

Preparing for your social event:

Liquor License

- Please ensure your liquor license is accurate for the service times booked for the event.
- The liquor license must be visible at the venue during bar service.

Buying the Liquor for your event

- AGLC regulations require that all alcohol is purchased from an Alberta establishment and that the receipt be on-site should an inspector request it.
- Service of homemade alcohol is strictly prohibited under AGLC legislation.
- Esplanade bartenders have speed-spouts for hard liquor and we ask that all bottles be a maximum of 1140ml. This will ensure that our speed-spouts will fit and speed up service
- Many liquor vendors allow you to return un-opened product. Each vendor is different so please confirm when purchasing.
- We ask that all beer and coolers are served in cans to assist with cleanup and as a safety precaution.

What about mix?

- Mix is part of some of our Bar Packages. Please review your choice for bar service to determine if mix is included.
- If mix is not included in your choice of bar service package, we suggest you purchase 2 litre bottles to set out near the bar for guests to access.

Do I need to provide a float?

- If you are selling drinks at the event, you will need a float. We recommend a float of between \$250 and \$500 depending on drink prices and number of guests.
- Please ensure your float consists of a good distribution of \$5 bills as well as \$1 and \$2 coins.

Who cleans up and busses the dishes and glasses?

- While clean up of the overall space at the end of the night is included, our usual event staff are not expected to clear tables and bus dishes. Please ensure you have communicated with your caterer as to whether it is included in their services. Should additional clearing staff be required, it is something we can provide at a cost.

Do I need a ticket –seller or liquor tickets?

- Ticket sellers are not required when using City bartenders who have been trained in accordance with the City's cash-handling policies.
- Should you prefer to use tickets, you would need to provide both the tickets and a seller. Note: ticket sellers must be 18 years of age or older.

What about flowers or plants?

- Due to the nature of our venues as multi-use facilities, we do not allow flowers or any other organic material into the building more than 8 hours prior to an event. Due to potential complications we also ask that the flowers are removed from the building immediately following the event.

When can I drop off or have items delivered?

- Generally we prefer all liquor to be delivered in advance of the event so we can chill as much of the product as possible to lessen the amount of ice required. Food should be delivered as close to service-time as possible as refrigeration space is limited. Please note that all

deliveries must be clearly marked with the event name as we often have several events and groups in the building at the same time.

- Please also notify your Event Coordinator of expected delivery times to ensure all deliveries are coordinated on the day of the event.

The Checklist

Remember to submit the checklist 30 days prior to your booked date so that event day staff have all the details they will need to help make your event special.