

This Bar Services Contract is made & entered into on _____
date

Primary Client Information

Name: _____
Address: _____

Phone: _____
Email: _____

Secondary Client Information

Name: _____
Address: _____

Phone: _____
Email: _____

This Master Bar Services Contract (the "Agreement") is legally binding and entered into by and between **First Class Event Services LLC ("Company")** and the undersigned individual(s) or entity ("Client"). This Agreement governs all mobile bartending, liquid catering, staffing, and bar logistics provided by the Company.

1. ALCOHOL ADHERENCE & RIGHT OF SUSPENSION

First Class Event Services LLC reserves the absolute right to suspend alcohol services at any time to any individual guest or to the event in its entirety, for any reason, if staff or management feel that alcohol consumption is getting out of control, or presents a clear and present danger to an individual, guests, vendors, or Company property. No refunds or credits will be issued for lost performance time under safety stoppages. **[Client Initials: _____]**

2. EXCLUSIVE SERVICE AUTHORITY & INSURANCE VOIDS

All alcoholic beverages must be opened, provided, and serviced exclusively by First Class Event Services LLC staff members. **Self-service of any alcohol by the Client, venue staff, or guests is strictly prohibited.** If any individual serves themselves or others against the explicit instructions of the bartenders, the Company's liquor liability insurance is instantly and entirely voided. In the event of an insurance voiding due to unauthorized self-service, the Client will be held solely and completely liable for any resulting damages, injuries, claims, or legal actions. Depending on the severity of the violation, the Company reserves the right to terminate all services immediately without refund. **[Client Initials: _____]**

3. MANDATORY AGE & ID VERIFICATION

All guests must possess and present a valid, unexpired form of identification to be served or to consume alcohol on the premises. The Company strictly enforces a policy to ID any guest who appears to be under the age of thirty (30). Acceptable forms of identification include government-issued driver's licenses, passports, and military or state identification cards. Under no circumstances will alcohol service be provided to minors (individuals under the age of 21).

4. GUEST COOPERATION & REFUSAL OF SERVICE

Guests are required to cooperate fully with Company staff during ID checks and verification procedures. Non-cooperation will result in an immediate and permanent refusal of service to that individual. The Company reserves the right to refuse service to anyone who cannot provide valid identification or who appears to be under the influence of illicit drugs or excessive alcohol.

5. CLIENT COMMUNICATION RESPONSIBILITY

It is the Client's sole responsibility to inform their guests, family members, and vendors of our strict ID and age verification policies prior to the event date. Any violation of this policy by the Client or their guests may result in the immediate termination of services and the absolute forfeiture of all deposits or payments made.

6. LIABILITY WAIVER FOR ID CIRCUMVENTION

First Class Event Services LLC is completely absolved of liability for any consequences arising from guests providing fraudulent or false identification, or from underage drinking if guests circumvent our ID verification process (e.g., an adult guest passing drinks to a minor outside the view of the bar station).

7. OUTSIDE ALCOHOL PROHIBITION

To ensure full compliance with state liquor laws and maintain liability standards, **no outside alcoholic beverages are permitted on the premises of any event coordinated or staffed by First Class Event Services LLC.** All alcoholic beverages must be provided, delivered, and managed exclusively by First Class Event Services LLC or our licensed vendor partners in accordance with the event package. This restriction applies to all guests, vendors, event participants, VIPs, and renters, regardless of whether the venue is public or private. Violators will be removed from the event immediately, and any outside alcohol discovered will be confiscated without return or refund. **[Client Initials: _____]**

8. SERVICE BOUNDARIES & CONTAINMENT

All alcoholic beverages provided and served by the Company must remain strictly within the contracted, licensed event premises. No alcohol may be taken off-site, into parking lots, into vehicles, or outside the permitted event boundaries specified in the venue rental agreement. If staff members reasonably suspect a guest is attempting to violate this policy (e.g., hiding a drink to take outside), they are authorized to refuse further alcohol service to that guest. Should an individual ignore this rule and cause harm, injury, or property damage off-site, First Class Event Services LLC will not be liable for any legal or civil consequences resulting from their actions.

