

Nightclub — End of Night Report

20 items across 8 sections — fillable PDF, free to use.

Why this mix for a nightclub: Security carries this template, grounded in standard nightlife safety guidance -- a full walkround, fire exits and an incident log are non-negotiable at this volume and hour. Kitchen and Health & Safety are dropped since food isn't the core business. Covers becomes "Admissions."

Shift Overview

Venue

Date

Manager on duty

Team on shift

Sales & Financial

Sales (till)

Card machine

Cash

Variance

Covers & Revenue

Admissions

Spend per head

Cellar & Bar

☐ Float counted, cellar lines cleaned and temperature checked

☐ Ice wells cleaned, glasswasher drained

Waste total (£)

Comps total (£)

Security

☐ Alarm set, doors/windows locked, fire exits clear, walkround done

Security notes, incidents or ejections

Issues & Actions

How was the shift and the area / trade?

Issues raised and how they were addressed

HANDOVER TO THE NEXT MANAGER

Signed by

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