



Nashville TN 37211

Phone: 615-693-6065

Email: behshad@theroamingbar.com

Website: www.theroamingbar.com

THE ROAMING BAR

(615)693-6065/ E-mail Theroamingbarllc@gmail.com

<https://Theroamingbar.com/>

Bartending Services

Please complete this information sheet as accurately as possible. The information provided on this page will be used to prepare staffing, scheduling, equipment, inventory, and event logistics for your event.

Information Sheet

*Names: _____ Date: _____

Client Identity Verification: To protect both parties from fraud and unauthorized bookings, TheRoamingBar may request a copy of a valid government-issued photo ID from the client or authorized event representative at any time prior to the event. Failure to provide requested identification may result in cancellation of the booking or refusal of service, with any refunds governed by this agreement.

Any identification provided will be used solely for identity verification and contract administration and will be handled in accordance with applicable privacy laws.

*Address: _____

*Phone: H. _____ W. _____ Cell _____

*E-mail: _____

*Date of Event: _____ Type of Event _____ Colors _____

Events booked fewer than fourteen (14) days before the event date may be subject to a \$300 Rush Booking Fee.

*Set up Time: _____

Setup Time Notice: TheRoamingBar will determine the appropriate arrival and setup time based on the services selected, venue access, and event requirements. While our team typically arrives approximately one (1) hour before guest arrival, some events may only require thirty (30) minutes or another appropriate amount of setup time. Arrival times are determined solely by TheRoamingBar to ensure proper event preparation.

*Time guests arrive: _____

*Event end time: _____

Service Time Notice: Service will conclude at the contracted event end time listed above. If the client requests service beyond the contracted end time, additional time may be approved based on staff availability and will be billed at \$50 per bartender, per additional hour (or portion thereof), plus any applicable gratuity and additional product costs.

*Number of Total Guests: _____

Guest Count Notice: The guest count provided is used to determine staffing, inventory, ingredients, equipment, and overall event preparation. The client is responsible for providing an accurate guest count. If the actual attendance exceeds the contracted guest count, TheRoamingBar reserves the right to charge for any additional staffing, ingredients, inventory, products, equipment, labor, or service time required to accommodate the additional guests.

TheRoamingBar is not responsible for product shortages, reduced service, or shortened event duration resulting from inaccurate guest counts provided by the client.

Additional charges resulting from inaccurate guest counts will be invoiced following the event and are due according to the terms of this agreement.

Number of Guests Over 21: _____

Number of Guests Under 21: _____

Age Verification Notice: If guests under the age of twenty-one (21) are expected to attend this event, the client must accurately disclose this information. TheRoamingBar reserves the right to request valid government-issued photo identification from any guest who appears under the legal drinking age or whose age cannot be reasonably verified. Alcoholic beverages will not be served without acceptable identification.

The client is responsible for providing accurate information regarding attendees. If false or misleading information is provided regarding the presence of underage guests or any information that affects the legal operation of the event, TheRoamingBar reserves the right to refuse or discontinue alcohol service immediately. In such cases, all deposits, fees paid, and amounts due under this agreement shall remain non-refundable.

TheRoamingBar is not responsible for alcoholic beverages that are shared, transferred, or provided to underage individuals by guests after lawful service has been completed. The client assumes responsibility for monitoring guest conduct throughout the event.

By signing below, I certify that all event information provided on this Information Sheet is true, complete, and accurate to the best of my knowledge. I understand that TheRoamingBar will rely upon this information when preparing for my event. Any delays, additional costs, or service changes resulting from inaccurate or incomplete information provided by the client may be the client's responsibility.

Client Signature Client Signature Required: Page 1 & Page 8 Only

Date

TheRoamingBar Rep Signature

Date



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Bartending Services Agreement & Contract

Thank you for considering TheRoamingBar for your event and our bartending services. The following is some general information about our bartending services and costs.

The cost of our bartending services are as follows:

Mobile Bar Options:

(Set up and clean up fee is included in each option)

(Yes/No) Mobile Indoor/Outdoor Bar: \$150

(Tools And Coolers Are Included)

Portable professional bar setup ideal for private parties, corporate events, birthdays, and small to medium-sized gatherings.

