



Gateway
Conference Center

BARTENDER’S AGREEMENT

Bartender’s Agreement is due to Gateway Conference Center at least 14 days prior to the event. Lessee is responsible for collecting this agreement from the bartending/catering service and returning it to Gateway Conference Center. Any bartender or caterer not providing a Bartender’s Agreement will not be allowed to provide bartender services.

_____, as bartender, has been retained by
_____, (renter’s name) to provide bartender
services at Gateway Conference Center on _____ (date)

During the term of the rental and the use of Gateway Conference Center, my staff and I will follow the guidelines as outlined in this document. Bartender/Caterer will provide Gateway Conference Center with the following prior to the event.

1. Bartending training certification
2. Signed & completed BARTENDER’S AGREEMENT

Gateway Conference Center does not provide a bar. Eight- and six- foot tables are available. Bartender is responsible for communicating to lessee the number and size tables required for the event.

Bartender will have access to ice but is required to bring any coolers / containers needed. Gateway Conference Center ice scoop is to not be removed from the premises.

Cash Bar is not permitted unless Liquor License has been provided to Gateway Conference Center in advance of event.

Lessee is allowed to provide the alcohol. At the end of the event/serving time, alcohol must be locked away and is not allowed to be served.

Red wine is permitted with additional corking fees. Bartender should check with Gateway Conference Center to confirm corking fees have been paid.

1. Leased premises are to be left clean and undamaged. Bartender agrees to clean up all areas used during the event.
2. Trash will be emptied in the outside trash receptacle. Trash must be collected using larger cans and cannot be set on the carpet or dragged on the carpet.
3. All events end at midnight. No alcohol may be served after midnight.
4. Bar may never be left unattended
5. Guests may not serve themselves. Bartender is the only one allowed to serve the guests. All alcohol must be served at the bar.
6. No individual bottles (excluding beer) of alcohol are allowed outside of bar.
7. Bartender is responsible for checking ID’s for underage guests.
8. Bartender is responsible for not serving guests that they feel is intoxicated.
9. Bartender must provide their own utensils.

- 10. Only bartenders are allowed behind bar.
- 11. Only bottles or cans of beer are allowed. **NO KEGS**

Bartender is responsible for coordinating with lessee to schedule their event arrival / setup time. If bartender wishes to do a walkthrough they must schedule an appointment. Appointments are one hour in length from scheduled time. If caterer arrives late to appointment, appointment will still end one hour from scheduled time. Appointments will not exceed Gateway Conference Center business hours.

FORCE MAJEURE: The Gateway Conference Center shall not be deemed to be in default of its obligations for termination of this event if and so long as it is prevented from performing its obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado or other adverse weather conditions not reasonable anticipated, fire, unavoidable accidents or circumstances, pandemics, measures taken by an governmental authority in response to a pandemic, epidemics, other Acts of God whether it be a natural or national disaster.

As the Bartender, I have read the rules & regulations, reviewed the bartender’s contract and have also been made aware of the provisions regarding catering events under the Gateway Conference Center Application and Rental Agreement. I agree to comply with all requirements. I will communicate the rules to my employees.

Signature of Bartender _____ Date _____

Phone of Bartender _____

Email of Bartender _____

Signature of Lessee _____ Date _____

Security is required at all events serving alcohol. If you serve alcohol at an event and they do not have security, you will be banned from Gateway Conference Center as a bartender for one year.

Form can be returned in the following manner.

Email: Kimberly@choosegateway.com

Fax: 855-946-0430

USPS: Gateway Conference Center
 3200 Commerce Drive
 Suite C
 Richburg, SC 29729