

Intoxicated Guest Incident Report

Fill this out any time a guest is cut off or removed, even if nothing else happened. It shows your staff acted responsibly.



Free template · gethosp.com

When and where

DATE

TIME SERVICE STOPPED

AREA (BAR, TABLE NUMBER, PATIO, EVENT)

MANAGER ON DUTY

SERVER OR BARTENDER

The guest

NAME (IF KNOWN)

DESCRIPTION (AGE, HEIGHT, CLOTHING)

ID CHECKED?

DRINKS SERVED

Signs observed

- ☐ Slurred speech
- ☐ Loud or aggressive
- ☐ Glassy eyes
- ☐ Unsteady on feet
- ☐ Spilling or dropping
- ☐ Falling asleep

What staff did

- ☐ Stopped service
- ☐ Arranged a ride
- ☐ Manager stepped in
- ☐ Offered water or food
- ☐ Asked guest to leave
- ☐ Police called

How the guest left

- ☐ Rideshare or taxi
- ☐ Drove
- ☐ With a sober friend
- ☐ Removed by police
- ☐ Walked
- ☐ Unknown

Witnesses

NAME

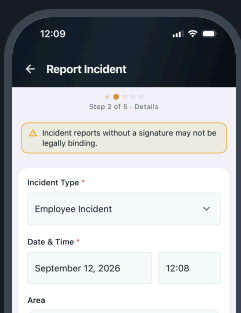
PHONE OR EMAIL

Sign-off

MANAGER (PRINT AND SIGN)

DATE

TIME COMPLETED



Or file it from your phone before close.

HOSP saves every incident with photos, time stamps, and signatures in one place.

[Book a free walkthrough at gethosp.com](https://gethosp.com)