

## BARTENDER CONTRACTOR AGREEMENT

**CONTRACT BARTENDER NAME** \_\_\_\_\_ **Home Phone** \_\_\_\_\_  
**Street** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**SS#** \_\_\_\_\_ **Email** \_\_\_\_\_ **Best Time To Contact** \_\_\_\_\_  
**Availability:** Friday \_\_\_ Saturday \_\_\_ Sunday \_\_\_ TAM OR TIPS Certification Date \_\_\_\_\_ Bonded? \_\_\_\_\_

**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, **2008**, by and between \_\_\_\_\_, hereinafter called the Bartender Contractor, and \_\_\_\_\_, hereinafter called the Owner  
**WITNESSETH**, that the Bartender Contractor and the Owner for the consideration named herein agree as follows:

### 1. SCOPE OF THE WORK

The Bartender Contractor shall perform bartending services to Wellers' Clients and furnish their own bartending equipment described in **Article 4**, perform all services described in each specific Bartending Worksheet for the event they are hired for as it pertains to work performed on property located at: 555 West Michigan Avenue Saline, Michigan 48176.

### 2. WORK INCLUDED IN SERVICING EVENTS

The work to be performed under this Contract shall commence on the scheduled date of Bartender Contractor's event and be concluded on the same day. Bartender Contractor will be guaranteed a minimum payment for four hours of service including one hour of set up and one hour of clean up and will not exceed eight hours, which includes six hours for bar service, one hour for clean up and one hour for clean up.

### CHECKLIST and DEDUCTIONS REQUIRED WORK NOT COMPLETED:

#### Inventory Accountability

- |   |             |                              |
|---|-------------|------------------------------|
| 1. Kegs/Bottles Returned to Main Barroom            | Deduct \$5  |                              |
| 2. Empty liquor/wine bottles returned to cases      | Deduct \$5  |                              |
| 3. Leftover Liquor Returned & Loaded for B&G        | Deduct \$5  |                              |
| 4. Labling leftover ½ & ½ with week from today date | Deduct \$10 | Health Department regulation |

#### Property/ Bar Area /Closing

- |  |             |
|--|-------------|
| 1. Mop Rinsed; Bucket Emptied                      | Deduct \$5  |
| 2. Lights Turned Off Outside as Required?          | Deduct \$5  |
| 3. Lights Turned Off In Room as Required?          | Deduct \$5  |
| 4. A/C Turned Off in Room as Required?             | Deduct \$5  |
| 5. Fountain turned off (CH)                        | Deduct \$5  |
| 6. Bar Report Completed on Worksheet               | Deduct \$10 |
| 7. Outdoor Bar, Wine, Champagne Tables broken down | Deduct \$20 |

#### Wellers' Property Stored and handled in proper area and manner including

- |   |             |                              |
|---|-------------|------------------------------|
| 1. Bar Table Skirting   | Deduct \$20 |                              |
| 2. CO2 Tanks Turned Off at closing                                  | Deduct \$10 |                              |
| 3. Soak guns for 60 sec in hot soapy water and clean out gun holder | Deduct \$10 | Health Department regulation |
| 4. Bar Equipment/ Coolers Cleaned                                   | Deduct \$5  |                              |
| 5. Counters/Shelves/Sinks Wiped Down                                | Deduct \$5  |                              |
| 6. Bar Storage Areas Organized & Clean                              | Deduct \$5  |                              |
| 7. Clean Glasses Returned to Barroom                                | Deduct \$5  |                              |
| 8. Wellers Property Secured at Closing                              | Deduct \$5  |                              |

#### Labor hours accountability

- |  |             |
|--|-------------|
| 1. Logging in on Database for payment verification                   | Deduct \$10 |
| 2. Failure to notify Owner within 48 hours of change in availability |             |
| 3. Failure to notify subcontractor with 48 hours                     |             |
| 4. Failure to remain at your bar station during your shift           | Deduct \$10 |

**GENERAL PROVISIONS**

1. All work shall be completed in a workmanship like manner and in compliance with all Michigan State Laws regarding drinking –age limitations.
2. To the extent required by law all work shall be performed by individuals certified by TAM or TIPS.
3. Bartender Contractor may at its discretion engage sub-Bartender Contractors to perform work hereunder, provided Bartender Contractor shall fully pay said sub-Bartender Contractor and in all instances remain responsible for the proper completion of this Contract.
4. Bartender Contractor warrants it is adequately insured for loss or injuries incurred as a result of the acts of Bartender Contractor or its employees and sub-Bartender Contractors.
5. Bartender Contractor shall at its own expense obtain all training and TAM OR TIPS certificates necessary for the work to be performed.
6. Bartender Contractor agrees to remove all debris and leave the premises in mop clean condition. See **Paragraph 2.**
7. All disputes hereunder shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association.
8. Bartender Contractor shall not be liable for any delay due to circumstances beyond its control including mislabel products, or unavailability of materials.

