Ashley River Bar Service Agreement

843 471 9977 | office@ashleyriverhall.com

1025 Sam Rittenberg Blvd Charleston SC 29407

Your booking

Client legal name(s): _____

Organization/authorized signer and title, if applicable: _____

Client email(s): _____ Phone: _____

Event/date: _____ Event end: _____

Estimated total guests for planning: _____

Final counts, selections and full payment due: _____ (see Section 4).

1 Booking and contact

Ashley River Bar Service, LLC ("The Bar Service") supplies hosted beverage service at the address above. Contact The Bar Service at 843 471 9977; written notices go to office@ashleyriverhall.com or that address. Booking requires the signed Agreement and The Bar Service's written acceptance. Ashley River Hall, LLC ("The Venue") provides event use separately; each company has its own agreement, payments and responsibilities. Neither guarantees the other. Client must maintain the right to use the premises.

Individuals signing as Clients each owe the full Client obligations. An organizational signer represents authority to bind the named organization. Cancellation follows Section 7. All individual Clients must approve rescheduling and financial changes in writing, unless they specifically delegate that authority in writing. A planner or payer has no such authority merely by that role.

2 Package and charges

Every attending guest age 21 or older, including nondrinkers, counts at the adult package rate. Nonalcoholic service is $6 for ages 3–20 and free under age 3. Workers receive no alcohol; order their nonalcoholic service separately. Free children still count toward staffing and occupancy.

The beverage minimum is $1,000. Initially, Client commits to that minimum and any staffing and extra service charges agreed in writing.

The 20% service charge is calculated and due with the final payment 30 days before the event, except when full payment is due at signing under Section 4. It applies only to beverages, including any minimum shortfall, and excludes staffing, extra setups, tax and gratuity. It belongs to The Bar Service and is not a tip. Tips are optional. Applicable tax is shown in the final order.

One indoor and one outdoor setup are included without setup charges. Liquor packages include appropriate mixers, lemons, limes, ice, straws/stirrers, white cocktail napkins and specified wine, pint, cocktail/rocks and champagne glassware for bar service, not table service. Additional setups, products or hours need agreed prices. Accepted rates stay fixed. Unavailable brands will be substituted at The Bar Service's discretion.

3 Staffing

One bar manager is required at $300 per event. Bartenders are $225 each, with one required per 65 guests, rounded up, and at least one per simultaneously operating bar. Barbacks are $225 each, with one required per 150 guests, rounded up. For these ratios, attendance includes all guests, including children, and workers receiving ordered beverages. The manager is additional to these minimums. Additional staffing or hours require prior written agreement on number and price. The Bar Service may restrict service for unsafe or unapproved changes.

4 Counts and payment

Final counts, selections, service schedule and full payment are due 30 calendar days before the event and are recorded in the Final Bar Service Order. For bookings accepted 30 or fewer days before the event, the approved final order and full payment are required at signing.

Approved final counts bind at the 30-day deadline, or acceptance for later bookings. Later reductions, no-shows or unused available service earn no reduction. The final order records the agreed final purchase and supplements this Agreement; the other terms remain unchanged.

Pay The Bar Service's designated account by accepted card, check or cash. Eligible credit-card payments carry a manually added 3% fee, capped by verified processing costs and applicable network requirements. No fee applies to debit or prepaid cards, even when processed as credit. The fee and its applicable tax are separate from event-payment credits and do not reduce the event balance.

For unpaid amounts or missing final information, The Bar Service will give written notice and a reasonable correction deadline before service. Uncorrected material default permits suspension or termination under Section 7.

5 Hours and safe service

All service ends at its contracted time or event end, whichever is earlier; outdoor service never continues after 9 p.m., or indoor service after 10 p.m. Outdoor closing adds no indoor hours. Finish pickup and teardown within one hour after event end and by The Venue's earlier checkout, never after 11 p.m. No payment extends these limits. Maximum attendance is 200 guests, including children and the wedding party, subject to other occupancy limits. There are no "last call" announcements.

Only The Bar Service's staff may dispense alcohol. Staff may check ID and will refuse alcohol service to anyone under 21, apparently intoxicated people, those without satisfactory ID or anyone supplying them. Working vendors/staff receive no alcohol. Client must support enforcement and keep a sober contact available. The Bar Service may restrict or suspend service for safety or violations and end service for serious danger, refused correction or continuing material violation. Follow The Venue's notified operating rules. The Venue separately enforces its event-use agreement, including its security and rule-violation terms.

6 Client supplied supplements

Hosted packages allow approved like-kind supplements without an extra fee or arbitrary quantity cap, subject to safe storage and service. They do not reduce package charges. Agree by email on products, quantities, delivery, sober adult collector and leftover handling before delivery. Only The Bar Service's staff serve them. The Bar Service may reject unsafe/unapproved products. Guests may not otherwise bring in or take away alcohol.

