

Incident log

Date and time of incident

Nature of incident (Choose from list)	Inappropriate behaviour	Turning away of minors	Damage to premises or personal property
	Assault/fight	Minors found on premises	Theft of property
	Accident requiring first aid treatment	Attempted purchase by a minor	Suspected presentation of fake ID
	Interventions with intoxicated customers	Refusal of patron (state reason)	Other (state reason)
	Drug use (state drug if known)		

Location of incident

Description of events

Where were you?
 What did you see/hear?
 What happened first?
 Who was there?
 Photographs/videos?
 Trespass notice served?
 Police called? When?
 Ambulance?
 Were there witnesses?

Incident log continued...

Witnesses	(List names and or a brief description of all persons you saw near the incident)
Date and Time of completing report	
Declaration	I hereby declare this report to be a true and accurate statement describing the event I witnessed Signature: