



BARLINGUAL

Wallis Annenberg
Center for the
Performing Arts

The Wallis Bar Services Policy

All bar services at The Wallis must be coordinated by our in-house bar operator. Per The Wallis' Liquor License, The Wallis must order and purchase any alcohol served at the venue and the cost passed on to the client.

In addition to alcohol, all of the bar packages include non-alcoholic beverages, mixers, bar fruit, 1-2 specialty cocktails, ice, bartending staff, taxes, service charge and admin fees.

Client must provide the following rentals: Glassware, Trash Cans & Liners, Chilling Tubs, Floor Mats, Bussing and Service Trays, of which Barlingual will advise.

Donations/Sponsorships: Sponsored or donated liquor may be brought on site, but not sold, and beverages must be served by The Wallis bartending staff, unless pre-agreed. There is a \$20 corkage fee per opened bottle.

Any alcoholic products at the end of event may not be removed from the Wallis.

Bar Staff Hours: We recommend 1 bar staff per 50 guests for efficient service, in addition to a bar manager. Any bar staff working more than 8 hours if not pre-agreed as part of the service contract will require overtime pay, to be invoiced to client.

Bar services Duties:

If not pre-agreed as part of the service contract, only The Wallis Bar staff are permitted to serve alcoholic beverages on site.

Unless pre-agreed, bar staff are restricted to the needs of the bar, and are not expected to tray pass, or be expected to leave the bar area for any reason where they are not able to commit to their position.



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Bar Services Event Questionnaire

The Wallis Annenberg Center for the Performing Arts is dedicated to bringing you the highest standard of service. Please use this checklist to give us more information on your event, so that we may ensure your satisfaction.

General Information:

Event Name: _____

Event Description: (theme, content, activities) _____

Event Date: _____

Expected # of Guests: _____

Event Start Time: _____

Event End Time: _____

Bar Locations:

- ____ Randall Grand Hall
- ____ Briskin Bar @ the Wallis
- ____ Promenade Terrace
- ____ Goldsmith Theatre Bar / Tisch Sculpture Garden
- ____ Bohnett Founders Room
- ____ Wells Education Courtyard

Total number of Bar locations requested: _____

Contact Information:

Client/Organization:

Non Profit Tax ID Number (if applicable)

Contact Name:

Contact Phone Number:



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Contact Email:

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