Additional Bar Setups: _____ × \$150 = \$ _____

(Each additional bar setup includes a complete mobile bar, standard tools, and cooler.)

(Yes/No) Outside Canopy Tent: \$200

Provides weather protection for outdoor events and helps ensure uninterrupted service.

(Bar Tops, Tools and Coolers are included)

Outdoor Events: TheRoamingBar reserves the right to require a canopy when weather or event conditions make one necessary for the safety of our staff, guests, or equipment.

(Yes/No) Mobile Trailer Bar: \$450

(including coolers, Bar tops, Tools, and Canopy)

Recommended for weddings, festivals, and multi-day events where a permanent outdoor bar setup provides the best guest experience.

Set up and clean up fee total: \$ _____

(Including setting up bar, bar tools, drink wear, cooler.)

Number of Bartenders requested: _____

Rate: **\$50/hour each**

(One bartender is generally recommended for every 50 guests.)

(For every 50 guests 1 bartender is required by TheRoamingBar.)

Number Servers Requested: _____

Rate: **\$40/hour each**

(Recommended for larger events to assist with guest service, food service, table maintenance, and event support.)

Number Bar Back Requested: _____

Rate: **\$35/hour each**

(Assists bartenders with restocking, ice, glassware, cleanup, and maintaining efficient bar service.)

TheRoamingBar reserves the right to recommend or require additional bartenders, servers, or bar backs based on guest count, beverage service, venue layout, and event logistics to ensure safe and efficient service.

Total of Hours: _____

(TheRoamingBar charges \$50 per hour for each bartender required.)

Total Staff Cost: \$ _____

(Includes all bartenders, servers, bar backs, and any additional event staff selected above.)

Additional Staff Charges (If Applicable): \$ _____

Setup & Cleanup Fee: \$ _____

Total Staff Cost: \$ _____

Total Mobile Bar Cost: \$ _____



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Services requested: Please check all that applies.

(All of our services below may come with craft syrup, liqueur, bitters, extracts that TheRoamingBar Will Provide and prep for each event.)
The Roaming Bar provides professional bartending services, mixers, fresh ingredients, bar equipment, and beverage preparation. Alcohol is either supplied by the host or coordinated through our Spirit Assistant service where permitted by law.

Cocktails Crafting Service, Total of _____ Cocktails. \$3 each. \$ _____

Cocktail Crafting Service (Host Provides Spirits)

Our professional bartenders prepare and serve handcrafted cocktails using spirits supplied by the event host. The Roaming Bar provides the bartending expertise, bar tools, presentation, and exceptional guest experience.

Spirits choice: _____.

Drink Name: _____.

Cocktails by the Spirits Bar, Total of _____ Cocktails. \$7 each. \$ _____

Cocktails by the Spirits Bar (Spirit Assistance Available)

Our team coordinates the spirits needed for your event through our Spirit Assistant service while providing mixers, syrups, garnishes, fresh ingredients, bar equipment, and professional bartending to create a seamless cocktail experience

Spirits choice: _____.

Drink Name: _____.

VIP Mixology Bar, Total of _____ Craft Cocktails 12\$ each. \$ _____

VIP Mixology Bar (Spirit Assistance Available)

An elevated cocktail experience featuring premium mixers, house-made syrups, fresh ingredients, specialty garnishes, artistic presentation, and professional mixology service. Spirit coordination is available through our Spirit Assistant service.

Favorite Spirits: _____.

Drink Name: _____.

Molecular Mixology Bar, Total of _____ Craft Cocktails 20\$.each. \$ _____

Molecular Mixology Bar (Spirit Assistance Available)

A luxury interactive cocktail experience featuring smoke, foams, bubbles, caviar pearls, edible garnishes, and modern mixology techniques. Spirit coordination is available through our Spirit Assistant service.

Favorite Spirits: _____.

Drink Name: _____.

Coffee Bar, Total of _____ Drink. \$6 each. \$ _____

Fresh espresso beverages, lattes, cappuccinos, matcha, hot chocolate, and specialty coffee drinks handcrafted on-site by our professional baristas.

Drink Name: _____.

Total Service Package: \$ _____



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Services requested: Please check all that applies.

(Each experience is professionally guided and includes the specialized equipment, presentation, and educational materials required to deliver a premium event. Alcohol arrangements are determined prior to the event and may be client-provided or coordinated by The Roaming Bar where applicable.)

