



## **The Evening Bar**

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## **The Evening Cashless Paying Bar**

We provide experienced, uniformed staff and a Bar Manager to run a fully stocked Evening Cashless Paying Bar.

There is a fee for this service which will be dependent on the opening time.

The Bar must open to coincide with the end of the meal.

The Cashless Paying Bar accepts debit & credit cards and contactless methods. Please inform guests the evening bar is cashless.

### **Minimum Spend & Security Deposit**

There is a minimum spend of £600 retail and we ask for a credit card number as a security deposit. If the bar does not take the minimum spend, we will charge the deficit to the credit card given and ask you take stock to the value of.

### **Accepting Cash**

If you would like the bar to accept cash there is a charge of £100 inc VAT, please contact the office to enquire.

### **Ordering Non-stocked Items inc Draught Beer**

The Evening Paying Bar is fully stocked with a range of soft drinks & mixers, spirits, lager, beer, cider and wine

If you would like to request an additional specific product is available, please contact the office asap

#### **1. Beers & Ales**

Unfortunately, we cannot serve draught beer due to the fact The Evening Paying Bar is not open every night and we cannot deal with wastage.

However, upon request, we can order poly pins of bright beer from our local brewers Hogsback, Firebird & Crafty Brewers.

The conditions for stocking a poly pins are;

- A minimum of 2 poly pins must be ordered, these are 40 pints each
- Wastage must be bought from us. Wastage will be sold at half the retail price providing no more than 25% of the requested order is left as wastage. More than 25% wastage will be sold at the full retail price
- Delivery charges may apply

Hogsback Beers available in polypin are:

T.E.A (Traditional English Ale) – 4.2%

H.G.G (Hop Garden Gold) – 4.4%

\*English British Endeavour – 4.5%

H.B.B (Hogs Back Bitter) – 3.7%

\*Surrey Nirvana – 4%

\*Not always available

#### **2. Lager**

Our house lagers are currently Peroni & Corona. Please let us know if you would like us to stock one other, in bottle form only.

### **3. Spirits**

If you would like a preferred spirit to be brought in, such as a particular gin, we will try our best to accommodate you.

This is at the discretion of either Jane Hutley or Lisa Gough.

### **4. Cocktails**

While our staff are not mixologists, we will try our best to accommodate any favourite cocktails you might have. Please discuss your request with a member of the team in the office and bear in mind that there may be additional charges if the cocktail requires special ingredients, garnishes or crushed ice

### **5. Wine**

Unfortunately, we cannot stock alternative wines.

## **Arranging a Tab for The Bar**

If you would like to set up a bar tab to cover some or all of the guest's drinks, please fill in and return the form on page 9 to [wedmin@gatestreetbarn.com](mailto:wedmin@gatestreetbarn.com)

We can set up a tab to suit your budget, just let us know what you would like the limit to be. To make the tab last longer it's very popular to include "tab rules", such as only wine by the glass, beer and lager and single house spirits.

Other items are still available for purchase for those that would like doubles, high end spirits, shots etc.

Tab Games are another popular way to stretch the Bar Tab. E.g. "the dice game", place your order then roll the dice. Roll an even and the drinks are on the tab, roll an odd and you have to pay.

## **The Pop-Up Bar**

If you are concerned the location of The Evening Paying Bar in The Pheasantry will split your guests, you can hire the Pop-Up Bar with the following conditions:

- The Pop-Up Bar must be located in The Atrium
- There is an additional cost of £100 inc VAT
- The Pop-Up will serve your choice of a maximum of 3 drinks
- Service of these drinks must be on your tab only. We cannot take payments at the pop-up bar. A credit card must be given to us no later than the morning of the wedding and the tab is settled at the end of the night

If you would like the Pop-Up bar please inform the office and confirm which three drinks you would like to serve at the pop-up bar and provide payment details for the tab

## **The Evening Bar Service**

Alternative to the paying bar, you can supply all the drink and our experienced uniformed staff will serve it!

