BAR SERVICE REQUEST SHEET

Name of Event: _____

Date of Event: _____

Estimated Guest Count: _____

Start Time: _____

End Time: _____

Time requested for Bar Service: _____
(Bar service will end 30 minutes prior to the scheduled end time of the event.)

Offsite Bar: _____ ☐

Portable Bar: ☐

Pancho's Bar: ☐

POC INFORMATION

Name: _____

Number: _____

Email Address: _____

Card Number: _____

Expiration Date: _____

Standard Liquor (well) options:	**Standard Beer Options: (Choose 4)**
Vodka (Smirnoff), Gin (Seagram's), Rum (Bacardi), Spiced Rum (Captain Morgan), Tequila (Jose Cuervo), Whiskey (Jack Daniels)	Bud Light, Budweiser, Coors Light, Miller lite, Coors Banquet, Blue moon

ALCOHOL SELECTION QUESTIONS

Do you have a preference for a beer selection (bottle, draft, and brand)?

_____

Do you have a preference for a wine selection, must be purchased in cases if it is not a brand the club already orders (brand)?

_____

Email completed Bar Request sheet to danielle.valentin@us.af.mil & jillian.sullivan.2@us.af.mil

BAR SERVICE REQUEST SHEET

Do you have a preference for a liquor selection (brand)?

_____

Do you have a specialty cocktail that you are requesting?

_____

Will you be opening a tab? If so, how much will that tab be for?

_____

NOT ALL LIQOUR, WINE, OR BEER REQUESTS CAN BE ACCOMMODATED

ADDITIONAL INFORMATION (please initial beside each)

_____ Local caterers and restaurants are not authorized to sell or dispense alcohol on Edwards AFB. Additionally, customers are not authorized to bring in their own alcohol for consumption or sale during an event. All requests for alcohol sales and/or service require bar service be scheduled.

_____ There is a $50 minimum sales requirement per hour for bar service. ALL offsite bars have a $200 minimum sales requirement, with a $50 set up fee for beer and wine only, and a $75 set up fee for a full bar. The bar must be reserved for a minimum of 2 hours. Bar service must be reserved 2 weeks prior to the event.

_____ **AFI34-219 section 1.8.2.2.8:** Do not use "last call" or other countdown events designed to promote last-minute sales.

_____ **AFI 34-219 section 1.6.2:** Activity managers ensure proper safeguards or controls to protect the welfare of an intoxicated patron.

As the event POC, I understand that I am responsible for abiding by the terms and conditions set forth in this contract.

_____   _____

Event POC Signature   **Manager Signature**

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