Mixology Class, Total of _____ Guests. \$30 per guest.

\$-----

Learn the art of cocktail making through a fun, interactive hands-on experience led by one of The Roaming Bar's professional mixologists. Guests will craft multiple cocktails while learning techniques, recipes, and bartending skills.

Spirits choice: _____.

Drink Name: _____

\$-----

VIP Mixology Class, Total of _____ Guests. \$55 per guest.

An elevated mixology experience featuring premium ingredients, advanced techniques, luxury presentation, and personalized instruction for guests seeking a more refined cocktail experience.

Spirits choice: _____.

Drink Name: _____

\$-----

Tennessee Whiskey Tasting, Total of _____ Guests. \$30 per guest.

Discover the rich history and craftsmanship of Tennessee whiskey through a guided tasting that explores flavor profiles, production methods, and the unique character of each pour.

Spirits choice: _____

Top Shelf Whiskey Tasting, Total of _____ Guests. \$60 per guest.

\$-----

Compare a curated selection of premium mid-shelf whiskeys while learning tasting techniques, aroma identification, and the unique characteristics of each bottle.

Spirits choice: _____.

Top Shelf Allocated & Rare Whiskey Tasting, Total of _____ Guests. \$200 per guest.

Experience an exclusive guided tasting featuring rare and highly allocated whiskeys selected for collectors, enthusiasts, and guests seeking a truly unforgettable tasting experience

Spirits choice: _____

\$-----

Custom package of _____, Total of _____ \$ each.

Build a fully customized beverage experience tailored to your event. Mix and match any of The Roaming Bar's services to create a package designed specifically for your guests.

Spirits choice: _____.

Drink Name: _____.

Total Service Package: \$_____



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Drink additions:

(All of our services below may come with craft syrup, liqueur, bitters, extracts that TheRoamingBar Will Provide and prep for each event.)

Craft Syrups: _____ Bottles (\$20 per bottle) . Total Price: \$ _____

Flavors: [☐] Allspice/ [☐] Orange Creamsicle/ [☐] Gemini/ [☐] Toasted Marshmallows/ [☐] Hibiscus/
Other Syrup Options _____

Mixers _____ Bottles (\$10 per Bottle). Total Price: \$ _____

Flavors: [☐] Sweet and Sour/ [☐] Margarita Mix/ [☐] Ginger Bear/ _____

Garnish Type: _____ Total Number of Drinks _____ (\$0.50 per drink).). Total Price: \$ _____

Garnish Options: [☐] Lemon/ [☐] Lime/ [☐] Pineapple/ [☐] cherry/ [☐] Olive Other Garnish

Other Options: _____

Bitters: _____ Bottles (\$20 per Bottle).

Bitters options: _____ Total Price: \$ _____

Additional Ingredients: _____ Total Price: \$ _____

Total Price: \$ _____



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Additional Drink Add-ons: (Yes/No)

(Yes/No) Soda and Water Add-ons \$1 x _____ Cans/Bottles. \$ _____

(Yes/No) Beer and Seltzer Add-ons \$7 x _____ Cans/Bottles. \$ _____

(Yes/No) Wine and Mead Add-ons \$20 x _____ Bottles. \$ _____

(Yes/No) Mocktails Add-ons \$60 x _____ Gallons. \$ _____
(Each gallon can serve up to 16 Mocktails)

(Yes/No) Batched cocktail Add-ons \$100 x _____ Gallons. \$ _____
(Each gallon can serve up to 16 Cocktails)

Additional Drink Add-ons Total Cost: \$ _____

If you choose to have a bottle of red & white wine on each table, there will be an additional charge of \$20.00 per table.

Additional Glass Options: (Yes/No) (cost \$1.50 per drink)

(If choosing No then TheRoamingBar will provide clear cups, or any other plastic cups specified by the host)

Host cup choice _____

(Yes/No) Wine Glass, Total of _____

(Yes/No) Champagne Glass, Total of _____

(Yes/No) Tiki Glass, Total of _____

(Yes/No) Martini Glass, Total of _____

(Yes/No) Whiskey Glass, Total of _____

Total Glass Cost: \$ _____

Additional Add-ons: (Yes/No)

(Yes/No) DJ, Total of hours: _____

Total Price: \$ _____

(Yes/No) Photography, Total of hours: _____

Total Price: \$ _____

Additional Add-ons Cost Total: \$ _____

Total Add-ons Cost: \$ _____



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Payment options:

(Yes/No) **1. Closed Tab Bar**, Balance is due on the day of your event. (Client sets total of Drinks liked to be served at the event of the total of hours, payment in full is due at the start of your event + 9% NH meal tax, plus 18% gratuity if applicable) (Most popular choice!)