**4: EQUIPMENT BARTENDER CONTRACTOR MUST SUPPLY**

Bartender Contractor is responsible to bring, maintain and secure his/her own equipment required to complete their job

**1. Equipment**

This includes:

- a. Liquor bottle pourers
- b. Wine/Champagne Bottle Openers
- c. CO2 Wrench
- d. Knife and cutting board

**2. Uniform**

- a. Black Vest
- b. Bow Tie
- c. White Tuxedo shirt
- d. Black Dress Pants
- e. Black Shoes with tread

**5. PAYMENTS TO BARTENDER CONTRACTOR**

Bartender will be paid from Wellers Escrow Contract Bartender Account the Monday following date of services rendered, according to hours logged in while on property at the rate of \$\_\_\_\_\_ per hour less deductions for any work not completed in a satisfactory manner as stipulated in **Article 2.**

I, \_\_\_\_\_ (Bartender Contractor) **have read, understand and agree** to abide by the stipulations set forth in this contract. I also, agree that a 1099 will be filed for me at the end of the year.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Contract Bartender Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Wellers' Representative Signature

\_\_\_\_\_  
Print Name

## WELLERS' CONTRACT-BARTENDERS GUIDELINES

### SCHEDULES

1. Schedules are posted two weeks on site.
2. Schedules are also posted online two weeks in advance:  
[http://wellersweddings.com/pages/body\\_Employees\\_Client%20Worksheets\\_&\\_Schedules.htm](http://wellersweddings.com/pages/body_Employees_Client%20Worksheets_&_Schedules.htm)
3. Requested dates off must be submitted 3 weeks in advance to: Andreea Saitis, Banquet Manager.
4. If you have days of the week you need off consistently, i.e. Friday, Saturday or Sunday please discuss these during your meeting with me.
5. Final guest counts and client changes come one week prior to event; revised schedules are posted the Mondays after 6 PM the week of the event.

### DRESS CODE:

1. Black Tuxedo pants, black vest, white tuxedo shirt, and black no skid shoes. If the bartenders wish to change to a black shirt or any other deviation in the dress code, it needs to be unilateral decision between bartenders.

### PUNCHING IN

1. It is required that you punch in and out on the computer in the kitchen for verification of hours and who is on the property.

### TIPS CERTIFICATION

1. You must either have your TIPS certification or be able to show that you are scheduled to take your TIPS classes.

### BREAKS AND STAYING AT YOUR BAR

1. The 8 hour must be relieved by the 4-hour bartender for a break.
2. The 4 hour bartender must restock the bar with ice, glasses, etc, organize the barroom, including unpacking stock and putting on shelves, break down boxes, throwing out expired beverages, and empty trash in the barroom before they leave
3. Solo bartenders will be relieved by Banquet Manager for 30 minutes to restock the bar, and eat dinner.
4. Dinners will be boxed for bartenders from the main kitchen. Do not take food from chafers!!
5. The accepted break area the office.
6. NO EATING BEHIND THE BAR, kitchen or waitstaff areas.
7. If you need a second pit stop you need to call banquet manager. Do not leave bar unattended.
8. No personal calls, cell phone while working!

### TIP JARS, DIVISION OF TIPS ETC

1. It will be indicated on your Worksheet as to whether a TIP JAR is preferred by the client.
2. **Tip jars are labled provided at each bar.** Do not use any other tip jar.
3. A "NO" means no solicitation of tips either verbally or using a tip jar.
4. Bartenders have to work out the division of tips between themselves particularly when there is a four-hour bartender and leaves early.

### PAYMENT FOR BARTENDER FEES

1. You are paid for the number of hours from time of punch in to punch out, not to exceed 4 or 8 hours.
2. Your schedule time includes one hour for set up and an hour for clean up. **DO NOT COME IN or PUNCH IN EARLIER THAN YOUR SCHEDULED TIME.**
3. There is a separate check written by the clients for bartenders services which Wellers distributes via check, the Monday following days worked.
4. Checks may be picked up in the office or we can send them to you at your request.
5. On your contract there are deductions for not following contract rules for bartenders which you agree to follow by signing the contract.

### WASHING BAR GLASSES

1. We have provided glass brush washers for the sinks in the RR room

### WORKING THE HF ROOM

1. We only plastic 2 liter pops in the HF ROOM.
2. Only bottled beer may be brought into this room as there is no CO2 system there.

3. You should figure 1 glass per hour per person. If you have 75 guests you should stock a minimum of 450 plastic glasses at the bar or as many glass bar glasses. You may use Wellers van to move glassware to this room but van must be returned to lower level.
4. The manager will give HF bartenders a break for restocking ice & glassware etc as needed.
5. The manager will give HF & RR bartenders a break when they can break away from their other event. You should discuss this upon arrival with them to determine a general time when this will be done.