9. STATE-SPECIFIC LIQUOR LAW ENFORCEMENT

This policy reflects absolute compliance with the rules, regulations, and civil liability acts enforced by state liquor authorities, including but not limited to:

- **New York State Liquor Authority (NYSLA)**
- **Michigan Liquor Control Commission (MLCC)**
- **Texas Alcoholic Beverage Commission (TABC)**
- **Florida Division of Alcoholic Beverages and Tobacco (DBPR)**
- **Georgia Department of Revenue Alcohol Licensing**
- **North Carolina Alcoholic Beverage Control Commission (ABC)**

Venue owners, renters, and event hosts share structural responsibility for adherence to these rules. In the event of a verified boundary or outside alcohol violation, **the Client will automatically forfeit their entire damage/security deposit,** and First Class Event Services LLC reserves the right to terminate service without refund and exit the event premises immediately.

10. THREAT PERCEPTION & POST-EVENT SAFETY

Our team is professionally trained to identify unsafe behaviors, including severe intoxication, verbal aggression, or physical threats to safety. If any individual poses a safety risk during the event, or a post-event risk after leaving the venue (e.g., attempting to operate a motor vehicle while visibly intoxicated, threatening violence, etc.), **the Company retains the absolute right to notify local law enforcement authorities.** This action is preventive, protective, and designed to defend public safety and brand integrity.

11. NON-COOPERATION & LAW ENFORCEMENT LIABILITY

The Company is not responsible for individuals who refuse to cooperate with staff instructions, corporate safety policies, or state regulations. Should it be necessary to involve the authorities due to guest non-compliance or threats to safety, the Company is entirely absolved of liability for any legal, civil, or criminal action taken against those individuals.

12. AUTHORITY INVOLVEMENT & EVENT TERMINATION

In the event of non-cooperation leading to the involvement of law enforcement, **it is at the sole discretion of First Class Event Services LLC management and local authorities to decide whether the event should continue.** If the event becomes unruly, or if the Client loses control over the behavior of their guests (including dangerous crowd behavior, destruction of property, verbal/sexual harassment, or drug use), the Company will withdraw services and terminate operations immediately. In such cases, full contract payment is still required, and absolutely no refunds, credits, or discounts will be issued.

13. UNAUTHORIZED REMOVAL OF LIQUOR BOTTLES

The bartenders maintain absolute control over the physical inventory of the bar. **If any bottles of liquor, beer, wine, or champagne are taken from behind the bar area or out of storage against the will or knowledge of the bartenders, First Class Event Services LLC reserves the right to immediately close down the bar permanently,** regardless of the time or the amount of remaining alcohol. This decision is final, non-negotiable, and absolutely no refunds or credits will be issued for early closure due to unauthorized inventory removal. **[Client Initials: _____]**

14. "DRY HIRE" ALCOHOL SUPPLY & PRODUCT OWNERSHIP

Client explicitly acknowledges that First Class Event Services LLC operates strictly as a service provider and does not sell, retail, or wholesale alcohol to the Client. The Client retains 100% legal ownership, asset title, and ultimate civil product liabilities for all physical liquor products purchased for the event. The Company is strictly providing certified pouring labor, insurance protection, and logistical bar coordination. **[Client Initials: _____]**

15. END-OF-NIGHT LEFTOVER PRODUCT POLICY

At the designated bar closing time, Company staff will immediately inventory, seal, and box all leftover alcohol. Leftover product will be released exclusively to the Primary Client or a pre-designated "Sober Contact" listed in the event itinerary. Under no circumstances will alcohol be handed back to standard guests, third parties, or visibly intoxicated individuals during the breakdown and load-out process.