(Yes/No) **2. Cash Bar**, guests pay for all their own drinks. (Guests will also tip for there own drinks)

(Yes/No) **3. Open Bar** w/running tab, (Client pays total bill, for what guests consume, + 9% NH meal tax, plus 20% gratuity if applicable)

****The open bar/Closed tab bar can also have a time limit, or number of drinks etc.**

(Speak with a representative if your party exceeds 4-hours, additional charge may be applied)

If Open Bar, payment in full is due at the end of your event, (+4% charge for Credit Cards)

A non-refundable deposit of \$200.00 is required 14 Days Prior To The Event Date.

Paid by (Due Date) _____

(All balance must be paid at the end of the event. Total deposit will be subtracted from the total balance due at the event date.)

Tip Jar Allowed: ((A)Yes /(B) No)

If a tip jar is permitted, all gratuities received belong to TheRoamingBar bartending staff.

Minimum Gratuity Guarantee

If guest gratuities do not equal at least 18% of the contracted bartending service fee, the client agrees to pay the difference up to the 18% minimum gratuity.

If a tip jar is not permitted, an **18% gratuity** will automatically be added to the final invoice.

☐ **Option A:** Guests may tip bartenders. If gratuities total less than **18%** of the bartending service fee, the client agrees to pay the difference.

☐ **Option B:** No guest tipping. A flat **20% gratuity** will be added to the invoice.

Guaranteed Gratuity Amount (Office Use at Booking)

Bartending Service Total: \$ _____

Guaranteed Gratuity Percentage: ☐ 18% ☐ 20%

Guaranteed Gratuity Amount: \$ _____

Guest Tips Collected: \$ _____ *(Completed After Event)*

Additional Gratuity Due (If Applicable): \$ _____



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Total Event Cost: \$ _____

Discount Options:

(TheRoamingBar associates only)

Promos / Coupon Code: _____ \$ _____

TheRoamingBar Management Signature: _____ \$ _____

Additional fee: _____ \$ _____

Total Discount: \$ _____

Taxes: _____ \$ _____

Balance Due: \$ _____

I understand & agree by signing below that the bartenders will not serve anyone who is intoxicated or shows any signs of being intoxicated as judged by our bartenders. Also, will not serve anyone under the age of 21. anyone else who they deem should not be served. All alcohol must be served by theroamingbar and any guest who brings in alcohol or consumes alcohol at the event will be asked to leave the premises immediately. The host of the event will be held liable for any damage or unruly guests.

If you choose any of these services, we have enclosed a contract for you to sign and return with a deposit.

We accept credit cards, which carry a 4% additional fee.

Payment Policy

Payment Due Before Service

For all first-time and returning clients with fewer than three (3) completed events with TheRoamingBar, the remaining balance is due before the start of the event. If payment has not been received before service is scheduled to begin, TheRoamingBar reserves the right to delay or refuse service until payment is made.

Late Payment Fee:

- A late fee of 15 % or \$300 will be applied to all overdue balances.
- This late fee will be applied starting 7 days after the due date.
- A minimum late fee of \$300 applies to all overdue invoices.

14 days prior to the event we will need a final guest count.

If you have any other questions, please do not hesitate to contact us

Rush Booking Fee: Events booked less than fourteen (14) days before the event date will incur a **\$300 Rush**

Booking Fee. This fee is non-refundable and must be paid with the deposit to reserve the event..

Client Signature Client Signature Required: Page 1 & Page 8 Only

Date

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The Roaming Bar

Policies & Terms

Payment Policy

A non-refundable deposit is required to reserve the event date.

The remaining balance is due before the start of service, unless otherwise agreed to in writing.

Clients with three (3) or more successfully completed events may be eligible for extended payment terms at TheRoamingBar's sole discretion.

