



Location

Gainesville Civic Center _____
 Room _____

Brenau at the GMC _____
 Room _____

OTHER _____

Event Name _____

Event Date _____

Number of Guest _____ **Number of Drinking Guests** _____

Event Start Time _____ **End Time:** _____

Contact Name _____

Company Name _____

Office Phone _____ **Cell Phone** _____

Email Address _____

Street Address _____

City _____ **State** _____

Type of Service

Cash Bar

Host Bar by the Drink _____ Beer & Wine

_____ Liquor

Number of Hours for Event _____ Total Hours _____

Well Liquor by the bottle \$121.00

Call Liquor by the bottle \$143.00

Premium Liquor by the bottle \$165.00

Premium+ liquor by the bottle \$176.00

Keg Beer QTY _____ Dom _____ Imp _____

Champagne _____ Toast _____ Bottle _____

Special Order _____

Total Number of Bartenders _____

Glassware Upgrade _____ Wine _____ Martini _____ Highball _____

Bartender & Labor Fees _____ (initial)

Lessee is responsible for the following bartender fees

Host Paid Bars. \$25 per hour per bartender plus one additional hour for set up and one additional hour for breakdown. Additional service charges apply to host paid bars

Keg and/or Cash Bar. 1-3 hour bar \$75 per bartender, 4-5 hour bar, \$100 per bartender. 6 hour bar \$125 per bartender. Over 6 hours, \$150 per bartender

Scott's recommends one bartender per 100 guest

Bar Service Minimum Charges _____ (initial)

All bar services are subject to a \$300 beverage sales minimum. Client is responsible for difference between actual charges and minimum charge if total sales fail to meet the minimum.

Deposits, Special Orders _____ (initial)

A deposit of **50%** of total estimated charges for a host paid bar is due at time of signing. The balance is due at the end of the event, no exceptions. Credit Cards are not taken for final payments. All bars require a deposit equal to the minimum beverage sales deposit and security deposit. If cash bar sales meet the minimum sales & the contract has not been violated the deposits will be refunded. If minimum sales have not been reached, the amount needed to reach minimum sales will be applied and the remainder refunded. A keg and special orders must be paid in full at signing and are non refundable. Any partially consumed bottles of liquor at any venue other than the Civic Center will be discarded according to state law. The remaining liquor for off site bars will be charged at 60% of remaining bottle, no exceptions to this rule.

Event Details

Off Site Alcohol Catering _____ (initial)

All off site alcohol catering events must be booked 21 days in advance of the event. There is a **\$25 service charge** for off site catering. Permits required by the City Marshal will be obtained by Scott's prior to the event. Opened unopened bottles of alcohol cannot be transported and must be discarded by Scott's at the end of the event

Cancellations _____ (initial)

All cancellations must be made a minimum of fourteen (14) days prior to the event and must be made in writing. Cancellations made less than fourteen (14) days prior to the event forfeit any deposits made. Any refund of deposit due will be made within 14 days of cancellation or conclusion of event.

Gratuities _____ (initial)

It is the policy of Scott's Beverage Services to allow bar staff to accept tips, if a **Cash Bar** is selected. A gratuity container will be placed on the bar during an event in which a cash bar is used. **A 10% service charge will be added to all host paid bars.** Any additional gratuity is appreciated for a job well done.

Taxes and Service Charges _____ (initial)

All bars are subject to Georgia State and local sales tax as required by law. These charges are already included in the cash bar prices. **7% sales tax on all sales and 3% tax on spirit sales will be added to all Host Bars.**

Terms and Conditions _____ (initial)

As a licensee, Scott's Beverage Services is responsible for abiding by and enforcing the alcoholic beverage service regulations of the State of Georgia and of the City of Gainesville, GA. **NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES FROM OUTSIDE SOURCES.** If alcohol from outside sources is determined to be on the premises all refunds are forfeited in full and bar service will be discontinued. During the event, Scott's Beverage Services reserves the right to refuse service to any individual that appears intoxicated and/or discontinue beverage service completely should it be deemed necessary and all refunds will be forfeited in full.

Only Licensed Bartenders are allowed to serve alcoholic beverages at your event. Proper ID will be required for any person consuming alcohol during the event. The legal drinking age in Georgia is **21** years old. Any person caught providing alcohol to an underage person will be asked to leave immediately and all alcoholic beverage service will cease without refund. All events are required to abide by State and Local regulations with regard to Last Call. Alcoholic beverage service will cease 20-30 minutes prior to legal end time.

Host Bar Estimated Charges	est. bev. ct	
or Minimum Sales Deposit		\$200.00
Compliance / Security Deposit (required for all bars)		
Well Liquor Deposit	Bottles @ \$121.00	\$ -
Call Liquor Deposit	Bottles @ \$143.00	\$ -
Prem Liquor Deposit	Bottles @ \$165.00	\$ -
Glassware upgrade		
Labor	Hours of bar # of bartenders	
Special Orders & Add Ons		\$ -
Sub Total		
Service Charge		
Sales Tax	7%	\$ -
Liquor Tax	3%	\$ -
Total		
Deposit		
Due upon Signing		
Remaining Balance	Estimated. Actual charges will be calculated at end of event	
Due at end of event		

Your event is not considered book until this contract is signed, and the deposit is received. Scott's Beverage Services is the sole licensee and vendor of alcoholic beverage service for the Gainesville Civic Center and The Martha Hope Cabin. Absolutely no outside alcohol is allowed in any of these facilities at any time.

By undersigning and initialing as indicated I agree in full to the terms and conditions of this agreement. I agree to abide by the rules and regulations as set forth and agree that final payment will be made no later than the stated end time of the event.

 Signature _____ Date _____

 Printed Name