16. GENERAL ACCIDENT & INJURY LIMITATION

First Class Event Services LLC, including its employees, independent contractors, officers, and representatives, shall not be held liable for any accidents, injuries, or damages sustained by any individual at any location related to the contracted services. This waiver includes all incidents resulting from guest conduct (intoxication, physical altercations, negligence), venue defects (slippery surfaces, structural hazards, lighting failures), or event logistics (loading, setup, and breakdown of bar stations).

17. PROPERTY DAMAGE & THEFT DISCLAIMER

The Company shall not be liable for the loss, theft, or damage of personal property belonging to the Client, guests, vendors, or third parties before, during, or after the event. This includes personal belongings (wallets, devices, jewelry), client or third-party vendor equipment (decorations, instruments, AV equipment), gifts, cards, or valuables collected at the event. The Client assumes full responsibility for securing all personal property.

18. RIGHT TO PRESS CRIMINAL CHARGES

If any member of the Company's team is subjected to harassment, verbal abuse, physical assault, theft, or any criminal behavior by the Client, their guests, or affiliates, **the Company will immediately contact law enforcement and explicitly reserves the right to press formal criminal charges against the responsible individual(s).**

19. STAFFING RATIOS & STAFFING AUTHORITY

All bar service packages provided by the Company include a minimum of two (2) bartenders. To maintain elite service standards and safety compliance, the Company staffs bartenders at a strict baseline ratio of **one (1) bartender per fifty (50) guests**. The final determination of staffing requirements remains at the sole operational discretion of our Director of Bar Operations. **The Client may not request or negotiate reductions in staff for the purpose of budget savings or personal preference.**

20. SERVICE DURATION & BARTENDER MEALS

Bar services are contracted for a strict set duration outlined in the itinerary. Overtime must be pre-approved in writing and will be billed at an hourly rate per bartender. The Client is contractually required to provide one (1) complete, hot meal for each scheduled bartender for any event exceeding four (4) hours in duration.

21. ACCESS & TRAILER WORKSPACE REQUIREMENTS

Due to the operating size of our mobile bar units and equipment trailers, the Client is solely responsible for ensuring the event location features level, stable ground and adequate structural clearance for parking, maneuvering, and operating our vehicles. The Client must verify with the venue that mobile trailers and bar units are structurally permitted on-site.

22. PERMITS & LICENSING COMPLIANCE

Procurement of event-specific temporary alcohol permits or licenses required by local municipalities or state boards (e.g., NYSLA Special Event Permit, TABC NT Permit, NC ABC Limited Special Occasion Permit) is **the sole responsibility of the Client**. The Client must provide copies of all secured permits to the Company at least **7 days prior** to the event. Should the Client request the Company to administrative-source or manage any specific local permits beyond our standard corporate licensing and insurance, a non-negotiable **\$250.00 administrative fee** will be added to the invoice. Failure to secure or provide proper permits will result in the immediate cancellation of services without refund.

23. PRE-APPROVAL OF EVENT SETUPS

To maintain workflow and safety, all proposed event setup diagrams involving the placement of bar furniture, tents, or decor elements must be submitted to the Company for review and written approval at least **21 days prior** to the event. No items may block emergency exits, venue fire codes, or access points.

24. THE PHYSICAL TABLE & LINEN RULE

The venue or Client must provide a stable **5ft to 6ft utility table** at the performance space. If the itinerary requires multiple setups (e.g., separate cocktail hour and reception bars), **a dedicated table must be placed at EACH setup location prior to our team's arrival**. All tables must feature a matching cloth or linen; if none are provided, the staff will deploy a standard black linen.

25. BAR OPENING TIME COMPLIANCE

Our bartenders will not serve any alcohol prior to the officially designated bar opening time outlined in the service agreement. Requests for early or unscheduled alcohol service will not be accommodated under any circumstances to maintain legal timeline control.

