

**ADAMS COUNTY REGIONAL PARK COMPLEX
2011 BAR SERVICES POLICIES AND PROCEDURES**

LIQUOR CONCESSIONAIRE L&R Concessions has been awarded the bid to provide liquor services at the Adams County Regional Park Complex. L&R Concessions Inc., Roger Rusamanno may be reached at 303-455-2946, 4800 Golden Court, Denver, CO 80212.

2011 APPROVED PRICES FOR BEER, LIQUOR AND BAR SERVICES:

House Keg Beer	@\$275.00per keg Groups of 350 or less may purchase two (2) kegs per event Groups of 351-600 may purchase three (3) kegs per event Groups of 601-1000 may purchase four (4) kegs per event
Import Kegs	\$325.00 per keg
Beer	\$3.00 per cup or can
Wine by the glass	\$5.00
Specialty Beers	\$5.00 per cup or can
Champagne	Concessionaire cost plus 50%
Specialty Blended drinks	\$6.00
Any "Call" Drink	\$4.00
Any "Well" Drink	\$3.00
Call Premium	\$5.00
Soft Drinks	\$2.00

- WELL DRINKS - Examples of "Well Drinks" are McCormick's Vodka, Jim Beam,
- CALL DRINKS - Examples of "Call Drinks" are VO, Jack Daniels, and Absolute
- CALL PREMIUM - Examples of "Call Premium Drinks" are Patron, Cazadores
- HOUSE BAR WINE- Franzia Red and White or Inglenook Red and White
- HOUSE KEG BEER- Budweiser, Miller, Coors, Michelob

A bar services deposit of \$300.00 will be assessed when services are requested by the Tenant. This fee does not pre-order any liquor, and is payable directly to Concessionaire by the Tenant. During the event, the Concessionaire shall tally drinks purchased. If total bar sales exceed \$300.00, the bar services deposit will be refunded in full to the client. If total bar sales do not exceed \$300.00, the Concessionaire shall be entitled to the amount equal to \$300.00, and the difference will be refunded to the tenant. Payment shall be made in the form of cash, check or money order. Bar services must be made no later than five (5) working days prior to the scheduled event.

CANCELLATION POLICY

Cancellation of bar services or special orders is the responsibility of the customer. If the event is canceled, a full refund will be made; Special Order Keg Beer will not be refunded if cancellation is less than 5 working days from date of event and a 10% service fee will be charged on all canceled keg beer orders. The client will be responsible to inform *L&R Concessions* within 5 working days before the scheduled event of any cancellation of liquor orders or bar services. All cancellations must be in writing. Refund will be made within 7 working days after the scheduled event.

FACILITY CLOSURE

Adams County may choose to close any portion or all of the Regional Park Complex Facilities due to weather conditions, fire, an Act of God or any reason, which may result in unsafe or unusable conditions for use of the facilities. The Adams County Parks Department will make their best effort to contact the customer. It is the responsibility of the Tenant to provide Adams County Parks Department with the name of the contact person, daytime, nighttime telephone numbers for notification purposes in the event of a facility closure. A full refund will be given to the customer if a cancellation is due to a facility closure. Adams County will be responsible for notifying Concessionaire of a building closure due to weather, fire or an "Act of God" or any other reason. Adams County will refund all damage deposits and rentals fees paid

by the facility user in the event of a facility closure. Tenant is responsible for cancellation of the event for other reasons. Cancellations must be submitted in writing.

LIQUOR/BAR SERVICES AGREEMENT

Please be sure to sign and return a Liquor/Bar Services to Concessionaire to request any type of bar service. Upon receipt of the signed Liquor/Bar Services Agreement from the customer, the Concessionaire, must then return a signed copy of the Liquor/Bar Services Agreement to the customer within ten (10) working days to confirm the bar service requested. The Concessionaire is responsible for providing a completed copy of the Liquor/Bar Services Agreement to the customer, Adams County Parks Department and Finance Department prior to the scheduled event. The Concessionaire will return all calls to customers requesting bar service information within three (3) working days from the date of the initial call. The Concessionaire will provide no liquor/bar service without a signed agreement from the customer.

SECURITY

All security for events shall be contracted through the Adams County Sheriff's Office or designated Security Services as determined by the Adams County Parks Office. The Adams County Sheriff's Office will have authority to close bar services if in his/her determination there is justifiable cause. Some reasons for justifiable cause may include but are not limited to underage drinking, intoxicated guests, and unacceptable behavior of guests.

OPERATIONAL STANDARDS

The Concessionaire shall provide qualified bartending staff for all events. The bartending staff shall be dressed in appropriate attire depending upon the type of event. Facility users may request appropriate attire for the bartending staff. The concessionaire shall be responsible for the cleanliness of the immediate bar service area, and any tables and chairs used for service, floor area and any trash accumulated in the service area.

SOFT DRINKS

The Facility User may choose to provide and serve any or all non-alcoholic beverage for their scheduled event. If there is an exclusive soft drink provider established by the Adams County Parks Office only those products may be served or dispensed at the Regional Park Complex. Punch, tea, coffee and other approved non-alcoholic beverages may be purchased and served by the Facility User for the scheduled event. Facility User may request that soft drinks be sold at the bar during the event. The price shall be \$2.00 per 16 oz. Cup.

CUSTOMER SERVICE POLICY

It is the intention of the Adams County Board of Commissioners to provide the highest level of customer service and facilities to the customer. If you have any comments, suggestions or special requests, please contact the Adams County Parks Department, 9755 Henderson Road, Brighton, CO 80601, (303) 637-8027, fax (303) 637-8015.

