



The Pour Guys is a bartending service for private parties and events. We provide licensed bartenders and banquet servers for all types of events.

Our clients purchase their own alcohol and we provide the licensed bartenders to serve clients and their guests responsibly from an open bar. **We cannot buy or sell alcohol in any way and we cannot operate a cash bar.** However, I am more than happy to help you determine how much alcohol to buy, and can even refer you to one of our preferred vendors in Knoxville for a great discount!

#### Pricing:

**The hourly charge for each of our bartenders inside the Knoxville/Maryville area is \$35.00 per hour, with a \$150.00 minimum, and each of our servers is \$30.00 per hour, with a \$125.00 minimum. Outside the Knoxville/Maryville area, our bartenders are each \$40.00 per hour, with a \$160.00 minimum, and our servers are \$35.00 per hour, with a \$150.00 minimum.**

The hourly charge does include setup and breakdown time. Setup typically begins 30 min - 1 hour prior to guests' arrival, or for weddings, typically 30 minutes prior to the ceremony. Larger guest count, multiple bars, etc., may require additional setup time. Breakdown typically takes between 30 minutes - 1 hour after the bar(s) close. Per company policy, the bar(s) will close 30 minutes prior to the end of the event (i.e., if the music stops at 10:00pm, the bar(s) will close at 9:30pm.). It is always helpful if someone such as the DJ or band makes an announcement 15 minutes prior to the time the bar(s) will close to ensure your guests are aware of the closing.

Our **glassware/ice package** ranges from \$1.50-\$2.50 per guest. This includes glassware (on average, 4-5 glasses per person) and ice for serving both alcoholic and non-alcoholic beverages from the bar, (coolers included). Each event is unique; therefore we quote according to your needs.

Our **glassware/mixers/ice** package is typically \$3.50 per guest. This includes glassware (on average, 5-6 glasses per person) standard mixers, and ice for serving mixed drinks, non-alcoholic beverages, chilling bottled beer and wine.

#### **Standard mixers include:**

Coke, Diet Coke, Sprite, Ginger Ale

Orange, Cranberry, Grapefruit, Pineapple Juices

Tonic Water, Soda Water

Bloody Mary Mix (Zing Zang), Sweet & Sour Mix, Rose's Lime Juice, Grenadine

Fresh Lemons & Limes, Green Olives, Maraschino Cherries

\*Additional mixers available upon request: Margarita Mix, White Grape Juice, Sweet & Unsweet Tea, Lemonade, Simple Syrup, Margarita salt. Other requests welcomed. There may be an additional cost for these items. Cocktail napkins are also available if needed for an additional fee.

**Glassware Options Available:** Universal Wine, Pint, Rocks, All-purpose Goblets, Champagne Flute, Mason Jars, Martini

**\*\*NOTE: Pricing is tailored to the individual event, and may increase for special circumstances and/or multiple bars, and may decrease for special circumstances and/or if the caterer will be supplying everything for non-alcoholic beverage service.**

### **Payment:**

At the end of the event, after the bartender(s) have finished cleaning up, they will fill in their hours on the invoice and figure the total for you. Payment is due at that time by cash or a check made out to The Pour Guys. Each event is different and carries a level of unpredictability, so we bill for actual hours worked, rounded to the nearest quarter-hour. This allows us to be flexible for you and ensure we are there for you and your guests throughout your event.

### **Tips:**

Gratuuity may be given at your discretion--our bartenders do not solicit tips with tip jars. You may tip the bartenders directly in cash, or include the amount on the check and we will divide it evenly amongst all the staff who worked your event.

### **Additional Insured:**

You have the option of being a rider on our insurance policy for the day of your event. We have a million dollar policy that protects us in the event that someone was to get into an alcohol-related accident and choose to sue for damages. If this was to happen, it is possible that the injured party may choose to name you and your spouse in the lawsuit as well, since you all hosted the event, supplied the alcohol, and hired us. If you would like to be named as an additional insured on our policy, the fee is \$150.00 and I will need both you and your spouse's full names and home address. Please note: This is strictly liquor liability, not "event insurance." It is not a property damage/bodily injury policy.

