

Bar

The Bar Closing Standard

Five steps from last call to the locked door. Guests remember how they were asked to leave, and tomorrow's opening starts from what tonight's close leaves.

Who	When	You need
The closing bartender, checked by the duty manager	Every night, from 30 minutes before closing to the handover	Tonight's closing time, the POS report, the float, the handover log
Measured by Last call made 30 minutes before close · Cash, cards and rooms match the POS · Handover log written every night		

1 Call it quietly

Thirty minutes before closing, go to each table and seat in person to offer a last order. No bell, no lights up, no announcement across the room. Close the order list ten minutes later.

"We close at one, Mr Dubois. May I bring you anything else before then?"

Common mistake Turning up the lights to make the point. The guests leave, and so does the memory of a good evening.

2 Close around them

Let guests finish at their own pace. Clear the back bar and empty tables, but leave every seated guest's area as it is: no chairs on tables, no vacuum and no music change while anyone is there.

"Please take your time, Ms Ito. We're here until you're ready."

Common mistake Stacking stools around the last guests. They hear the message long before they finish the drink.

3 See them out

Bring any remaining bills at closing time and walk the last guests to the door or the lift. Tell in-house guests who want one more drink that in-room dining is open through the night.

"In-room dining is open all night, Mrs Schmidt, if you'd like a nightcap upstairs."

Common mistake Saying goodnight from the sink with your back turned. The last guest leaves the way you leave a shop.

4 Cash up

Print the POS report, count the cash with a second person, and match cash, cards and room charges to it. Any difference over the limit set by finance is explained in writing before you leave.

"POS 4,812.50: cash 612.00, cards 3,410.50, rooms 790.00. No difference. Counted with Ana."

Common mistake Counting alone at the end of a long night. A miscount becomes a question about you, with nobody to vouch.

5 Reset and hand over

Wash and store the glassware, cover the garnish, dry the bar top and lock the spirits. Then write the handover: stock that ran low, anything broken, guests to remember, incidents logged.

"Low: Campari, limes. Broken: one coupe. Mr Castellano back Friday, likes the corner seat."

Common mistake Leaving the morning team to work it out. Opening starts late while they look for what you knew at 1am.

The Close, Line by Line

Fourteen lines from last orders to the locked door. Tomorrow's opening is only as good as what tonight's close leaves behind.

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| ☐ Last order offered at every seat in person | ☐ Cards and room charges matched to the report |
| ☐ Order list closed 20 minutes before close | ☐ Any difference explained in writing |
| ☐ Lights and music unchanged while guests sit | ☐ Glassware washed, polished and stored |
| ☐ Every open bill settled and closed in the POS | ☐ Garnish covered, fruit and dairy in the fridge |
| ☐ Last guests walked to the door or the lift | ☐ Spirits and the cash drawer locked |
| ☐ POS report printed and signed | ☐ Bar top dry, stools aligned |
| ☐ Cash counted by two people | ☐ Handover log written and signed |

How to use this with your team

The closing bartender ticks it and the duty manager signs it every night. Brief three lines a day this week; on Friday the opening bartender reports at the briefing one thing the close missed.

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