CONTRACT DOCUMENTS

The Concessionaire shall use the County approved Agreement for all transactions between Concessionaire and Tenant who requests bar service. The tenant, when bar services are requested, shall retain one copy. Upon Confirmation by the Concessionaire of bar services, a copy signed by the Concessionaire shall be delivered to the Tenant prior to the scheduled event. Concessionaire shall provide a copy of the Agreement to the Parks Department Administrative Office prior to the event. The cost for printing the County-approved Agreement shall be paid by the Concessionaire. Concessionaire also agrees to provide the Parks Department Administrative Office with a copy of the final reconciliation statement between Concessionaire and Tenant within ten (10) days after the event.

COUNTY FAIR

The Concessionaire agrees to use of food coupons or tokens for all liquor/bar sales during the County Fair if approved by the Board of County Commissioners. If coupons or tokens are used during the County Fair, the Concessionaire may not accept cash under any circumstances for sales of alcoholic beverages. The

Adams County Parks Department will notify Concessionaire in writing prior to the Fair of all requirements, changes and prices.

COMMUNICATIONS

The overall goal is to provide the best possible service, therefore communication between Concessionaire and the appropriate staff is very important. The Concessionaire shall attend one monthly meeting with the Facilities Event Coordinator to discuss upcoming events, and get copies of the Agreements in an effort to improve facility operations and services. During the monthly meeting suggestions to better improve the concessions, facility operations and services shall be offered and examined by each party. If concerns are raised about the standards of either operation, the parties shall file a monthly written report with the Parks Director, which will be kept on file. Concessionaire must provide a cell phone number for better communication between the Parks staff and Tenants. The cost for the cell phone will be the responsibility of the Concessionaire. Concessionaire must receive all liquor purchases and deliveries in person. Park Department personnel will not be responsible for accepting liquor or beer deliveries.

NON-EXCLUSIVE USE OF FACILITIES

Concessionaire shall have non-exclusive use for walk-in coolers, concessions, bars, ice machines and any other County-owned equipment as listed in the Request for Proposal, Concession Equipment. Concessionaire will provide Adams County with a key or combination to all locks on County-Owned equipment, except the Concessionaire storage area located in the Annex. Concessionaire agrees to share the walk-in cooler during all scheduled pre-fair and County Fair dates.

REFUNDS

Concessionaire shall provide a refund on all unused kegs of beer, liquor orders, or cups provided the kegs of beer are not tapped, liquor is unopened and cup sleeves are not opened. Specialty kegs beer shall not be refundable if not used. A keg restock fee of 10% shall be charged to the Tenant for any order but unused, untapped keg beer which is not special order.

BUILDING MAINTENANCE

The Parks Department shall be responsible for general maintenance and janitorial services associated with the Regional Park Facility events. The concessionaire is responsible for all maintenance and janitorial service within their immediate service area. Concessionaire is responsible for maintaining all health standards as required by the State and/or County codes.

Adams County Regional Park Complex Liquor/Bar Services Agreement
L&R Concessions, Roger Russamano, 4800 Golden Court, Denver, CO 80212
Phone (303)455-2946; Fax (303-964-1159

Customer Name _____

Address _____

City, State, Zip _____

Daytime Phone _____ Evening Phone _____

Event Date _____ Event Hours _____

Hours for Bar Service _____ Number of Guests _____

Event Location _____

CASH BAR * OPEN BAR SERVICES

_____ Cash Bar only (see attached price list for cash bar menu of beverages offered)

_____ Cash Bar Requested plus special order as listed below

_____ Open Bar-Payment for bar tab will be collected at conclusion of event
(See options below and price list for open bar options available)

KEG BEER

_____ Number of House Brand Keg Beer @\$250.00 per keg Total Due \$_____ L&R Only \$_____

** Please see bar policies and procedures for the number of kegs that are allowed per event.

Please circle brand of house beer requested:

Budweiser Miller Coors Michelob

_____ Number of Special Order Kegs \$_____ \$_____

** Please see bar policies and procedures for the number of kegs that are allowed per event. Note:
Concessionaire must quote prices for special order keg beer. Charges for special order keg beer are
non-refundable event if kegs are unused or untapped. *Please indicate the brand of special order
keg beer requested:* _____

CHAMPAGNE

_____ Champagne (Please indicate the number of bottles requested. \$_____ \$_____

Note: The concessionaire will quote prices for champagne. Prices will be concessionaires cost plus
50% service charge. Unopened bottles are fully refundable. *Please specify brand of champagne:*

CUPS/GLASSES

_____ Beer Cups – 12 or 14 oz – 1,000 cups	@\$ 50.00	\$ _____	\$ _____
_____ Champagne Classes (Plastic) – 1 Case	@\$ _____	\$ _____	\$ _____
_____ Wine Glasses (Plastic) – 1 Case	@\$ _____	\$ _____	\$ _____
_____ I will provide my own, please specify			
_____ Beer Cups (cups will be clear)			
_____ Champagne/Wine glasses			

NOTE: No glassware is permitted without prior written approval from the Parks Director.

Grand Total Due	\$ _____	\$ _____
Total Deposit Enclosed	\$ _____	\$ _____

Note: Payment for keg beer or champagne orders are due 14 days in advance. If the event is cancelled a full refund will be made. (Exception: Special order keg beer will not be refunded if cancellation is less than 14 days from the date of the event.) Tenant may add price quoted in total column. Concessionaire will confirm price, or make changes in column marked L&R Concessions. Facility user is permitted at any time before, during and after the event to verify liquor inventory. Please contact concessionaire at 303.455.2946 for special order price quotes or to confirm all bar arrangements. All prices will be guaranteed after the concessionaire has signed your order. A signed copy will be returned to you according to the attached bar service policies and procedures.

Please sign one copy for your records and return two copies to L&R Concessions, 4800 Golden Court, Denver, CO 80212

Tenant Printed Name

Tenant Signature/Date

L&R Concessions/Date