



Bar Service Policy and Agreement

- ☐ Employee must be licensed with the State of Kansas and the original license be available at all times during the event. Bar staff will be sent away and bar closed if a licensed bar staff member with their original license isn't present at all times during the event.
- ☐ Commercial liability insurance needs to be in place at the appropriate levels for the size of the event being catered and proof of insurance must be provided to The Barn at Grace Hill a minimum of four weeks prior to event.
- ☐ All deliveries and set-up may only occur during the time the client has rented the facility for the event.
- ☐ Bartender staff may pull vehicle up to the west side (front entrance) or the east side of the building (vendor parking lot) for unloading but then must move vehicle to designated vendor parking area. Please don't drive on the concrete or park in front of any doors.
- ☐ The Barn at Grace Hill does provide an on-site dumpster located east of the building. The Barn at Grace Hill has some 32-gallon trash cans available for use. ALL trash must be removed from the grounds and discarded in the provided dumpster or removed from the venue by the caterer or assigned help designated by the event coordinator and client.
- ☐ Extension cord must be provided by bar service, if needed.
- ☐ All bartending items must be removed from the property the evening of the event.
- ☐ Preparation areas and surfaces must be cleaned thoroughly and sanitized with supplied

cleaning chemicals. These areas should be left as clean as they were found prior to start of event.

- ☐ Absolutely no smoking in any areas other than the designated smoking area at the back of the building.
- ☐ No dumping of any kind with the exception of ice or water in proper drains and not on grass.
- ☐ Bar closes no later than 10pm. It is our suggestion that a last call not be announced prior to closing, as it encourages guests to grab new drinks rather than finishing their current.
- ☐ Bar area must be cleaned and left the way it was found. See the cleaning checklist for further details. It is recommended that the bar service check in with the coordinator and The Barn at Grace Hill Manager on duty before leaving. If bar area isn't left the way it was found, it will result in the client not receiving a portion of their damage deposit back.

Caterer Signature

Catering Company

Date

Client Name

Date of Event