

**Scott's Beverage Services**

A Dixon Restaurant Group, LLC Company  
 www.scottsonthesquare.com/beverageservices



110 Main Street SW  
 Gainesville, GA 30504  
 770-536-1111

**Location**

Gainesville Civic Center \_\_\_\_\_  
 Room \_\_\_\_\_

Georgia Mountain Center \_\_\_\_\_  
 Room \_\_\_\_\_

Martha Hope Cabin \_\_\_\_\_

**Event Name**

\_\_\_\_\_

Event Date \_\_\_\_\_ Number of Guests \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event 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

Host Bar Hourly \_\_\_\_\_ Liquor

Number of Hours for Event \_\_\_\_\_ Total Hours

Premium Wine Upgrade \$1.50 pp

Reserve Wine Upgrade \$3.50 pp

Call Liquor Upgrade \$8.00 pp

Premium Liquor Upgrade \$10.00 pp

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 bartender fees of \$25.00 per hour per bartender, including set-up and break down with a four (4) hour minimum. The confirmed number of guests determines the number of bartenders. In order to provide the best possible service to your guests, Scott's requires:

1-50 guests = 1 bartender	276-350 guests = 5 bartenders
51-125 guests = 2 bartenders	351-425 guests = 6 bartenders
126-200 guests = 3 bartenders	426-500 guests = 7 bartenders
201-275 guests = 4 bartenders	501 + guests = 9+ bartenders

**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 and Special Orders** \_\_\_\_\_ (initial)

A deposit of **50%** of total estimated charges is due at time of signing with the balance due at the conclusion of the event. **Cash bars** require a deposit equal to the minimum beverage sales and will be refunded in full if minimum is met. Otherwise the amount needed to reach minimum will be applied and the remainder refunded. All keg and special orders must be paid in full at signing and are non refundable. Any unused portion of a keg or any special order, whether opened, or unopened will remain on the premises. There are no exceptions to this rule.

**Totals**

Host Bar Estimated Charges	est. bev. ct	0	\$	-
Hourly Bar Charges			\$	-
Cash Bar Deposit			\$	-
Wine Upgrade	upgrade amount x guest ct.		\$	-
Liquor Upgrade	upgrade amount x guest ct.		\$	-
Glassware upgrade			\$	-
Total Hours (includes set up and tear down)		5		
Labor	total hours x \$25/hr x # of Staff		\$	-
Special Orders & Add Ons			\$	-
Sub Total			\$	-
Service Charge	0%		\$	-
Sales Tax	7%		\$	-
Liquor Tax	3%		\$	-
Total			\$	-
Deposit	50% - 100% of est. total charges less special orders		\$	-
Due upon Signing	equals deposit plus special orders		\$	-
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, The Martha Hope Cabin and the Georgia Mountains Center. 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 and the attached policies. 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.

**Event Details**

\_\_\_\_\_

**Cancelations** \_\_\_\_\_ (initial)

All cancelations must be made a minimum of fourteen (14) days prior to the event and must be made in writing. Cancelations 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.** 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. In the event of discontinued alcoholic beverage service there will be no refunds provided.

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 stated last call.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_