



Operational Memorandum – Topsy Bar

(Version 1.5 – Updated: February 2026)

Preamble

The following rules govern the organisation, execution, and closing of the weekly Topsy Bar and other events held in collaboration with the Bar Society.

They apply to all parties hosting the event and are binding unless amended by the Bar Committee in consultation with DASI.

The purpose of the Topsy Bar is to provide a social and communal space that fosters community, cultural exchange, and enjoyment. Topsy events organised by societies or individuals must not be used for political campaigns, fundraising, or partisan purposes.

Definitions

For the purpose of this memorandum:

- **“Bar Team”** refers to the members of the Bar Society on duty during the event, as well as the Bar Society EXCO responsible for operations, safety coordination, and rule enforcement.
- **“Awareness Team”** ensures the safety, well-being, and accountability of all students attending Topsy events by providing sober monitors who can respond to concerns, emergencies, or other issues. SAGE and the Ombudspersons oversee the Awareness Team in consultation with DASI and the Bar Society.
- **“DASI”** refers to the Diplomatic Academy Student Initiative, the overarching student body responsible for student representation and event oversight.
- **“Ombudsteam”** refers to the appointed members of the student community responsible for ensuring fairness, safety, and mediation in cases of conflict or complaints.
- **“Hosting Society”** refers to the student society or group officially organising a Topsy Bar event in coordination with the Bar Society and DASI.
- **“Bar EXCO”** refers to the leadership of the Bar Society, consisting of the President, Vice President, Treasurer, and Secretary.

1. General Rules – House Regulations

1. Respect & Behaviour

- Respect everyone - staff, students, and guests. No discrimination, harassment, or aggressive behaviour will be tolerated.
- Follow all instructions from the Bar Team, DASI, and Ombudsteam at all times.



2. Alcohol & Consumption

- Anyone visibly intoxicated will not be served further.
- Water is always available free of charge.

3. Smoking & Space

- Smoking and vaping are permitted only in designated outdoor areas.
- The archway and garden are strictly off-limits.
- Barriers must not be moved.

4. Guests

- The Topsy Bar is *by students, for students*; it is primarily a space for the DA community.
- External guests are welcome in moderation, only if approved by the Bar Team or DASI, and must be correctly registered.
- The host is responsible for their guest's behaviour, must register them in advance, inform them of the rules, and remain present throughout the event.
- Unregistered guests or those not complying with the rules will be asked to leave.

5. Cleanliness & Safety

- Return cups and bottles after use.
- Report any spills or breakages to the Bar Team immediately. The person responsible must restore the affected area to its original condition.

6. Photos & Privacy

- No photos or videos may be taken inside Topsy. Respect everyone's privacy.

7. Rule Enforcement

- The Bar Team, DASI, and Ombudsteam have the authority to remove anyone violating these rules, ban guests, or refuse service.
- A **zero-tolerance policy** applies to harassment, spiking, discrimination, or intentional damage. Such behaviour results in immediate removal and possible disciplinary action.

2. Pre-Topsy Procedures

2.1 **Three days** before the event, the hosting society must inform the Bar Society President or a member of the Bar Society EXCO about:

- Desired special drinks or themes.



- Any specific requirements for the evening (the Bar Society will support societies' requests within its capacity).
- If no special requests are needed, this must also be communicated.

2.2 Communication and planning of the event are handled by the hosting society.

- The Bar Society supports where possible and ensures at least one Bar Society member is present at the start of each Topsy.

2.3 Pricing and drink selection may be determined by the hosting society.

- Standard Topsy pricing is recommended.

2.4 Purchasing is carried out by the Bar Society to the extent possible, depending on staff capacity.

- If necessary, members of the hosting society must assist.

2.5 In discussion with DASI and the Bar Society, people from outside the DA are allowed to participate in Topsy until further notice.

- Each student may bring guests within reasonable limits.
- Guest names must be added to a list shared with DASI, the Ombudsteam, and the Awareness Team.
- The student bringing a guest must ensure their guest knows and follows all rules and remains present with them.
- Failure to comply or to register a guest will lead to removal and consequences for the hosting student.

2.6 Key Safebox Procedure:

- The bar key is stored in a safebox next to the dining hall.
- The code will be communicated to the hosting society's President.
- At the end of the event, the key must be returned to the safebox the same night.

2.7 Other Hosting Society Responsibilities:

- Contact the DASI Treasurer for spare change.
 - A society member must download **SumUp** before the event to enable card payments; that phone must remain at the bar during the night.
 - Every person behind the bar must know who the Awareness Team is and how to reach them.
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3. During Topsy

3.1 Cash is handed over by the DASI Treasurer to the President or Treasurer of the hosting society at the beginning of the evening and remains their responsibility.

3.2 The Bar Society conducts an inventory check before and after the event, recording all sales and remaining stock.

3.3 A Bar Society member is present at the beginning to assist with set-up and coordination if needed.

3.4 Every 30 minutes, the courtyard, the entrance and all doors towards the Dorms must be checked to ensure that no guests are under the archway, in the garden or towards the Dorms. Smokers must dispose of waste properly. Unused cups should be collected regularly to prevent spills.

