

2026 Bartender Procedures

Anyone getting drinks MUST HAVE A WRIST BAND ON!

We will have 4 theme drinks prepared in glass jugs (no liquor) & Wine by the glass

- \$5 per glass
- Add shot of liquor for additional \$5
 - Shot options: Spiced Rum, Vodka, Bourbon
 - Theme 1 - Gondor's Harvest Cider
 - Theme 2 - Elven Ember Cider
 - Theme 3 - Bilbo's Second Sip
 - Theme 4 - The Shire Cider
- Wine by the glass \$5 ea
- Beer \$5
- Unsweetened Tea \$2
- Mini soda \$1

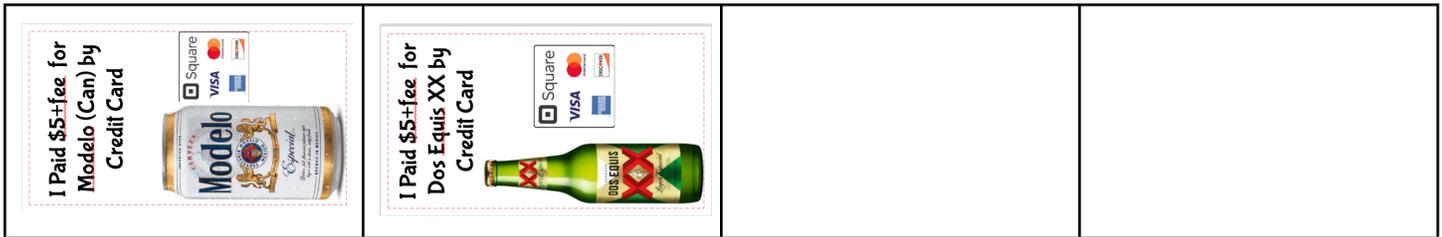
You can take cash or credit card for bar purchases, but you will not have “tap” capability. If they want to “tap charge” send them over to Susanna by the door. They have a credit card machine that can do tap.

- You must run **both cash and credit card sales through the square platform**
- To keep your inventory (beers, tea, soda) up to date for tap CC table selling bar items at their table
- To ensure we do not sell more than we have on hand

If they pay for drinks with Credit card table they will give them cards

- The guests will hand you their “**I paid by credit card**” Paid ticket
- You will put the “**I paid by credit card**” in your cash box just as if it was cash
 - **(you do not run this through register)**

<p>I PAID \$5 BY CREDIT CARD -NO ALCOHOL-</p>  <p>EVENT THEME DRINK</p> <p>\$5 + fee</p>    	<p>I PAID \$5 BY CREDIT CARD</p>  <p>-PAID FOR SHOT-</p> <p>\$5 + fee</p>    	<p>I PAID \$5 BY CREDIT CARD</p>  <p>\$5 + fee</p>    	<p>I PAID \$1 BY CREDIT CARD Mini A&W Soda 7.5oz</p>  <p>\$1 + fee</p>    
<p>I PAID \$1 BY CREDIT CARD Mini 7-UP Soda 7.5oz</p>  <p>\$1 + fee</p>    	<p>I PAID \$1 BY CREDIT CARD Mini Sunkist: Orange Soda 7.5oz</p>  <p>\$1 + fee</p>    	<p>I Paid \$2+fee by Credit Card</p>  <p>\$2 + fee</p>    	<p>I Paid \$5+fee for Heineken by Credit Card</p>  <p>\$5 + fee</p>    



You will have a cooler with ice. We will have extra ice in the freezer in the kitchen (if we need more let me know I will send someone to SAMS club to get more.

END OF NIGHT BREAKDOWN

- 8:45: Start packing up the drinks (Be careful not to break the spouts)
 - Please pour leftover drinks from the glass jugs into plastic containers in coolers
 - All Beers, soda, teas, etc. Remove from tables and place into coolers
 - Seminar tables behind and beside you breakdown
 - If “Clue” Table cloths are dirty pile on floor to be collected
 - If they are not dirty fold up and and place in tubs that are under the tables
 - Empty ice tubs into kitchen sinks
- 9PM: get ladder remove Backdrop from window
 - Remove black clips from backdrop(s) and suction cups from window place in pile to be collected
 - Please carefully fold the backdrop(s) and place them into their bags (each bag has a picture of the backdrop)
 - Place all bar items into a tub for transport

Theme Drinks \$5 a glass Optional:
Add a shot of alcohol for additional \$5

Gondor's Harvest Cider



Cranberry juice
Apple cider
Fresh cranberries
Brown sugar
Cinnamon sticks
Whole cloves

Garnish: Cranberries &
Orange slice

Elven Ember Cider



Apple cider
Salted caramel
syrup
Fresh lime juice
Ginger beer

Garnish: Apple slices &
Cinnamon Sticks

Bilbo's Second Sip



Blackberry juice -
Pomegranate juice -
Lemon-lime soda

Garnish: Blackberries

The Shire Cider



Apple cider - Orange juice -
Lemon juice - Honey -
Ginger beer

Thinly sliced: Apples, Oranges,
Cinnamon sticks

Garnish: Apple slices &
Cinnamon Sticks