

**INCIDENT LOG**

<b>Date</b>	<b>Time</b>	<b>Description of person(s) involved</b>	<b>Staff member</b>
<b>Description of incident</b>			

Please use this log to document;

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) any faults in the CCTV system
- (f) any refusal of the sale of alcohol
- (g) any visit by a relevant authority or emergency service