26. EMERGENCY ICE OBLIGATION & STAFF CONTAINMENT POLICY

The provision, storage, and maintenance of ice are the sole and strict responsibility of the Client. If the venue lacks an operational commercial ice machine or proper deep-freeze storage facilities, **the Client must independently procure and store all required ice.**

- Because our bartenders, leads, and staff are strictly legally prohibited from leaving the venue premises during contracted hours due to continuous liability coverage and safety oversight, **our team cannot and will not leave the site to purchase or fetch ice.**
- Should the Client fail to supply the recommended quantities of ice, or if the venue facilities fail, the Company is not liable for warm beverages or diminished service quality. If an emergency supply shortage occurs and a non-bar crew courier must be dispatched by the Company, an automatic **\$150.00 emergency courier fee** plus the retail cost of the ice will be instantly billed to the card on file. **[Client Initials: _____]**

27. EMERGENCY MIXER & INITIAL PROVISIONING FEE

Should the Client be responsible for providing mixers, sodas, juices, or garnishes per their package tier, they must supply the quantities recommended by the Company. If the bar runs out of client-supplied product mid-event, the Company is not liable for diminished service quality. If the Company must arrange an emergency purchase run for these items, a flat **\$150.00 emergency courier fee** plus the retail cost of the items will be instantly charged to the card on file.

28. TRASH DISPOSAL POLICY

Due to strict space limitations within our logistics transport vehicles and equipment trailers, **the Client is solely responsible for the proper disposal, bagging, and removal of all bar-related trash from the event premises.** Failure to handle trash removal will result in an automatic disposal fee billed to the card on file.

29. THE 50% NON-REFUNDABLE DEPOSIT

To secure and formally lock in a calendar date for bar services, a non-refundable deposit equal to **50% of the total estimated quote** must be submitted along with this signed contract. This deposit is non-refundable because it establishes operational commitment, reserves equipment, dictates staff scheduling, and forces the Company to turn down alternative client bookings for that calendar date. **[Client Initials: _____]**

30. FINAL BALANCE & GUEST COUNT CUTOFF

The final remaining contract balance, along with the final verified guest count, is due exactly **30 days prior** to the event date. No decreases in guest count or package scaling will be accepted within 30 days of the event.

31. LATE BOOKING & RUSH FEES

- Bookings executed within **60 days** of the scheduled event date are subject to an automatic **\$500.00 late booking fee.**
- Short-notice bookings executed within **84 hours (3.5 days)** of the event date will incur an expedited logistics rush fee ranging between **\$1,000.00 and \$3,000.00**, depending on asset requirements.

32. PREPARED ITEMS POLICY

Any items, inventory, or customized assets (including custom bar rentals, specialized glassware, engraved menus, or dedicated staff retainers) that have already been prepared, purchased, or secured by the Company for the event will be charged to the Client **in full**, regardless of subsequent event cancellation.

33. STRICT LIQUIDATED CANCELLATION FEES

Should the Client initiate a written cancellation of this bar service agreement, the following financial penalties apply based on proximity to the scheduled event date:

- **90+ Days From Event:** Client is assessed a cancellation fee equal to **30% of the remaining contract balance**.
- **30 to 89 Days From Event:** Client is assessed a cancellation fee equal to **40% of the remaining contract balance**.
- **Less than 30 Days From Event:** Cancellation within 30 days requires the **remaining contract balance to be paid in full immediately**.

34. CREDIT/DEBIT CARD ON FILE & BACKUP AUTHORIZATION

Client **must maintain a valid, active credit or debit card on file** with the Company securely at all times. Client explicitly authorizes the Company to charge this card for any outstanding balances, late fees, equipment damage invoices, glassware breakages, or emergency provisioning surcharges. If a corporate charge attempt is declined or disputed without legal cause, a **\$50.00 administrative fee** will be assessed per failed attempt, and a **5% late fee compounded weekly will apply** to the balance until resolved.

