

**ADAMS COUNTY REGIONAL PARK COMPLEX
BAR SERVICES POLICIES AND PROCEDURES**

LIQUOR CONCESSIONS at the Adams County Regional Park Complex can be reached at 303-637-8003, 9755 Henderson Road, Brighton Colorado, 80601

BEER, LIQUOR AND BAR SERVICES:

The amount of staffing (bartenders, and bar backs) for each event will be determined by the Adams County Event Services based on the type of event and number of guests attending the event. A cost of \$15.00 per hour/per bartender will be charged to the liquor agreement holder and is to be paid no later than 30 calendar days prior to event. Payments can be made in the form of cash, check, and cashier's check. Payments made within 30 days of event must be made in cash or cashier's check; no personal checks will be accepted.

CANCELLATION POLICY:

The required damage deposit shall be paid to hold any reservation of the facilities. Upon cancellation 90 days prior to the event, 50% of the damage deposit shall be refunded including all other rental fees paid in advance. Upon cancellation 89 days to 60 days in advance, 50% of the deposit will be refunded and Tenant will receive 50% of the rental fees paid in advance as well as 50% of any amount paid in advance for beer, wine, and liquor. Upon cancellation less than 45 days in advance, 50% of the security deposit will be refunded and Tenant will receive no refund of rental fees paid in advance.

FACILITY CLOSURE:

Adams County may choose to close any portion or all of the Regional Park Complex Facilities due to weather conditions, fire, an Act of God or any reason, which may result in unsafe or unusable conditions for use of the facilities. The Adams County Parks Department will make their best effort to contact the customer. It is the responsibility of the Tenant to provide Adams County Parks Department with the name of the contact person, daytime, nighttime telephone numbers for notification purposes in the event of a facility closure. A full refund will be given to the customer if a cancellation is due to a facility closure. Adams County will refund all damage deposits and rentals fees paid.

LIQUOR/BAR SERVICES AGREEMENT:

The Liquor/Bar Service agreement MUST be signed and returned to Adams County Event Services no later than 30 days prior to event. Adams County Event Services WILL NOT provide any liquor/bar service without a signed agreement from the customer.

OPERATIONAL STANDARDS:

Adams County Event Services shall provide qualified bartending staff for all events. The bartending staff shall be dressed in appropriate attire depending upon the type of event. Adams County Event Services shall be responsible for the cleanliness of the immediate bar service area, and any tables and chairs used for service, floor area and any trash accumulated in the service area.

SECURITY OFFICERS:

All events requiring security at the Adams County Regional Park Complex will be required to use the current contracted security services. Rates are available through the Adams County Regional Park

Office and these fees are subject to change. The number of guards will be **estimated** at the time of signing the agreement; however the Adams County Parks and Open Space Department will confirm final number and cost of security guards 30 days prior to the event. In addition, any final adjustments, overtime or unpaid security fees will be deducted from the security deposit.

For functions that do not serve alcohol, the total number of officers will be determined by the group history, size, type and length of the event upon signing the agreement. Security officers WILL have authority to close bar services if in his/her determination there is justifiable cause. Some reasons for justifiable cause may include but are not limited to underage drinking, intoxicated guests, and unacceptable behavior of guests. This will also include consumption of alcohol outside the designated event location. i.e. parking lots/ personal vehicles etc.

CUSTOMER SERVICE POLICY:

It is the intention of the Adams County Board of Commissioners to provide the highest level of customer service and facilities to the customer. If you have any comments, suggestions or special requests, please contact the Adams County Parks Department, 9755 Henderson Road, Brighton, CO 80601, (303) 637-8027, fax (303) 637-8015.

REFUNDS:

Refunds on any service or pre-paid liquor will not be given. All beer, wine, and liquor pre sales are final.

BUILDING MAINTENANCE:

The Parks Department shall be responsible for general maintenance and janitorial services associated with the Regional Park Facility events. Adams County Event Services is responsible for all maintenance and janitorial service within their immediate service area. Adams County Event Services is responsible for maintaining all health standards as required by the State and/or County codes.