### **The fee**

The fee for this is will be calculated depending on the opening time and your guest numbers. Please note that we do require a deposit for glass breakages.

### **Tea & Coffee Machine**

We have a state-of-the-art coffee machine installed at the bar that cannot be moved. Should you choose the self-supply bar service we ask that you set up a tab for guests who may request a hot drink later in the evening.

### **The Pop-Up Bar**

If you are concerned the location of The Evening Bar in The Pheasantry will split your guests, you can hire the Pop-Up Bar with the following conditions:

- The Pop-Up Bar must be located in The Atrium
- There is an additional cost of £100 inc VAT
- The Pop-Up will serve your choice of a maximum of 3 drinks

If you would like the Pop-Up bar please inform the office and confirm which three drinks you would like to serve at the pop-up bar.

Please note that if you are opting for the self-supply evening bar service because you would like the bar to be free to your guests all evening it is often more cost effective to put a tab behind the paying bar. This means that your guests benefit from a fully stocked bar and you have one less thing to worry about with no shopping or anxiety about running out!

## **Licencing**

The bar closes at 11.30pm.

Children and young persons under 18 years cannot be served alcohol and we may ask for picture ID (such as a student identity card, a driving license or a passport), from any person who is, in the opinion of the Duty Manager, believed to be under the age of 21 years.

Any person who is, in the opinion of the Duty Manager, drunk and/or disorderly will not be served.

Please note due to licensing laws, responsibilities and liabilities only drink purchased from the Gate Street Farm Ltd bar is allowed to be consumed on the premises when the paying bar is open.

If you have chosen the alternative Bar Service and you have supplied the drinks for the evening licensing laws, responsibilities and liabilities must still be adhered to.

Please ensure your guests who know of drink in storage e.g. close family and friends, are fully aware of this condition. Guests who do not adhere to this condition will be asked to leave the premises.

## **Other Drink Related Information**

### **Drinks Reception & Wedding Breakfast**

For the Drinks Reception & Wedding Breakfast you can provide your own drink and your caterers will supply the glasses and wine waiters who will prepare and serve this for you. This service is included in the price per hour.

We do not charge corkage or chilling fee for this part of your wedding.

### **Loved Local Suppliers**

We highly recommend our local independent, award-winning wine merchant Taurus Wines at Whitley Manor. Taurus Wine can help you choose your wine, make recommendations on quantities and also provide a sale and return service. They have similar price points to Majestic and if you opt for Sale and Return, they will also offer collection service as well as delivery.

Taurus Wines, Whitley Manor Farm, Palmers Cross, Guildford GU5 0LL

Tel: 01483548484

Email: [grapes@tauruswines.co.uk](mailto:grapes@tauruswines.co.uk)

We also have a link with local award-winning vineyard, Greyfriars. A small boutique family business dedicated first and foremost to creating fabulous English Sparkling Wines. They offer vineyard tours and wine tastings conveniently located on the A31 Hogsback just outside of Guildford.

Greyfriars Vineyard, The Hogs Back, Puttenham, Surrey, GU3 1AG

Tel: 01483 813 712

Email: [info@greyfriarsvineyard.co.uk](mailto:info@greyfriarsvineyard.co.uk)

### **Pre-Ceremony Drinks**

If you would like to offer your guests a Pre-Ceremony drink, please discuss this with your caterer.

Please bear in mind that even, if you would rather not offer alcoholic beverages before the ceremony, guests often appreciate a cold soft drink in the summer months and a warm one in the winter.

While you are welcome to serve drinks in the garden and Pheasantry, please note that no alcoholic drinks can be taken into the Main Barn before the ceremony.

## **Delivering and collecting the following day**

### **Deliveries**

ALL deliveries MUST be authorised, in office hours only and not when another event is taking place in The Barn.

Please complete and return the drinks inventory when booking your delivery so that we can assign the most appropriate storage area.