35. PAYMENTS BY CHECK & BOUNCE PENALTIES

Checks must be made payable to: **First Class Event Services, LLC** and must be received and cleared no later than **14 days prior** to the event date. Any returned or bounced check automatically triggers a **\$75.00 bounced check fee**, plus a **\$25.00 daily penalty** for each day the payment remains unrectified following the bounce date.

36. PRIMARY CASH PAYMENT DISCOUNT

If the contract balance is paid **IN FULL** using cash at the time of initial booking, Client will receive a **\$100.00 flat discount** off the total package price. Partial payments do not qualify for this discount.

37. LATE PAYMENT DAILY PENALTIES

If the balance is unpaid at the 30-day mark, a late fee of **\$100.00 per day** will be automatically added to the balance for a maximum period of 30 days, after which the account will be immediately sent to a collection agency and legal counsel. The Client is legally responsible for all incurred collection fees, legal fees, and court costs.

38. COMPREHENSIVE EQUIPMENT DAMAGE CLAUSE

The Client assumes full financial liability for any damage, theft, tampering, or destruction of the Company's bar equipment, trailers, mobile bars, tools, or electronics caused by event guests, other vendors, venue staff, weather conditions, or environmental factors. **[Client Initials: _____]**

39. DESTROYED EQUIPMENT CRITICAL CLAUSE

If any piece of the Company's equipment is completely destroyed, stolen, or rendered permanently unusable during the event by guests, vendors, or Client affiliates, **the Client will be billed the full current retail replacement fee for that equipment, payable within 30 days**.

- Failure to pay the equipment replacement invoice within 30 days will result in an immediate **\$25.00 daily "Loss-of-Use" fee** to offset gear rental replacements.
- If debt collection or litigation is initiated, a secondary **\$100.00 daily operational disruption fee** will continuously accumulate on top of the balance until a final court judgment or litigation process is finalized. **[Client Initials: _____]**

40. GLASSWARE RENTAL BREAKAGE SAFEGUARD

For all glassware rentals provided by the Company, a standard 5% breakage allowance is built into the contract. Any broken, lost, missing, or stolen glassware exceeding this 5% threshold will be billed automatically to the Client's card on file at a replacement rate of **\$7.00 per glass**.

41. MANDATORY SERVICE CHARGE

A mandatory **20% service charge** is added to all bar packages to cover corporate liquor liability insurance, licensing certifications, logistics transport, heavy loading, and administrative preparation.

42. HOSTED TIP STRUCTURES & SHORTFALL SAFEGUARDS

The Client must select one of two tipping structures for the bar operations:

1. **Tip Jar Option:** The bartenders place a standard tip jar on the bar front. If total guest tips do not meet the minimum expected operational amount, **the Client's credit card on file will be automatically charged the difference** at the conclusion of the event.

2. **Hosted Tip Option:** The bar remains completely tip-jar free. The Client pays a flat per-guest fee on the final invoice based on the following rates:

- **Standard Events:** \$3.00 per guest
- **Weddings / Long Events (Over 5 Hours):** \$5.00 per guest
- **Beer & Wine Only Events:** Rates are exactly halved (\$1.50 or \$2.50 per guest)
- **Holidays:** Rates increase by 50%

43. RECOGNIZED HOLIDAY SURCHARGE RATES

All base package rates, labor fees, and hosted tipping metrics increase by exactly 50% on the following recognized holiday dates:

- New Year's Day
- Martin Liquor King Jr. Day
- Super Bowl Sunday
- Valentine's Day
- Presidents' Day
- St. Patrick's Day
- Ash Wednesday
- Palm Sunday
- Good Friday
- Easter Sunday
- Cinco de Mayo
- Mother's Day
- Memorial Day
- Father's Day
- Independence Day
- Labor Day
- Halloween
- Thanksgiving Eve
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Day After Christmas
- New Year's Eve

44. REPUTATION PROTECTION CLAUSE

The Client agrees to refrain from making any public defamatory statements, written or verbal, that may negatively impact the brand image, online reviews, or goodwill of First Class Event Services LLC across any platform (including social media, Google, Yelp, or forums). Client agrees to address any disputes privately to allow for a good-faith resolution. Breach of this clause triggers notice to remove the content within 72 hours, after which a fee of **\$1,000.00 per violation** will be assessed for reputational harm.

