

Wilmington Wedding Venue

4311 N Dartmoor st. Wasilla, AK 99654

503-559-6261

2026 BAR SERVICE AGREEMENT/REQUIREMENTS

INSURANCE

You must provide a certificate of general liability insurance for a minimum of 2 million dollars naming Wilmington Wedding Venue as an additional insured. This must be submitted 2 weeks prior to the event date.

ADDITIONAL ITEMS NEEDED

- Proof of Alcohol Server certificates for staff attending must be given 2 weeks prior to event and must be on staff when serving.

CLEANING SECURITY DEPOSIT

You will be required to pay a 250.00 cleaning security deposit. This is 100% refundable, if the required clean-up of the prep and serving areas have been completed, tables bussed of all alcohol related trash and all related trash placed in the trash receptacles provided 100% will be refunded within 3 business days of the event.

SET UP

Set up and access to the venue may begin at 3:00 p.m.; please confirm your arrival time with the venue owner 24 hours prior to anticipated arrival.

PARKING

Your vendor will take the 2nd driveway on Dartmoor st. and park behind the pavilion, head in parallel, leaving room for other vendors.

ITEMS PROVIDED BY THE VENUE

- The retro bar trailer will be parked next to the tent for alcohol service
- One large trash can with liners.

ALCOHOL SERVICE

Alcohol Service is **6 hours maximum**; if you would like to pause service during the dinner hour to have a later serve time, that is permissible.

We do not allow "drop-off" alcohol.

Service staff must stay at the venue at all times while the alcohol is being served and **LAST CALL** is at 9:30 p.m.

Service staff is required to I.D. guests that appear to be under 30 and confirm legal drinking age

Service staff is required to monitor for Visibly Intoxicated Persons and to deny alcohol if warranted.

NO Double pours or shots, all spirits MUST be served with a mixer.

VENUE RETAINS THE RIGHT TO CANCEL ALCOHOL SERVICE IF RULES ARE NOT ADHERED TO.

ABSOLUTELY NO ALCOHOL SERVICE AFTER 10:00 P.M.

All tables must be bussed of alcohol and alcohol-related trash prior to leaving the venue. All alcohol-related trash must be placed in the receptacles provided. If trash is in excess of the receptacles provided it must be removed from the property.

CLEAN UP

- The ground of the bar service area must be free of all trash including the serving areas before leaving.
- Serving and prep tables must be wiped clean.
- Waste water/liquids can only be dispersed in the designated area.
- **No alcohol may be left out for guests to consume later.**
- **Make sure you check out with the venue owner prior to leaving the venue to do a walk through.**

Please sign below acknowledging that you have read and understand the requirements listed above.

Name of Vendor _____ Clients Name _____

Email: _____ Date of Event: _____

Phone: _____

Vendor Signature: _____

Owner information

Joan Taylor 503-559-6261 joan@wilmingtonweddingvenue.com

You may pay by credit/debit or ACH, this is the only form pf payment accepted for security deposits.