

BROOKLINE EVENT CENTER

32 Proctor Hill Road Brookline, N.H. 03033
(603) 673-4474 / e-mail info@brooklineeventcenter.com
www.brooklineeventcenter.com

Bartending Services Information Sheet

Thank you for considering Brookline Event Center for your event and our bartending services. The following is some general information about our bartending services and costs.

The cost of our bartending, services are as follows:

Set up a full bar, provide bartender(s): \$250.00

Set up a partial bar of beer, wine, soda, water, provide bartender: \$125.00

Other additional options:

1. Open bar with a running tab, which is based on consumption. (Host pays for what guests drink, plus 9% NH Meals & rental tax, 18% gratuity if applicable)

**The open bar can also have a time limit, or number of drinks etc.

2. **Cash bar. All guests pay for their own drinks.** (Most popular).

If you choose to have a bottle of red & white wine on each table, there will be an additional charge of \$30.00 per table.

A Champagne toast would be \$35.00 per table

A Chablis toast would be \$15.00 per table.

If you choose any of these services, we have enclosed a contract for you to sign and return with a deposit.

We accept credit cards, which carry a 3% additional fee.

Ten days prior to the event we will need a final guest count.

If you have any other questions please do not hesitate to contact us.

Kathy or Ron Pelletier

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Bartending Services Agreement & Contract

*Names: _____ Date: _____

*Address: _____

*Phone: H. _____ W. _____ Cell _____

*E-mail: _____

Date of Event: _____ Type of Event _____ Time guests arrive: _____

Name of Caterer: _____ Number of Guests _____

Services requested: Please check all that applies.

_____ Full Bar: \$250.00 (w/tenders) \$ _____

_____ Partial Bar: \$125.00 (Beer, Wine, Soda, Water, and tender) \$ _____

Check type of bar:

_____ 1. Cash bar, guests pay for all their own drinks. Most popular.

_____ 2. Open bar w/running tab, (Client pays total bill, for what guests consume, + 9% NH meal tax, plus 18% gratuity if applicable) \$ _____

A non-refundable deposit of \$100.00 is required Paid by _____ \$ **100.00**

An accurate count of guests will be required 10 days prior to event.

All events are based on a 6-hour period or 12:30am (whichever comes first)

Additional Options:

_____ Wine Bottles at tables for Toast: 1 Red and 1 White \$30 x _____ tables \$ _____

_____ Wine Glass for single Toast: Champagne \$35 x _____ tables
Chablis \$15 x _____ tables \$ _____

Balance is due on the day of your event.

If open bar, payment in full is due at the end of your event, (+4% charge for Credit Cards)

Balance Due \$ _____

I understand & agree by signing below that the bartenders will not serve anyone who is intoxicated or shows any signs of being intoxicated as judged by our bartenders. Also will not serve anyone under the age of 21 or anyone else who they deem should not be served. All alcohol must be supplied by Brookline Event Center and any guest who brings in alcohol or consumes alcohol in the parking lot will be asked to leave the premises immediately. Host of event will be held liable for any damages or unruly guest.

Client Signature

Brookline Event Center Rep

date