



Clymont Community League
EVENT & BARTENDING PLAN

Event: _____

Event date: _____

Client(s) name: _____ Phone: _____

Day-Of contact person for bartenders + liaisons *(primary contact for questions and guest issues):*

Name: _____ Phone: _____

Caterer: _____ Phone: _____

PRE-EVENT RENTER RESPONSIBILITIES

Before the bar can open, the Renter must provide:

- LIQUOR LICENCE,
- TILL RECEIPT(S) (of all liquor purchased, No unreceipted liquor will be allowed in the bar), and
- PAL INSURANCE CERTIFICATE to the Bartender
- If serving signature drinks, all agreed upon supplies (see below)
- Name of who onsite contact will be in case of issues (not part of bridal party)

For a cash bar, the Bartenders can only accept tickets at the bar. Renter must provide:

- A ticket seller,
- Tickets, and
- A float (often \$300)

Additional responsibilities

- Read and follow all rules and regulations outlined in the Rental Agreement.
- Inform Agents (e.g., Decorators, Wedding Directors, Bands, Disc Jockeys, etc), Guests, and Family Members of the rules, regulations and times to vacate.

EVENT DAY

a. HALL ACCESS + DELIVERY TIMES

	Liquor delivery*	Caterer access	Wedding planner access	Wedding party access	DJ or any other agent access
Enter Time:					

**liquor delivery must be on the day of the event.*

Are you serving corona beer? Yes No



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b. SERVICE TIMES

	Wine set on tables Yes No	Bar opening*	Meal service	Approx time of speeches	Late lunch
Enter Time:					

**If bar service is desired earlier than this time an additional shift of bartenders will be required with a fee of \$300 for two bartenders. In these cases, Clymont and the AGLC recommend that food is available while serving alcohol, such as snacks and appetizers, to lessen the risk of overconsumption.*

During dinner: BAR is Open Closed

During speeches: BAR is Open Closed

c. END TIMES

	Bar services	Alcohol consumption ends	Guests vacate the venue
Set Times	1:00 AM	2:00 AM	2:30 AM

CORKAGE AND FEE ESTIMATE

	Number of Guests	Fee Amount	Subtotal
Children 8 and under		X \$4 each for corkage	\$
Adults and Teens		X \$8 each for corkage	\$
Additional fees		\$150 per bartender	\$
GST	—	X 5% GST	\$
TOTAL NUMBER OF PEOPLE		TOTAL FEES	\$

*Prices are subject to change.

GST Registration Number: 12183-8650

Renter's Initials_____ Clymont Rep.Initials_____



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BEVERAGES AND ACCOMPANIMENTS INCLUDED IN CORKAGE (for reference)

Pop	Juices	Accompaniments	Other items
Coke, Coke Zero, + Diet coke	Orange	Limes & lemons	Water
Ginger Ale	Cranberry	Worcestershire	Ice
Sprite	Clamato	Tabasco	Plastic cups
Iced tea		Salt	
Tonic water			

CUSTOM BEVERAGES (MAXIMUM OF 2)

Mixes and accompaniments for these custom drinks are not included in the corkage fees and are the renter's responsibility to purchase and deliver to the venue.

Due to the additional time required to prepare custom beverages, if more than 2 custom drinks are desired, please discuss with the Bartending Captain as an additional bartender is required.

Drink name:	Drink name:
Recipe:	Recipe:

Message on the Clymont Community League highway sign:

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OPTIONAL RENTALS

Linens

Item	Price	Quantity	Colour
52 X 114 Head tablecloths	\$7 each		
Head table skirting	\$30 per function		White only
71x71 (Square) tablecloths for round tables	\$7 each		
Gift tablecloths	\$7 each		
Guestbook tablecloths	\$7 each		
Cake tablecloths	\$7 each		
Catering tablecloths	\$7 each		
Napkins	\$1 each		