



Beverage Service Agreement

Berg Event Space, LLC, hereafter BES, has a liquor license and provides full bar services for events in our facility. This means experienced and highly trained bartenders dedicated to our high standard of service will staff your bar. The following is an overview of the beverage services offered and policies set in place by BES. All clients must agree to and follow the below policies whether the event is alcoholic or non-alcoholic.

deposits and cancellations: A beverage service agreement must be signed at the time of date reservation. Saturday events have a \$1000 beverage service minimum. The client will be responsible for fulfilling the beverage minimum if the beverage package chosen does not do so. An over and under 21 final head count must be submitted no later than two weeks before the event and payment is due 14 days before the event. Absolutely no service is confirmed without a signed contract and deposit payment in full at that time. If your event is cancelled after the signing of the beverage service agreement and the payment of a bar deposit, the client forfeits the deposit. In certain predetermined cases, additional charges may be due after your event. Unpaid invoices are subject to late charges on the remaining balance of 10% per day.

beverage minimums: A beverage minimum of \$1000 is in place for Saturday events. If there is a cash bar that does not reach the set beverage minimum, the difference to achieve the minimum will be taken from the clients beverage deposit. There are no beverage minimums on Sunday through Friday events.

special orders: Special orders are happily accommodated and details MUST be finalized 30 days prior to an event. Special orders are non-refundable and cannot be changed or cancelled once placed. Client will be charged the full amount of any special order whether or not consumed. Required by law, BES liquor license does not allow any unused alcohol to be taken off the premises.

restrictions: The city of Kansas City and the Missouri Division of Liquor Control regulate the sale and service of all alcoholic beverages. Therefore, Berg Event Space LLC. must supply all such beverages. Clients, caterers, and guests will not be permitted to bring any alcohol into the space. Doing so is in violation of Missouri state liquor laws. Client will forfeit the entire security deposit without warning if outside alcohol is found on Berg Event Space premises. Under NO CIRCUMSTANCES is anyone allowed to leave BES with alcoholic beverages.

No "shots" will be served and no "last calls" will be officially announced by Berg staff.

during event hours:

- BES will enforce all city and state liquor laws.
- BES reserves the right to discontinue alcoholic beverage service should it be deemed necessary.
- Bar will begin to close promptly at our predetermined time. No changes may be made the night of your event.

rentals: Glassware or disposable plastic will be provided by BES. Glassware includes cocktail glasses, stem-less wine glasses, beer and soda glasses and champagne flutes, when appropriate. BES will handle your bar glassware rentals. Disposables made from renewable resources for serving beer, liquor, wine, and soda are available at the client's request and are also used for outdoor bars.

taxes: All beverage service is subject to Missouri state sales tax on alcohol and 2% City of Kansas City Convention and Tourism tax.

labor: BES will provide up to two bartenders for your event's beverage service. In addition, a bar back will be provided. Additional fees may apply if client contracts additional hours or additional staff or additional services that require additional staff. Final labor total is at BES's sole discretion and will be based on number of staff members needed to provide a quality event. A maximum of two bartenders may work behind our built-in bar. If you desire a second bar set up, it can be arranged for additional staff charges of \$150 either inside the space or outside in the courtyard. BES staff retains the right to cancel outdoor bar service due to weather at their sole discretion. Due to the nature of staffing, outdoor bars are not refundable.

optional beverage services: Available for additional fees.

- Signature cocktails
- Passed champagne (Included in Premium Liquor package)
- Pre-poured champagne upon arrival
- Pre-event champagne (2 btls) and beer (12 btls) for the bridal party
- Outdoor bar / Second indoor bar



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Berg Event Space Liquor Policy

1. BES requires that only Berg Event bartenders serve at the bar. Tableside bar service may be performed by BES staff or licensed catering staff only. This must be prearranged with BES management; staff must be 21 years of age or older.
2. Berg Event Space will handle all of your beverage service with the exception of additional non alcoholic options being provided by catering, if requested.
3. Donated beer, wine and brandy (Pre-approved non-profit events only) must come from a distributor with the proper documentation to meet Missouri liquor laws. Beer, wine and brandy only.
4. BES Staff wants your party to be a success. We will do our best to make it so; however, abuse of alcohol can ruin a party quickly. As the host, you are liable for the behavior of your guests. Please help our staff enforce responsible drinking behavior and aid in elimination of under age consumption of alcoholic beverages, and making sure no alcohol related abuses occur. Damages or excessive clean up related to overconsumption will be charged to the host and will be taken out of the security deposit.
5. Any person under the legal age will consume no liquor on the premises. Valid identification cards may be requested of any person(s) who appears to be under age of 40. If any minors are caught drinking both parents and the minor(s) involved will be asked to leave the premises. All guests must have a valid I.D. if planning to consume alcoholic beverages, including the wedding party.
6. If any guests appear to be intoxicated, we reserve the right to cease further liquor service to the guest. Berg Staff will be happy upon hosts request to call cabs to help that guests arrive to his/her destination safely
7. Policies subject to change based changes in regulated industries policy.
8. Alcohol selections, brands and prices subject to change without notice.

I understand that all beverage services will be provided through Berg Event Space and served by Berg Event Space staff. I have read the above In-House Beverage Service Agreement and understand and agree to all its points.

Client Signature: _____ Date: _____

Print Client Name: _____

Berg Event Space, LLC Signature: _____

Date: _____