3.5 Lighting may be adjusted via the portier (concierge) upon request.

3.6 The hosting society is **fully responsible** for running the Topsy.

- The society must maintain a respectful and welcoming atmosphere.
- The Bar Society remains available for support and coordination.
- Any incidents must be reported immediately to the Bar Society and Awareness Team.

3.7 Running the Bar

- At least two and no more than four people must be behind the bar at all times.
- For safety reasons, no external persons or non-society members are allowed behind the bar.
- If alcohol runs low, the Bar EXCO may access more stock.
- Each society should ensure its bar staff are familiar with drink recipes and pricing.

3.8 Removal of Guests

- The Bar EXCO handles the removal of guests not complying with the rules.
- If no Bar EXCO member is present, responsibility falls to the hosting society.
- Each removal must be documented and communicated to DASI, the Ombudsteam, and the Awareness Team, who will jointly decide on consequences.

4. Post-Topsy

4.1 Closing the bar is the responsibility of the hosting society.



4.2 The bar must be locked at the end of the evening.

- The cash box must be stored in the designated spot.
- The key must be returned to the safebox the same night.

4.3 The Tipsy area must be cleaned and restored to its original condition.

- A photo of the cleaned area must be sent to the Bar Society as proof.
- The hosting society is responsible for ensuring that all contamination or excessive dirt caused during the event is properly cleaned, including but not limited to spilled drinks and bodily fluids (e.g. vomit). If such incidents occur, the hosting society must ensure immediate and thorough cleaning to restore hygiene and safety standards.

4.4 Failure to respect cleaning or closing procedures will result in a penalty for the hosting society.

- The penalty will be donated as a gift to the cleaning staff. The amount or form will be determined by the DASI Treasurer and the Bar Society.
- Repeated non-compliance may result in suspension from hosting future Tipsy events.

4.5 Leftover drinks remain property of the Bar Society unless otherwise agreed and will serve as stock for future events.

4.6 Pfand may be stored overnight under the stairs; however, it must not remain there longer than one day due to hygiene and smell considerations.

4.7 Open Bottle Accounting:

- More than half full → counts as half a bottle.
- Less than half full → counts as empty.

4.8 The Bar Society and DASI Treasurer conduct the inventory reconciliation.

4.9 The Awareness Team informs the Ombudsteam, DASI, and Bar Society of any incidents on a need-to-know basis. If necessary, the three parties will meet to discuss further steps.

5. Financial Settlement

5.1 At the end of each Tipsy, cash must be counted according to the **four-eyes principle**. Communicating the amount to the Bar Society is advised for faster profit estimation.



5.2 Each hosting society is **responsible** for returning all Pfand to the supermarket as soon as possible. After submitting the Pfand receipt to the DASI Treasurer, the respective Topsy earnings will be **released** to the society.

5.3 The DASI Treasurer is responsible for the official financial settlement and cash handling.

5.4 The hosting society will receive a profit statement after reconciliation if asked.

5.5 All financial matters or disputes must be clarified directly with the DASI Treasurer. DASI rules prevail.

6. Incentives & Society Policies

6.1 Members of the Bar Society who contribute at least two shifts (including inventory or purchasing) are entitled to free drinks during Topsy. The list will be communicated by the Bar Society.

6.2 The hosting society determines its own internal policy regarding benefits (e.g. free drinks) for its members.

Final Provision

This memorandum may be amended and will be updated and distributed through the society presidents' chat group and the DASI website.

By hosting or assisting at a Topsy event, all students acknowledge that they have read, understood, and agreed to abide by this Operational Memorandum.

It enters into force upon publication and applies to all Topsy events.

The Bar Committee

Annex:

Short checklist

Contact information

Version control table

Quick Checklist – Topsy Bar Operations

■ Before Topsy (3+ Days Prior)



- Inform the Bar Society of:
 - Special drinks or event theme
 - Specific requirements or wishes
- Circulate the guest list (all guests must be registered).
- Coordinate purchases with the Bar Society (assist if needed).
- Ensure one society member downloads **SumUp** and is ready to process card payments.

■ On the Day – Setup & Start

- Retrieve key from safebox.
- Receive cash float from the DASI Treasurer (President/Treasurer of hosting society is responsible).
- Ensure all bar staff know the Awareness Team and emergency contacts.

■ During Topsy

- The hosting society runs the event; the Bar Society remains available for coordination.
- Maintain a respectful and safe atmosphere at all times.
- Every 30 minutes:
 - Check courtyard & entrance → no guests under the archway or in the garden.
 - Ensure smokers use designated areas and dispose of trash properly.
 - Collect unused cups and keep the area tidy.
- Only authorised bar staff may be behind the bar (2-4 max).
- Report any spills, breakages, or incidents immediately to the Bar Team and Awareness Team.

■ Closing (Same Night)

- Lock the bar.
- Store cash box securely and seal counted cash in an envelope.
- Return key to the safebox.
- Clean and restore the area to its original state.
- Take a photo after cleaning and send it to the Bar Society as proof.
- Report any issues or incidents to the Bar Society.



Bar Society Contacts

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Version Control Table

Version	Date	Main Changes
1.0	Sept 2025	Initial version
1.2	Oct 2025	First overhaul
1.3	Oct 2025	Updated guest policy, safety rules, inventory clause
1.4	Nov 2025	Second overhaul
1.5	Feb 2026	Third overhaul