

APOLLO WEDDINGS AND PARTIES



For Venues that Require Licensed and Insured Bartenders
Service Options, Policies, and Procedures

We are pleased to have the opportunity to work with you. We would like to outline the service options available for your wedding, party, or special event. We will also highlight any policies, procedures, or fees that might be applicable.

THREE SERVICE OPTIONS

We provide the alcohol and coordinate a bartender for your event! You have enough to worry about, let us take care of the beverages! You just tell us what you'd like to drink ahead of time. Afraid you'll have too much extra? We've worked countless of events and have years of experience coordinating parties so we've become skilled at estimating a very close quantity count for the number of guests and their liquor intake.

1. OPEN BAR: GUESTS DRINK FOR FREE

- You purchase the drinks from Apollo.
- The affiliated fully licensed and insured caterer provides the bartender.
- You provide the guests. They drink for free.

2. CASH BAR: GUESTS PAY FOR DRINKS

- The affiliated caterer provides the drinks with meal service as required by State Law.
- The affiliated licensed and insured caterer provides the bartender with meal service as required by State Law.
- You provide the guests. They pay for their drinks.

3. BOTH OPEN AND CASH BAR (e.g. *Open* or *Cash* for specific hours or type of alcohol)

- Apollo provides product for the open bar portion and the affiliated caterer provides the drinks for the cash bar option with meal service as required by State Law.
- The affiliated licensed and insured caterer provides the bartender.



- You provide the guests. They drink for free, or pay, depending on the time or liquor type. There is much flexibility with this option. For example, you buy the keg and then your guests pay for anything else at the cash bar.

ADD A BEVERAGE STATION

Adding a self serve non-alcoholic beverage station is a creative option that your guests will love. Our infusion jars allow you to be as decadent as you like. Prices vary by number of jars, and guests. Select from any of our beverage options:

- Iced Tea
- Iced Water
- Lemonade
- Strawberry Infused Lemonade
- Raspberry Infused Pink Lemonade
- Citrus Infused Ice Water
- Cucumber Water with Mint and Lemon

PRICES

Open Bar Drink Prices

- You buy the wine, liquor, and beer at Apollo prices with no added per drink fees!

Cash Bar Drink Prices from the affiliated licensed caterer with meal service

- Domestic Beer: \$4
- Import or Craft Beer: \$5
- Liquor and Wine: \$6

Plastic Glasses, Mixers, Water, Etc.

- Charged per event according to usage.

Bartenders

- \$50 per event, or \$12 per hour (whichever is greater). Provided by the affiliated licensed and insured Caterer.

Note: If your event requires a butler or table service, or if your guest list exceeds 100, two or more Bartenders are recommended for more efficient service.



Free Glassware

- If your Venue does not provide you with glassware for your drinks, Apollo is pleased to provide you with free glassware upon request, depending on availability. All glassware must be returned to us clean. We are happy to clean the glassware for you for \$10 per rack.

FEES

- \$500 minimum in cash bar sales per event where cash bar service is requested.
- \$250 liquor license and insurance fee paid to Licensed Caterer
- \$325 non-refundable payment is required to reserve your date. It will be applied to the final invoice.
- \$99 event fee
- Meal purchase from the affiliated caterer per event, as required by State law.
- \$5 corkage fee per bottle paid to the affiliated caterer if you supply your own wine, liquor, or beer not purchased at Apollo Liquor.
- \$.75 per mile travel and delivery charge for any events outside of Rochester. Maywood does not apply.

POLICIES

- Bartenders from the affiliated caterer are licensed and insured with a \$1 million in liquor liability for your protection.
- Bartenders from the affiliated caterer are responsible for the delivery of your beverage items, bars, accessories, and glassware, as well as the event set-up and tear down, but are not responsible for the cleanup or disposal of non-perishable items (ex. beer bottles, plastic cups, glassware, etc.).
- All events require a valid credit card and driver's license number.
- All final product orders must be submitted 10 days prior to the event. A final estimate will then be generated, and a 50% charge will be accessed to your credit card.
- A final invoice will be mailed to you the week following your event for the remaining balance.
- Balances over 15 days past due will be charged to your credit card with an 18% interest fee.
- All liquor purchases are final and product may not be returned.
- We reserve the right to change pricing or policies at anytime.

For more information or questions please call 507-951-4701 or email apolloevents@apollowineandspirits.com