On delivery please come to the office and we will direct you to the storage area.

If you are arranging for a delivery by a third party, please advise them that drinks must be taken off the pallet and unpacked into the storage area.

Superstore deliveries must be ordered with no substitutions and items such as drink must be delivered in boxes.

Deliveries must have the couples' surname and wedding date as reference.

If in the opinion of the Gate Street Barn team the quantity of drinks being delivered is excessive, we withhold the right to ask excess drink to be stored in a vehicle onsite.

### **Collections**

At the end of the evening, our bar staff will collect all your belongings and place them in the kitchen or outside the kitchen as appropriate ready for you to collect the next day.

ALL collections MUST be complete as early as possible, and no later than 9.30am the following day unless authorised.

All vehicles to be used for collection MUST park outside the kitchen doors only and not be parked somewhere else with items being carried through any other area of The Barn. This is extremely important when another wedding is taking place on the collection day.

## **Recommended Drinks Allowances**

The below is our recommendation guideline based on numbers, but please bear in mind that you will know your guests' preferences better than us!

### **Reception Drinks Guideline**

2 ½ – 3 glasses per person during reception drinks for an hour and half period.

Champagne or cava has 5-6 glasses per bottle.

1 litre of Pimms requires 3 litres of lemonade (or 2 litres lemonade & 1 litre Ginger Ale if just lemonade is too sweet) to mix and this makes 20 glasses.

Offering bottled lager during the reception is very popular.

### **Wedding Breakfast Drinks**

Wine – ½ bottle per person (this calculation adds in non-drinkers usually)

Summer weddings – ¾ white wine and ¼ red wine

Winter weddings – as above with white meat as the meal and ½ and ½ with red meat

Water – 1 litre per person

### **Toast Drink**

1 glass per person

Champagne or cava has 5-6 glasses per bottle.

### **Evening suggestions – if self-supplying**

Wine - ½ bottle of wine per person (for day guests and new evening guests)

Lager - Half total number of guests multiplied by 4 or 5 gives you the number of 330ml bottles of lager

Beer - ¼ of the number above will give you the numbers of beers required

A barrel of beer usually gives you 72 pints

NB. A better idea of guests drinking habits will be able to judge whether it should be multiplied by 4 or 5 for lager and whether the beer should be increased or decreased compared to the amount of lager.



## The Paying Bar - Setting up a Tab

If you would like to set up a bar tab to cover some or all of the guest's drinks, please fill in and return the form below to [wedmin@gatestreetbarn.com](mailto:wedmin@gatestreetbarn.com)

**Please complete and return the form when dropping off the week of your wedding**

<b>Couple's Name</b>			
<b>Wedding Day &amp; Date</b>			
<b>Name of Tab holder</b>			
<b>Contact Number</b>			
<b>Relationship to the couple</b>			
<b>Who can order drinks</b>	Everyone / specific people (please list below)		
<b>Tab Limit £</b>			
<b>Do you need to be notified when the tab is close to the limit</b>			
<b>Tab Rules</b>			
<b>Shots e.g. Tequila</b>	Yes	No	
<b>House Spirits</b>	Yes	No	
<b>Premium Spirits</b>	Yes	No	
<b>Doubles</b>	Yes	No	
<b>Bottled Beer &amp; Lager</b>	Yes	No	
<b>Wine by Glass</b>	Yes	No	
<b>Wine by bottle</b>	Yes	No	
<b>Mini-bottles Prosecco</b>	Yes	No	
<b>Prosecco by the bottle</b>	Yes	No	
<b>Champagne</b>	Yes	No	
If the tab is for specific items only please list below			
<b>Payment *</b>			
Complete and return when dropping off the week of your wedding			
<b>Name on Card</b>			
<b>Long Number</b>			
<b>Expiry Date</b>			
<b>3 Security Digits on the Back</b>			

Please sign here to state that you have agreed to the above tab being charged to you card:

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