45. MEDIA RIGHTS & MARKETING USAGE

Client grants the Company the irrevocable right to capture photographs and video footage of the bar setup, crowd interaction, and event space for use in marketing materials, social media profiles, websites, and commercial promotions.

46. PUBLIC HEALTH & PANDEMIC POLICY

A public health pandemic is defined as a state-wide or national health crisis leading to government-mandated closures. If an event is impacted, the Client may maintain the original date (waiving minimum guest counts for a-la-carte packages), or reschedule payments to a new date one time only. If forced by direct government mandates that legally ban the celebration entirely, cancellation fees will be waived.

47. PERFORMANCE LIABILITY & SUBSTITUTE VENDORS

The Company will perform services professionally to the best of its ability but is not liable for disruptions caused by circumstances beyond its control (power outages, technical malfunctions, or venue restrictions). In the rare event of a scheduled bartender's inability to perform due to severe sudden illness or injury, the Company will provide a highly qualified substitute from its internal certified roster. If a substitute cannot be provided, the client will be issued a full refund for services not rendered.

48. PERFORMANCE LOCATION EXTRAS & MENUS

All upgrade options include complete delivery, setup, and structural breakdown. Rates are fixed as follows:

- **Premium Glassware Set:** Includes wine, water, rocks, and champagne glasses for full table settings | **\$4.50 per guest**
- **Signature Cocktail Glasses:** Specialty glasses (coupes, martini, mule mugs, etc.) | **\$2.00 per guest**
- **Crystal Cut Glassware:** Elegant, vintage-style cut glass | **\$6.00 per guest**
- **High-End Bar Tools:** Premium shakers, strainers, muddlers, pourers, mixing glass | **\$95.00 flat rate per bar**
- **Champagne Wall:** Free-standing wall with acrylic flutes and florals (holds 48 glasses) | **\$275.00 flat rate**
- **LED Bar Front:** Illuminated customizable bar front units | **\$150.00 per unit**
- **Custom Signature Drink Menu:** Designed menu with drink names and graphics | **\$50.00 (digital) / \$75.00 (printed foam board)**
- **Additional Bar Station:** For larger guest counts or dual-sided service | **\$125.00 per station**
- **Custom Bar Signage:** Acrylic or framed menu signage | **\$35.00 per sign**

49. EXECUTION OF AGREEMENT

By signing below, the Client certifies that they have read, understood, and explicitly agree to all terms, non-refundability rules, 1-to-50 bartender staffing ratios, emergency ice responsibilities, payment schedules, and destroyed equipment penalty clauses outlined in this 49-section Agreement.

Payment Due By _____
date

Primary Client Information Card Information

Name: _____

Address: _____

Phone: _____

Card # _____

Ex. Date _____ Sec. Code: _____

Secondary Client Information

Name: _____

Address: _____

Phone: _____

Card # _____

Ex. Date _____ Sec. Code: _____

Event Information

Type of Event: _____

Event Date(s): _____

Event Location: _____

Hours of Service: _____

Number of Guests: _____

DJ Package Requested: _____

Start/End Times: _____

Venue Name: _____

Venue / Manager Information

Name: _____

Address: _____

Phone: _____

Email: _____

Payment Information

Quoted: _____

Balance Due: _____

Due Date: _____

Payment Method: _____

Failure to submit the full payment by this deadline will result in services being canceled for the event. However, the client will still be responsible for the total payment as stipulated in this agreement.

Client Name (Printed)

First Class Event Services Team Member

Client Signature

Date

First Class Signature

Date