on shift. Volunteer lanyards are only to gain access through the gate to perform your shift not to entry the show. Individual tickets must be purchased.
- Entry tickets can be purchased online or at the gate.
- All volunteers need to be inducted in the process by the Bar Manager prior to commencing work, we would suggest that all volunteers arrive on site 15min before their rostered shift starts.
- All volunteers are to have read the Bar Service information before the start of their shift.