Failure to submit payment before service begins may result in delayed or canceled service without refund.

Rush Booking Policy

Events booked within fourteen (14) days of the event date are subject to a \$300 Rush Booking Fee.

Guest Count & Event Changes

The client is responsible for providing an accurate guest count and complete event information.

Final guest count must be submitted no later than fourteen (14) days prior to the event.

Guest count determines staffing, inventory, ingredients, equipment, and overall event preparation.

If actual attendance exceeds the contracted guest count, TheRoamingBar reserves the right to charge for any additional staffing, labor, ingredients, inventory, equipment, products, or service time required.

TheRoamingBar is not responsible for product shortages, reduced service, or shortened event duration resulting from inaccurate guest counts provided by the client.

Any requested changes to the event date, location, guest count, services, or event hours may result in additional charges.

Service Time Policy

Service concludes at the contracted event end time.

Additional service time is subject to staff availability and will be billed at the current hourly staffing rates, plus any applicable gratuity and additional product costs.

Client or venue delays do not extend contracted service hours unless additional time has been approved and purchased.

Travel & Lodging

Events outside our standard service area may require additional travel, lodging, mileage, parking, tolls, venue access fees, or other travel-related expenses.

Any applicable travel expenses will be disclosed before booking and added to the final invoice.

Overnight accommodations may be required for events involving extended travel or multi-day service.

Alcohol Service & Age Verification

TheRoamingBar reserves the right to request valid government-issued photo identification from any guest whose age cannot reasonably be verified.

Alcoholic beverages will not be served to anyone unable to provide acceptable identification when requested.

TheRoamingBar reserves the right to refuse or discontinue alcohol service to any guest who appears intoxicated, poses a safety concern, or whose service would violate applicable laws.

The client is responsible for accurately disclosing whether guests under the age of twenty-one (21) will be attending the event.

TheRoamingBar is not responsible for alcoholic beverages shared, transferred, or provided to underage individuals by guests after lawful service has been completed.

Photography & Media Release

Unless otherwise requested in writing before the event, TheRoamingBar may photograph or record portions of the event for marketing, website, social media, or portfolio purposes.

Clients requesting complete privacy must notify TheRoamingBar before the event.

Client Responsibilities

The client is responsible for providing a safe, clean, and accessible work area for TheRoamingBar staff.

Required utilities, venue access, and parking must be available when applicable.

The client accepts responsibility for any damage to TheRoamingBar equipment caused by guests through negligence, misuse, or intentional actions.

Outdoor Events & Weather

Outdoor events remain the client's responsibility.

TheRoamingBar reserves the right to require a canopy or other weather protection when necessary for staff safety and equipment protection.

Service may be delayed, suspended, or discontinued if weather conditions become unsafe.

Weather-related interruptions beyond TheRoamingBar's control are non-refundable.

Safety Policy

TheRoamingBar reserves the right to immediately stop or refuse service if staff experience unsafe, threatening, illegal, abusive, or hostile conditions.

In these situations, all deposits, payments made, and contracted fees remain non-refundable.

Identity Verification

TheRoamingBar reserves the right to request a valid government-issued photo ID from the client or authorized event representative prior to finalizing a booking, accepting payment, or providing services.

Failure to provide requested identification may result in cancellation or refusal of service.

Force Majeure

TheRoamingBar shall not be held responsible for delays, cancellations, or failure to perform caused by circumstances beyond its reasonable control, including severe weather, natural disasters, government restrictions, utility outages, accidents, illness, venue closures, or other emergencies.

Entire Agreement

This agreement represents the complete understanding between the client and TheRoamingBar. Any modifications must be agreed to in writing by both parties.

This agreement shall be governed by the laws of the State of Tennessee.



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Travel & Lodging Authorization (If Applicable)

Event Location: _____

Travel Distance: _____

Travel Fee: \$ _____ Mileage Fee: \$ _____

Hotel / Lodging Cost: \$ _____

Parking / Tolls / Venue Access Fees: \$ _____

Additional Travel Expenses: _____

Total Travel & Lodging Charges: \$ _____

Client Approval (Required Only if Travel Charges Apply):

Client Signature: _____ **Date:** _____

TheRoamingBar Representative: _____ **Date:** _____