



ALCOHOL DONATION GUIDE

- **NON-PROFIT ORGANIZATIONS** A La Carte Event Pavilion may only legally accept donated alcohol for events hosted by registered charitable organizations.
- **DISTRIBUTORS** Donated alcohol must come from a distributor or retailer of beer, wine and/or spirits.
- **DOCUMENTATION** A list of product types and quantities must be received at least three days prior to alcohol delivery. Product delivered to the Pavilion must match the original list and be accompanied by a \$0.00 balance receipt/invoice.
- **DELIVERY** A La Carte will accept delivery of donated alcohol 1-3 days prior to the event. Deliveries must arrive Monday- Saturday between 9 a.m. and 5 p.m. All bottles received must be full with an unbroken seal.
- **REQUIRED AMOUNTS** For donated liquor, we require a minimum of one bottle of each item per bar. In most cases, A La Carte provides one bar per 100 guests. If the appropriate amount of liquor is not received to service all bars, additional liquor will be supplemented and charged to the event's master bill at retail price.
A La Carte will not reduce the number of required bars in order to accommodate reduced alcohol donations. Please see the attached "Suggested Donations per Bar" list for further information regarding amounts and types of alcohol required.
- **LEFTOVER PRODUCT** If there is donated product remaining after the event, it must be picked up no later than 3 business days after the event.
- **GARNISH & MIXERS** A La Carte will provide all mixers/garnish at a rate of **\$7 per guest**. If the appropriate amount of mixers are not received to service all bars, additional mixers will be supplemented and charged to the event's master bill at retail price. Please see the attached "Suggested Donations per Bar" list for further information regarding amounts and types of garnish/mixers required.
The mixer donation is subject to the same requirements as listed above including:
 - ❖ Receipt or invoice with a \$0.00 balance from a retail vendor or distributor due 3 days prior to the event.
 - ❖ Quantities on the receipt must match the quantities delivered to the Pavilion. All items must be received with unbroken packaging seals.
 - ❖ Delivery of the product must be received by A La Carte 1-3 days prior to the event date.
- **ALCOHOL SERVICE** All alcoholic products must be poured and served by an A La Carte staff member.

- **TABLESIDE WINE CHARGES** Number of required attendants will be based upon guest count. **Please contact your event coordinator for current charges.

- **BAR STAFFING RATES** Includes setup, strike, bartenders, bar backs and bar manager fees. Estimate one bar/bartender per 100 guests and one bar back per 3 bars. A bar manager will assist in accepting and organizing the donation delivery, distributing product to bars and managing the bar staff. **Please contact your event coordinator for current staffing charges.

SUGGESTED DONATIONS PER BAR

The following guidelines will assist you in requesting the appropriate amount of donated alcohol for your event. The quantity list below shows the minimal amounts required to stock a bar and service up to **100 guests**. Keep in mind, that all events are different. Some groups may require higher quantities of certain products. If you happen to run out of an item, A La Carte will supplement your stock and charge consumption fees to the master bill at retail price. Contact your event coordinator for further information.

	Product	Amount	Notes
<i>LIQUOR</i>	Vodka	2 bottles	Popular Item
	Gin	1 bottles	
	Rum	1 bottles	
	Tequila	1 bottles	
	Bourbon	1 bottles	
	Whiskey	1 bottles	
	Scotch	1.5 bottles	
<i>BEER</i>	Light Beer	2 cases	Popular Item
	Regular Beer	2 cases	
<i>WINE</i>	Red Wine	1 case	Popular Item
	White Wine	1 case	
<i>MIXERS</i>	Coke	24 cans	
	Diet Coke	24 cans	
	Sprite	12 cans	
	Water	12 bottles	
	Club Soda	6 cans	
	Tonic Water	6 cans	
	Ginger Ale	6 cans	
	Orange Juice	12 cans (6 oz.)	
	Cranberry	12 cans (6 oz.)	
	Grapefruit	6 cans (6 oz.)	
	Pineapple	6 cans (6 oz.)	
	Sour Mix	1 bottle	
	Grenadine	1 bottle	
	Bloody Mary Mix	1 bottle	
	Triple Sec	1 bottle	
Sweet Vermouth	1 bottle		
Dry Vermouth	1 bottle		
<i>GARNISH</i>	Lemons	8	
	Limes	8	
	Olives	1 jar (8 oz.)	
	Cherries	1 jar (8 oz.)	
	Kosher Salt	1 box	