

Glencoe City Center

BAR SERVICE AGREEMENT & AUTHORIZATION

This Bar Service Agreement & Authorization establishes the bar service arrangements, applicable gratuity, and responsibilities for the event identified below.

By signing this Agreement, the Client acknowledges the terms below in addition to the City Center rental agreement and applicable City policies, ordinances, rules, and laws.

1. EVENT & CONTACT INFORMATION

Contact / Party Name: _____

Wedding/Event Date: _____

Contact Phone: _____

Event Type: _____

Contact Email: _____

City Center Room/Area: _____

Day-of Contact / Phone: _____

Estimated Guest Count: _____

2. BAR SERVICE ARRANGEMENT

The City Center will provide bar service for the event in accordance with the applicable rental or service agreement.

- City Center will provide bartending/service staff as specified in the applicable rental or service agreement.
- City Center staff will manage the bar and determine whether service may be provided to an individual guest.
- City Center staff may refuse service when required by law, City policy, or staff judgment.
- Guests may not enter or work behind the bar unless specifically authorized by City Center staff.
- All bar service is subject to applicable Minnesota law, City of Glencoe ordinances and policies, and liquor-license or permit requirements.

3. 20% GRATUITY

The client acknowledges and agrees that a 20% gratuity will be charged in connection with applicable bar service.

The gratuity is an agreed-upon charge and is not optional or discretionary.

4. ADDITIONAL PRODUCT OR SERVICE

If additional product or service is requested or becomes necessary during the event, additional charges may apply, including alcohol/product, mixers or non-alcoholic beverages, bartending/service time, supplies, taxes or fees, gratuity, and other City-approved charges.

5. UNUSED PRODUCT

Disposition of unused product will be handled in accordance with applicable Minnesota law, City policy, licensing requirements, and City rental/bar service procedures.

The Client is not automatically entitled to remove, retain, or receive a refund for unused alcoholic beverages. Any refund, credit, transfer, or disposition will be determined in accordance with applicable law and City policy.

6. ALCOHOL SERVICE REQUIREMENTS

The Client acknowledges that all alcohol service must comply with applicable law and City requirements.

- City Center staff will verify identification when required and refuse service to persons who are underage or should not be served.
- City Center staff will control the manner and timing of alcohol service and may close the bar as required.
- The Client agrees not to pressure, direct, or instruct City Center staff to violate any law, ordinance, policy, liquor-license requirement, or responsible-service practice.

7. OUTSIDE ALCOHOL OR BEVERAGES

Outside alcoholic beverages may not be brought into or served at the City Center.

8. CLIENT RESPONSIBILITIES

- Provide accurate information regarding the anticipated guest count.
- Notify the City Center of requested changes as soon as possible.
- Pay all charges associated with the approved bar service arrangement.
- Ensure guests comply with City Center rules.
- Do not permit guests to access the bar or alcohol storage areas without authorization.
- Do not request that City Center staff violate any applicable law, ordinance, policy, or liquor requirement.
- Provide a responsible day-of contact who can make decisions regarding the event when necessary.
- Pay any authorized additional charges incurred during the event.

9. CANCELLATION OR CHANGES TO EVENT

Cancellation, postponement, or significant changes to the event are governed by the applicable City Center rental agreement and City policies.

Cancellation of the event does not automatically cancel financial obligations associated with products already ordered, services already provided, or other non-refundable charges. The Client should contact the City Center as soon as possible regarding any cancellation or change.

10. ENTIRE BAR SERVICE AGREEMENT

This Agreement, together with the applicable City Center rental agreement, constitutes the parties' understanding regarding bar service arrangements for the event.

If a conflict exists between this Agreement and applicable law, City ordinance, City policy, liquor-license requirements, or permit conditions, the applicable law, ordinance, policy, license, or permit requirement shall control.

The City Center reserves the right to modify or discontinue any bar service arrangement when necessary to comply with applicable law, licensing requirements, safety requirements, or City policy.

12. CLIENT ACKNOWLEDGMENT

By signing below, the Client acknowledges and confirms that they:

- Understand the 20% gratuity described in this Agreement.
- Understand the City's policies regarding alcohol service.
- Understand that City Center staff may refuse alcohol service when required by law, policy, or responsible-service standards.
- Understand that additional approved products or services may result in additional charges.
- Understand that all alcohol service is subject to applicable Minnesota law, City of Glencoe requirements, and applicable liquor-license or permit conditions.
- Agree to be responsible for all charges authorized under this Agreement.
- Have had an opportunity to ask questions regarding the bar service arrangements.

13. SIGNATURES

CLIENT	CITY CENTER REPRESENTATIVE
Printed Name: _____	Printed Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____