



## **ADAMS COUNTY REGIONAL PARK COMPLEX BAR SERVICES POLICIES AND PROCEDURES**

**LIQUOR CONCESSIONS** at the Adams County Regional Park Complex can be reached at 303.637.8003, 9755 Henderson Road, Brighton, CO 80601.

### **BEER, LIQUOR AND BAR SERVICES:**

All mixed drinks will consist of 1.5oz liquor of choice and be served in a 10 oz clear plastic glass. "Tall/Double" versions will be served in a 16 oz clear plastic glass.

Price for pre-paid domestic and select import canned beer is \$300; this will be sold in quantities of 165 12 oz cans if available or 124 16 oz cans if available. Size of beverage must be specified by agreement holder.

Import beer is available upon request and sold at approximately \$350 per order.

**The amount of staffing (bartenders and bar backs) for each event will be determined by Adams County Event Services based on the type of event and number of guests attending the event. A cost of \$15 per hour/per bartender will be charged to the liquor agreement holder and is to be paid no later than 30 calendar days prior to event. Payments can be made in the form of cash, check, and cashier's check. Payments made within 30 days of event must be made in cash or cashier's check; no personal checks will be accepted.**

### **CANCELLATION POLICY:**

The required damage deposit shall be paid to hold any reservation of the facilities. Upon cancellation 90 days prior to the event, 50% of the damage deposit shall be refunded including all other rental fees paid in advance. Upon cancellation 89 days to 60 days in advance, 50% of the deposit will be refunded and tenant will receive 50% of the rental fees paid in advance as well as 50% of any amount paid in advance for beer, wine, and liquor. Upon cancellation less than 45 days in advance, 50% of the security deposit will be refunded and tenant will receive no refund of rental fees paid in advance.

### **FACILITY CLOSURE:**

Adams County may choose to close any portion or all of the Regional Park Complex facilities due to weather conditions, fire, an Act of God, or any reason that may result in unsafe or unusable conditions for use of the facilities. The Adams County Parks Department will make their best effort to contact the customer. It is the responsibility of the tenant to provide Adams County Parks Department with the name of the contact person with daytime and nighttime telephone numbers for notification purposes in the event of a facility closure. A full refund will be given to the customer if a cancellation is due to a facility closure. Adams County will refund all damage deposits and rentals fees paid.

**LIQUOR/BAR SERVICES AGREEMENT:**

The Liquor/Bar Service agreement MUST be signed and returned to Adams County Event Services no later than 30 days prior to event. Adams County Event Services WILL NOT provide any liquor/bar service without a signed agreement from the customer.

**OPERATIONAL STANDARDS:**

Adams County Event Services shall provide qualified bartending staff for all events. The bartending staff shall be dressed in appropriate attire depending upon the type of event. Adams County Event Services shall be responsible for the cleanliness of the immediate bar service area, any tables and chairs used for service, floor area, and any trash accumulated in the service area.

**SECURITY OFFICERS:**

All events requiring security at the Adams County Regional Park Complex will be required to use the current contracted security services. Rates are available through the Adams County Regional Park Office and these fees are subject to change. The number of guards will be **estimated** at the time of signing the agreement; however the Adams County Parks and Open Space Department will confirm final number and cost of security guards 30 days prior to the event. In addition, any final adjustments, overtime or unpaid security fees will be deducted from the security deposit.

For functions that do not serve alcohol, the total number of officers will be determined by the group history, size, and type and length of the event upon signing the agreement. Security officers **WILL** have authority to close bar services if in his/her determination there is justifiable cause. Some reasons for justifiable cause may include but are not limited to underage drinking, intoxicated guests, and unacceptable behavior of guests. This will also include consumption of alcohol outside the designated event location, i.e. parking lots, personal vehicles, etc.

**CUSTOMER SERVICE POLICY:**

It is the intention of the Adams County Board of Commissioners to provide the highest level of customer service and facilities to the customer. If you have any comments, suggestions or special requests, please contact the Adams County Parks Department, 9755 Henderson Road, Brighton, CO 80601, 303.637.8027, fax 303.637.8015.

**REFUNDS:**

Refunds on any service or pre-paid liquor will not be given. All beer, wine, and liquor pre sales are final.

**BUILDING MAINTENANCE:**

The Parks Department shall be responsible for general maintenance and janitorial services associated with the Regional Park Facility events. Adams County Event Services is responsible for all maintenance and janitorial service within their immediate service area. Adams County Event Services is responsible for maintaining all health standards as required by the state and/or county codes.

