

## The Odessa Fire Company, Inc.

304 Main Street

Odessa, DE 19730

302-378-8929

### Bar Services Contract

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone Alternate: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Type: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of People: \_\_\_\_\_

\*Odessa Fire Company Staffs One Bartender per 60 Attendees\*

Time of Event: \_\_\_\_\_ Total Hours (Pick One) 4 5 Other \_\_\_\_\_

Do you want the bar closed during the event for Meal Service?

Yes

No

If Yes – what time would you like the bar closed for Service? \_\_\_\_\_

What time would you like the bar to reopen after Meal Service? \_\_\_\_\_

Detail the timing of the Event:

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EXAMPLES: Cocktail hour 4:30 to 5:30, bar closed for meal 5:30 to 6:30, bar reopens from 6:30 to 9:30. Grand total of 4 hours of bar service.

\*WATER WILL BE MADE AVAILABLE DURING MEAL TIME\*

## **RULES AND REGULATIONS**

1. Odessa Fire Company (OFC) is fully licensed and insured by the state of Delaware to serve beer, wine, and liquor for your event. OFC is required to obey all the laws and regulations pertaining to the service and distribution of alcohol. OFC staff and management reserves the right to refuse service at any time or to any person. The service ratio may be subject to change based on the specific service requirements of a given event. **INITIALS:** \_\_\_\_\_
  
2. Absolutely no outside alcohol is permitted inside the OFC hall. This is your only warning. Failure to obey this rule may result in your event being closed with no refund. This includes but is not limited to any variation or container type such as “flight bottles” “shooters” etcetera. **INITIALS:** \_\_\_\_\_
  
3. Absolutely no alcohol is permitted outside the main entrance of the hall doors. This is your only warning. Failure to obey this rule may result in your event being closed with no refund. **INITIALS:** \_\_\_\_\_
  
4. The lessee is responsible for their guests. If for any reason it is determined that the attendee or group of attendees are being disruptive in any way OFC reserves the right to close the event with no refund. This includes vandalism, theft, malicious mischief, disorderly conduct to guests or to OFC staff or anything determined by the OFC staff to be inappropriate for the event. In the event there is any damage, the authorities will be called and subrogation for damages will be sought. **INITIALS:** \_\_\_\_\_
  
5. Cost of the bar is determined based on the package chosen. **INITIALS:** \_\_\_\_\_
  
6. No one under the age of 21 years old will be served alcoholic beverages. This includes an underage individual sent to the bar to retrieve a drink for a friends or family member who is of legal drinking age. Please notify your guests. Per state law, bartenders reserve the right to refused service to anyone under the age of 21 or those who cannot furnish proper valid identification. **INITIALS:** \_\_\_\_\_
  
7. A parent or adult of legal drinking age must accompany any child or anyone under the age of 21 who wishes to order a soda, juice or water at the bar. **INITIALS:** \_\_\_\_\_

8. OFC reserves the right to refuse service to anyone who is intoxicated or is creating a disturbance. **INITIALS:** \_\_\_\_\_
9. Bar prices are subject to change based on market price changes that are beyond the control of the OFC. **INITIALS:** \_\_\_\_\_
10. Champagne toast included for head table only. **INITIALS:** \_\_\_\_\_
11. Payment and final count of attendees for the Bar Service Contract must be paid in full 14 days prior to the event. If a reduction in attendees occurs after final payment, there will be no refund given. If lessee is still unsure of a final count of attendees 14 days prior to the event, pricing will be based upon the maximum number provided in the range of attendees listed. Example – Lessee states 100 – 150 people will attend the event. Pricing will be based upon 150 attendees. No refund will be provided if it is found that the number of attendees is less than the maximum amount in the listed range. If it is determined that after the final payment has been made, the number of attendees is over the previously agreed upon number, OFC reserves the right to charge for the difference. **INITIALS:** \_\_\_\_\_

**Number of attendees:** \_\_\_\_\_ **Date final payment is required:** \_\_\_\_\_ **INITIALS:** \_\_\_\_\_

12. OFC does not serve “shots” or any variation of a single pour of liquor with no mixer. **INITIALS:** \_\_\_\_\_
13. No bottles of wine, pitchers of beer, “bottle service” or any variation thereof is allowed at the OFC Hall. OFC bartenders must be in control of alcoholic portions served. **INITIALS:** \_\_\_\_\_
14. Glassware will be provided until the completion of dinner, if dinner is being provided. If glassware is desired after dinner, then the glassware package must be purchased.

**Turn to next page for Bar Packages.**

## **Bar Packages**

### **MINIMUM 4 HOUR SERVICE TIME**

- 1. Non- alcoholic package** **Price per person per hour: \$2.00**

**Includes:** Soda, Juice and Water.

- 2. Beer, Wine, Soda Package** **Price per person per hour: \$4.00**

**Includes:**

Draft Beer, Red, White, Blush Wine, Soda, Juices, and water

**MIX DRINKS ARE AT CASH BAR PRICES**

- 3. Open Bar Package** **Price per person per hour: \$7.00**  
**Additional hour(s) \$7.00 per person**

**Includes:**

Full Rail of Premium Spirits.

- 4. Cash Bar**

**Includes:** Beer \$4.00 Wine \$4.00 Soda and Juice \$2.00 Mixed \$6.00

Lessee may choose to exclude a specific type of beverage. Example lessee does not want guests to be consuming hard liquor

Type of Exclusions \_\_\_\_\_

- 5. Champagne Toast** **Fixed rate per person \$5.00**

Champagne Toast is a package that can be added to any of the above chosen package.

The Champagne package will include one (1) single serving of champagne per attendees 21 years of age or older. One (1) serving or Sparkling Cider for other under 21 or those who prefer the non-alcoholic beverage.

- 6. Glassware Package** **Fixed Price per person \$2.00**

This package is for those who wish to have glassware use continue after Dinner.

Effective 02/05/2018

Final payment can be made by cash, credit card, check, or money order. Credit card payment is subject to a 3% service Fee.

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**Billing**

**Package(s) chosen:**

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**Bar Package:** \_\_\_\_\_

**Final number of attendees:** \_\_\_\_\_

**Additional bar hour price:** \_\_\_\_\_

**Final Rate:** \_\_\_\_\_

**Champagne Toast (optional):** \_\_\_\_\_

**Glassware Package (optional):** \_\_\_\_\_

**Credit Card Service Fee (if applicable):** \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

**Final Payment Due Date:** \_\_\_\_\_

Effective 02/05/2018

### **Authorization Signatures and Agreement of Contract**

By signing below, the OFC and Lessee agree to the conditions of said contract above including all rules, regulations and fees. Furthermore, if lessee decides to cancel the event after final payment has been made, the OFC has the right to refuse a full or partial refund.

Robert T. Foraker, II, 2<sup>nd</sup> Vice President

\_\_\_\_\_  
OFC Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee Printed Name

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date