PLANNING PAPERWORK

Bar Plans ***(Required whenever Abbey Arts bartender is hired on)***

ABBEY ARTS BARTENDER [RENTER INITIAL: _____]

WHAT THIS SERVICE INCLUDES: Pouring and responsible service of alcohol.

WHAT THIS SERVICE DOES NOT INCLUDE:

- Setup/cleanup of bar (unless setup/cleanup time is coordinated when scheduling, see below)
- Product, cups, ice, towels, etc
- Important planning specs for client *(this is your coordinator's responsibility):*
  - Keg delivery time & setup *(Recommended 2-3 hours without movement before serving so it can settle/chill)*
  - Ice delivery time *(Recommended 2-3 hrs if using kegs, 1-2 hrs if using cans/bottles)*
  - Adherence to timeline *(must be managed by coordinator)*

Please describe below any planned alcohol sales, serving or consumption at this event.

PLEASE LIST ANY SPECIAL TIMELINE NOTES:
(champagne toasts, cocktail hour, etc)

WILL BARTENDER BE HELPING SET UP? ☐ Yes ☐ No
If not, minimum of 30 minutes before service and/or guest arrival to get familiar with event/setup/product and ensure bar is ready for service.

PLEASE SPECIFY TIPPING OPTIONS:
We will tip bartenders separately ☐ Yes ☐ No Bartenders can put out tip jar ☐ Yes ☐ No Other (please specify): _____

What products will be served? Please list of products and any specifics below (i.e wine, mixed drinks, beer cans/kegs).

RECOMMENDED PACKING LIST:

- ❏ Product
- ❏ Ice
- ❏ Kegs + taps
- ❏ Tubs/coolers to chill product, towels required under tubs
- ❏ Extra Tablecloth
- ❏ Cups/glasses
- ❏ Menu
- ❏ Mixers/garnishes- soda water, limes, etc
- ❏ Bottle opener, wine opener, shot glass

WHERE WILL BAR BE SETUP ☐ Upstairs ☐ Downstairs ☐ Both
WILL THE BAR BE MOVING LOCATIONS ☐ Yes ☐ No If yes, please describe _____