**Adams County Event Services**  
**Liquor/Bar Service Order Form**  
Parks & Open Space  
9755 Henderson Road Brighton, CO 80601

Event Name: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Hours: \_\_\_\_\_ Bar Hours: \_\_\_\_\_

Event Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Customer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Bar Services Menu**

\_\_\_\_\_ Cash Bar Only (See attached Cash Bar Menu for Pricing  
and Alcohol Offered) \$ \_\_\_\_\_

\_\_\_\_\_ Open Bar Only (Open Bar Liquor Deposit Based on  
Estimated Number of Attendees)  
Client Requested Open Bar Allowance: \$ \_\_\_\_\_

\_\_\_\_\_ Open Bar/Cash Bar  
Client Requested Open Bar Allowance: \$ \_\_\_\_\_

**Suggested Open Bar Liquor Amounts**

- 0-300 Attendees: \$500.00
- 301-600 Attendees: \$1,000.00
- 601 + Attendees: \$1,500.00

**Pre-Paid Beer**

Beer Order Requested 124 16 oz, or 165 12 oz, Cans @ \$300 per Order \$ \_\_\_\_\_

\_\_\_\_\_ Bud Light                      Budweiser \_\_\_\_\_                      \_\_\_\_\_ Coors Light  
\_\_\_\_\_ Modelo                      Corona \_\_\_\_\_                      \_\_\_\_\_ Other

**Champagne**

**House Champagne** Sold @ \$12 per bottle / \$144 per case

(All unopened champagne bottles will be refunded following the event.)

Number of Cases: \_\_\_\_\_ \$ \_\_\_\_\_

Number of Bottles: \_\_\_\_\_ \$ \_\_\_\_\_

**Specialty Champagne** (Call for Pricing)

Number of Cases: \_\_\_\_\_ \$ \_\_\_\_\_

Number of Bottles: \_\_\_\_\_ \$ \_\_\_\_\_

**Wine/Liquor**

- See attached Bar Menu for pricing and alcohol offered.

**Additional Bars per Event**

- All Events are equipped with one bar and one bartender
  - Number of bartenders will increase with larger events at a cost of \$15 per bartender per hour

\_\_\_\_\_ Number of Additional Bars

\_\_\_\_\_ Total Number of Bartenders      Total Bartender Labor Fees: \$\_\_\_\_\_

*Note: No Glassware is permitted on premises without prior written consent from the Parks Director*

**Grand Total Due:** \$\_\_\_\_\_      **Due By:** \_\_\_\_\_

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Note: Payment for all orders is expected in full 30 days prior to your scheduled event date. If the event is cancelled, a full refund will be made except for the price of any special order keg beer or special order champagne. Deposits given for open bar services will be refunded partially if not satisfied throughout the duration of the event. All prices will be verified and totaled by Adams County Parks prior to either party signing this agreement.

Tenant Printed Name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Liquor Pricing

Liquor	Price/Per Drink	Order
Absolute Vodka	\$5	
Bacardi Rum	\$5	
Bailey's	\$5	
Buchanan's	\$7	
Captain Morgan Rum	\$5	
Chivas Regal	\$5.75	
Crown Royal	\$6	
Dewar's Scotch	\$5	
Fireball	\$4.50	
Grand Marnier	\$6.75	
Hornitos Tequila	\$6	
Jack Daniels	\$5	
Jameson	\$5.50	
Jonnie Walker	\$6	
Jose Cuervo Tequila	\$4.75	
Malibu Rum	\$5	
Patron Tequila	\$6	
Tanqueray Gin	\$5	

Wine/Champagne	Price	Order
House Merlot	\$5	
House Chardonnay	\$5	
House Cabernet	\$5	
House White Zinfandel	\$5	
House Champagne	Call for Pricing	
Specialty Champagne	Call for Pricing	

Beer	Price	Order
12 oz. Domestic Can Beer (Bud, Bud Light, Coors Light)	\$4	
16 oz. Domestic Can Beer (Bud, Bud Light, Coors Light)	\$4.75	
Craft Beer	Call for Pricing	

Non-Alcoholic	Can/Bottle	Order
Coca-Cola Products	\$3	
Water	\$3	

Comments: \_\_\_\_\_  
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