



**SAVORY ROOTS**  
**BAR SERVICE GUIDE**

## BAR SERVICE GUIDE

We are looking forward to working with you to finalize the details of the very special day! In order to provide the best experience for you and your guests, here are some helpful tips and tools as you are planning your bar service. We kindly ask that you share this guide with your event coordinator.

### BARTENDER ARRIVAL TIME

Our bartenders happily arrive to begin setting up 2 hours prior to your event start time. During this time, we are preparing the bar area, creating signature cocktails, chilling items on ice, etc. The bar is NOT open for service during this setup time.

### BARTENDER SERVICE TIME

The length of your bar service time is listed on your current proposal. We do not pause bar service for a particular amount of time during the event to extend bar service to a later end time. Additional hours of bar service may be added to your proposal, but this must be done prior to the final payment due date. The maximum length of bar service we can provide is no more than 6 continuous hours. Our policy is that our bartenders must stop serving 30 minutes prior to the end of the event.

### BAR SERVICE START TIME

Our team will partner with you and your coordinator to gather the final event timeline so that we are prepared to begin serving at the time requested. If there is a last minute request to begin earlier than originally expected, please know our team might not be ready to serve yet, as we arrive and plan our set up based upon the start time listed on your timeline. If we are able to begin bar service earlier, please know that your time begins at the start of serving the first drink, not the start time on your timeline. Therefore, your bar service will then end earlier than expected.





## TRANSITION TIME

If you require your bar to be moved from one location to another during the event (for example-cocktail hour to reception), please understand that there will be a very short amount of time our bartenders will be unable to assist guests, as they will be very busy moving supplies, etc. as fast as possible in order to begin serving guests again. This short transition time does not extend your total bar service time. Please know that we work as fast as possible to quickly re-open the bar once we transition to the new location and bar structure. Each event and venue space can vary. It is also important for your coordinator to continually communicate with our banquet captain and bartenders for any questions or concerns during the entire duration of your event.

## BAR STRUCTURE REQUIREMENT

All bar packages with Savory Roots Catering require a professional bar structure. Please inquire if you are interested in renting a structure from SR. You may also use other rental companies.

## LAST CALL

We require that "last call" is to be made 15 minutes prior to the time the bar actually closes. Last call should not be made the moment the bar is closed.

## GUESTS 21 AND OVER

Bar packages are charged per person for ALL individuals 21 and over. Guests under 21 (including children) will be charged for sodas and juices from the bar, unless it is a Beer & Wine Package. Please let our team know this count by 10 days prior to your date.

## LIQUOR SHOTS

Bar policy states that our bartenders cannot serve liquor shots to any guest.

# MULTIPLE BARTENDERS

If your guest count requires 2 bartenders, it is best they stay together at the same bar structure for the entire duration of service. Please partner with us to discuss the details, as each event and venue is unique. Additional charges may apply for special requests.

## BARTENDER GRATITUDE

Our bartenders place a tip jar on top of the bar structure to give guests the choice to leave a gratuity for excellent service. If you do not wish for a tip jar to be presented at your event, our policy is that the bartenders are to be given a gratuity totaling to 20% of your bar package before the day of the event. Please partner with our team for any questions or concerns.

## CHAMPAGNE TOAST

If you have chosen our champagne toast package, we would prefer that the flutes be set out with the rest of your dinnerware at the beginning of the event. Our team will then walk around and pour champagne before your reception begins so that toasts can be made at any time. Please always partner with us on the timeline of your toast so that it does not interfere with the service our staff is providing. (setting up, serving dinner, etc) If you plan to utilize a champagne wall or tower, please let us know.



## FREQUENTLY ASKED QUESTIONS

### **Do we get to keep any leftover alcohol at the end of the event?**

*All of our standard bar packages are for consumption only, meaning anything left is removed with us at the end of service.*

### **Can we do shots?**

*As a standard practice, we do not allow any shots with our service. Most of the venues we partner with do not allow it, and we respect that.*

### **Are Your Bartenders ServSafe® Certified?**

*Yes, our bartenders are ServSafe® certified. ServSafe is a food and beverage safety training and certificate program administered by the National Restaurant Association. The program is accredited by ANSI and the Conference for Food Protection.*

### **What do the Bartenders bring with them?**

*Along with the alcohol, mixers, disposable cups, napkins, straws & ice, every bartender brings a toolkit. The Toolkit allows us to provide a seamless experience for you and your guests. We bring our kit to EVERY event and it includes: Beer and wine openers, pour spouts, fruit containers, bar towels, cutting board and knife & a tip jar.*

### **Does having Two Bartenders automatically mean two bars?**

*Unless pre-arranged, our bartenders work side by side at the same structure for the duration of your event. This ensures a safe, speedy, and fun event for everyone. We are professionals, so you never have to worry about long wait times. At the start of the service, a line can form, but we are highly trained to move efficiently and quickly so that your guests do not have long wait times.*