### SETTING UP YOUR BAR

1. When you arrive, put two iced pitchers of water and iced lemonade punch bowl (a bag to start and a ½ bag at end of night, if needed), with plastic glasses at your bar for guests
2. Put up the sign that says, "The opens immediately after the Ceremony"
3. Stock enough plastic glasses to get through the night. 75 guests = 9 sleeves per glass 100 – 12 sleeves per glass; 150 guests = 18 sleeves 175 –21 sleeves 200 guests = 24 sleeves  
(12 oz = 55/sleeve and 14 oz = 50/sleeve)
4. Stock enough ice to get through the night
5. Ice must go into a thermal ice storage bin outside the CH kitchen door. The unused ice must be returned to the ice chest in the barroom.s

### CLOSING BARS

1. As soon as you close the bar, soak your pop dispensing guns in a pitcher of hot water (CH & RR Remove them before you leave.) **DO NOT LEAVE THEM IN THE WATER TO SOAK OVERNIGHT.** This is a change from previous years in which the health department has written us up for not soaking guns. I will have to duke this out with them as Pepsi said soaking the guns will corrode the guns.
2. There are two AC units in the HF & RR rooms and three in the CH to turn off. You need to know where these are located.
3. Break down cardboard boxes and put them in the dumpster.
4. Clear glassware and plastic glasses on table as part of your 1 hour closing time allotment.
5. Unused ice should be bagged and returned to the ice chest
6. Half & Half should be labeled with 7 days from the event date.
7. Un-tap kegs; TURN OFF CO2 compressors. Unhook kegs and return them to the Barroom cooler
8. CH :Put baking soda and white vinegar in the drains prior to departure.
9. Your bar areas must be wiped down with hot soap water . Floors must be mopped with clean soap water, not with a rag by hand.
10. Mops must be rinsed out and put back in the dumpster area.
11. Turn off all lights including outdoor lights at the end of the night, before leaving.

**BARROOM** – The second bartender, who is leaving first, in the CH is responsible for organizing the barroom which entails the following:

1. Unpack all bar supplies and put on shelves in appropriate places.
2. Break down empty boxes.
3. Used and full CO2 Separated in the barroom
4. Empty trash in the barroom.
5. Discard any juices, lemons, limes etc that have past expiration dates

### INCIDENT RECORD FORM and RECORDING INCIDENTS ON THE PROPERTY, FILLING OUT YOUR REPORTS

1. Should a guest fall and hurt themselves or have a medical emergency after the Crewleaders have left, you need to fill out an **Incident Form**. **They are kept** in the right hand file folder in the computer kitchen area. Leave this with your REPORT on the worksheet on the back of the office door in the kitchen.
2. Any other incidents on the property including drunkenness, asking a guest to leave, theft, fights, police etc. of any kind should be written in detail on your worksheet and turned into the office.

### CONDIMENTS:

1. All opened containers of juices must be labeled with the Week from today date for expiration and returned to the barroom cooler so that .This is a Health Code requirement. We have been written up every year for bartenders not labling juices they put away.
2. Lemons and limes should be returned to the Main Kitchen cooler with the other lemons and limes so next shift can use them. Make sure cut lemons and limes are covered.

### OUTDOOR BAR: SET UP BEFORE CEREMONY

1. Outdoor bars are the late bar if there is dancing in the gazebo.
1. Items needed to set up the outdoor bar:
  - Umbrella
  - 1 – 8ft skirted table
  - Flower arrangement on table
  - Ice for bar in ice chest.
  - Glasses: 4 sleeves of glasses
  - Black Ice storage container on wheels filled with ice. Can be moved inside later
  - No beer at outdoor bars. This is sometimes different so please check worksheet
  - Use 2 Litre Bottles of pop: 4 Reg Pepsi, 4 Diet Pepsi, 2 litres of all of the other kinds
  - Liquor, Wine divided between two bar areas
  - No beer at the outdoor bars unless indicated otherwise on your worksheets.
  - Two post lights set up on either side of outdoor bar.

**CLOSING OUTDOOR BARS:**

1. Umbrella must be lowered at closing so it does not get broken by wind.
2. Outdoor bars must be broken down, glassware, napkins, pops etc put away in the bar room.
3. Unused ice should be bagged and returned to the ice chest
4. Wipe down outdoor bars, throw away wine bottle corks, etc.

**OUTDOOR CHAMPAGNE TABLES- FOUR HOUR BARTENDERS**

1. Outdoor champagne tables are set up near the ceremony area. You need to set up prior to ceremony so you are rattling glasses during the ceremony.
  - Skirted table
  - Racks of glasses. Stack on table
  - Brass decorative tubs lined with plastic garbage bag, then filled with ice
  - Champagne: Put champagne in the plastic-lined tubs in the ice
  - Pour at least 20 glasses right after ceremony

I have read and understand and agree to the conduct myself in accordance with the items listed above:

SIGNATURE \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

Notations: