

# Mountain View Manor

## Bar Service Policy and Agreement

- All bar staff must be licensed by Washington State with a Class 12 permit and **the original license available at all times**, during the event. Bar staff will be sent away and bar closed if a licensed bar staff member with their original license isn't present at all times during the event.
- Commercial liability insurance in the amount of \$1,000,000 needs to be in place and Mountain View Manor provided with a COI "certificate of insurance" at the final review, one month before the event.
- All deliveries and setups may only occur during the time the client has rented the facility for the event.
- While Mountain View Manor does provide an on-site dumpster located behind the catering tents, caterers or clients must provide their own trash cans and trash bags (55-gallon) to be used during the event. Mountain View Manor has some 55-gallon trash cans available for use. ALL trash must be removed from the grounds and discarded in the provided dumpster or removed from the venue by the caterer or assigned help designated by the event coordinator and client.
- Shots of alcohol are not permitted at any time during the rental period. If staff witness this occurring, it will be grounds for immediate forfeiting of the full damage deposit.***
- Any alcohol removed from the suites will not be released back to the bridal party until the conclusion of the event.
- No dumping of any kind except for ice or water in **proper drains and not on grass**.
- Extension cords must be provided by bar service if needed.
- Kitchen areas in Bridal Suites, Grooms Quarters, or Caretakers Home are off-limits for use.**
- Last call will be no later than 8:30 PM.**
- Bar must be staffed with licensed staff at all times during the event. If bar is left unattended for any period of time it will be shut down for the remainder of the event.
- It is strictly prohibited for the bar service representative to leave the grounds prior to checking in and receiving clearance by the Coordinator and Mountain View Manor Manager on duty. Failure to check in with both parties prior to departure will result in the client not receiving any portion of their damage deposit.

\_\_\_\_\_  
Bar Staff Signature

\_\_\_\_\_  
Bar Staff - Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Date of Event

Client Initial: \_\_\_\_\_

Wedding Coordinator Initial: \_\_\_\_\_

MVM Initial \_\_\_\_\_

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