### **Shot Policy:**

In keeping with our obligation to serve responsibly, we generally do not pour shots or shooters. Occasionally, we may pour one celebratory shot for a bride and groom and the wedding party only; however, few exceptions are made. Shots and/or shooters served from an open bar can get out of control quickly, so as a general rule we do not pour them.

### **Regarding keg(s):**

The Pour Guys cannot provide keg setup. Many vendors will provide the tap(s) and bin to ice the keg(s) down, but if the vendor from whom you are purchasing the keg(s) does not provide setup or delivery, you'll need to make sure you buy or borrow a 30-40gal trash bin for each keg, rent a tap for each keg, (an extra tap is always a good idea, as some vendors do not check regularly to make sure they work before they rent them,) and furnish around 40lbs of ice per keg. The keg(s) need to arrive at the facility around 4 hours before the bar is scheduled to open in order to settle. You'll need to make sure they're iced down AT THE BAR location, as they are too heavy to be moved after they've been iced. The goal is to make sure they stay SUPER COLD (39°F is ideal temp) and that they sit still for at least a couple hours, otherwise you will potentially lose around 30% of each keg to foam.

## **The Pour Guys Policies**

### ***Responsible Service:***

When The Pour Guys are hired to work an event, we are responsible to control the alcohol and ensure that the guests are served safely and are drinking responsibly. Only adults, age 21 or older, with proper I.D. will be served alcoholic beverages. Our bartenders are ABC certified and are well-versed in the signs of intoxication.

Please make special note of the following:

Our bartenders cannot allow guests to self-serve alcoholic beverages, and we cannot leave any alcohol unattended.

**If a guest has been drinking before an even and are exhibiting signs of being intoxicated, our bartenders reserve the right to refuse to serve them.**

**Individuals will be "cut off," or refused to be served an alcoholic beverage if they appear to be intoxicated or if they are getting alcoholic beverages for minors or individuals who have already been cut off.**

**Our bartenders reserve the right to close the bar completely if, in their professional judgment, the overall safety and well-being of the guests is in question.**

If a manager or owner of any facility requests that a guest be cut off or the bar shut down completely, our bartenders must comply with that request

"Last Call" should be done 15 minutes prior to the bar(s) closing. The bar(s) will close no later than 30 minutes prior to the end of the event. Only one drink may be given per guest after "Last Call".

### **"Cutting Off" Individuals:**

In the event a guest is cut off, bartenders will:

- 1) Refuse the request for alcohol, and offer the guest a non-alcoholic beverage instead.
- 2) Notify the facility manager and/or any security officer present.
- 3) Notify the host/client and inquire as to the individual's means of transportation after the event.
- 4) Offer to call a taxi for the guest.
- 5) Call the police as a last resort.

In order to book our services and in order to provide you with an appropriate estimate for budgeting purposes, I'll need a few more details about the event, such as:

1. Date of your event:
2. Location of ceremony/reception:
3. Guest count:
4. Time of the ceremony:
5. How many bars there will be?
6. What alcohol will be served?--beer (please specify keg vs. bottled,) wine, champagne, and/or liquor:
7. Name of your caterer:
8. Will your caterer provide non-alcoholic beverage service?
9. Would you like us to supply glassware or disposable cups?
10. Would you like us to supply mixers and/or any non-alcoholic beverages?
11. Would you like us to supply ice and coolers?
12. What time will the music stop? (The bar needs to shut down 30 minutes before the music ends)
13. What is the name of the person responsible for the invoice at the end of the night?

After I have more detail about this event, I will be happy to offer you my suggestions on how many staff will be needed. I can then provide you with a rough estimate for budgeting purposes. (I do ask you to please keep in mind any estimate I give is only an estimate and does not represent the actual invoice total. The total cannot be determined until the end of the event, when the total hours worked are known.)

**\*\*We do not require a deposit or contract to secure our services.**

Thank you for your interest in The Pour Guys! Cheers!

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