



# Cash and Carry Bar Acknowledgment

The purpose of this document is to explain the process of how our cash and carry bar is handled at TAPS Fish House & Brewery. The sales of beverages to your guests will count toward the required food and beverage minimum for your event. Communication with your guests regarding the no-host bar and the added 20% gratuity is appreciated prior to the event.

## **TAPS Event Cash & Carry process**

- 1.** When a guest of your event orders a beverage that is not hosted, the server will order those beverages on a separate check. The server will ask for a credit card or driver's license before placing the order with the bar. In order to avoid confusion, the credit card will be held with the order information and filed by last name. All bar orders must reference the last name when ordering beverages throughout the event so that the proper beverages are hosted by the proper guest check.
- 2.** All beverages must be ordered in the event room with a server to be counted toward your event minimum. The bartenders at the main bar will not have the banquet information to effectively process this transaction.
- 3.** The servers will ask the guests periodically if they would like to keep their beverage check open or if they would like to close it. The reasoning behind this is to close any checks not being ordered on to expedite the final bills at the end of the event. At event end, all open checks will be processed with the credit cards held on file or returned to guest for alternate payment. Please understand that our staff will be processing the payments as quickly as possible. We have a limited amount of terminals that can process all the separate checks and payments. We thank you in advance for your understanding and patience.
- 4.** All event food and beverage checks will have an automatic gratuity of 20% added to the bill as stated in the event contract. Banquet gratuity is divided between several staff members. Staffing will include bus staff, servers, bartenders and any other staff that would help expedite the service of an event.
- 5.** If the bar sales come to less than the minimum contracted, the host bill will receive the amount necessary to reach the contracted minimum in form of a room fee on their bill. For your convenience, the banquet manager will go over the sales of the cash bar to show the detail of sales to effectively explain the room fee.

I have read the above and understand the TAPS Fish House & Brewery cash & carry bar process.

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Event Coordinator and Company (if applicable)