Client owns supplements; The Bar Service owns its stock. Eligible leftovers return only to the approved sober adult by checkout, with no open drinks leaving and opened containers only as expressly approved. Unsafe/perishable products may be discarded; other uncollected products follow agreed instructions, without automatic confiscation or after-hours access.

7 Cancellation rescheduling and interrupted events

Client cancellation requires signed written notice from any one individual who signed as Client, or the organization's authorized signer, delivered to the email or physical address in Section 1. Each Client authorizes that cancellation for all Clients. It is effective on receipt by The Bar Service; acknowledgment is not required. Identify this Agreement even if also canceling the booking with The Venue. Rescheduling requires The Bar Service's written acceptance of the new date and any changed prices or payment credits; a request alone changes nothing.

Client cancellation or termination for Client's material breach does not release committed charges. Before the final-payment deadline under Section 4, Client owes the $1,000 beverage minimum and expressly agreed staffing and extra service charges. On or after that deadline, Client owes the full approved final order, including its 20% beverage service charge. For cancellation or termination on or after that deadline with no approved final order, Client owes the greater of $1,000 or expressly agreed beverage charges, plus 20% of that beverage amount and expressly agreed staffing and other services. This fallback is due at the final-payment deadline. Payments received credit the obligation once. Exclude optional gratuities for unperformed service and taxes not legally owed.

The Bar Service may release the date when cancellation takes effect under this section. Unpaid charges remain due on their original dates. If the full cancellation amount is unenforceable, The Bar Service may recover proven losses, including lost net profit and reasonable cancellation expenses. Property damage and distinct third-party claims remain separate, without duplicate recovery.

Client accepts the financial risk of circumstances beyond The Bar Service's reasonable control, including hurricane, severe weather, flood, fire, utility failure and government action. If these prevent service, the parties will seek an available replacement event date occurring within nine months after the original event date that both parties accept. The Venue and The Bar Service must each confirm availability under their separate agreements. Prior payments transfer once; original prices and payment dates remain unless otherwise agreed. The 45-calendar-day discussion period starts the day after the first receipt by either party of the other's written notice that these circumstances prevent the original event. If no replacement date is agreed in writing by 11:59 p.m. Charleston time on day 45, the booking is automatically canceled then, unless Client cancels earlier under this section. The Bar Service will confirm the cancellation and its effective date in writing; delayed confirmation does not change that date. Committed charges remain payable, determined using that effective date and the original event's final-payment deadline under Section 4.

Ordinary rain, illness, reduced attendance or increased expense alone does not excuse Client cancellation.

8 Damage and responsibility

Client owes reasonable documented property loss and third-party damages/defense costs caused by Client's breach or negligent/intentional conduct, or guests'/vendors' negligent/intentional conduct. Exclude ordinary wear, preexisting damage and the share caused by The Bar Service or anyone seeking indemnity. Give prompt claim notice and credit payments satisfying the same liability. The Venue's security is unavailable to The Bar Service. Charges under this section are due on the payment date stated in The Bar Service's invoice.

The Bar Service's aggregate liability for economic contract loss is limited to committed beverage and related service charges, excluding tax/tips; indirect or consequential economic loss is excluded.

9 Agreement media and signatures

This Agreement, its completed booking terms, any package description agreed in writing, and any approved Final Bar Service Order are the entire agreement; changes require written acceptance by The Bar Service and authorized Clients. Email and electronic signatures are acceptable. Notices take effect on proven receipt. South Carolina law governs, with court proceedings in Charleston County. If The Bar Service prevails enforcing payment or material Client breach, it may recover reasonable court-awarded attorney fees and costs. Invalid terms do not invalidate the remainder. Existing signed bookings change only by accepted written agreement.

Client grants The Bar Service permission to use Client's likeness in event photographs and video that The Bar Service owns or is authorized to use for The Bar Service's advertising, website and social media, without compensation or further approval.

Client 1

Printed name: _____

Signature: _____

Date: _____

Client 2 if applicable

Printed name: _____

Signature: _____

Date: _____

Organization representative if applicable

Name/title: _____

Signature: _____

Date: _____

Ashley River Bar Service, LLC

Name/title: _____

Signature: _____

Date: _____

Bar payment authorization

Ashley River Bar Service, LLC only

Event date: _____ Cardholder: _____

Cardholder email: _____ Phone: _____

Card brand and last four digits: _____

The cardholder authorizes The Bar Service to securely store the card credential and charge U.S.-dollar amounts due under this Agreement: the full bar payment on its due date; approved extra services; cancellation amounts under Section 7 on their due dates; and documented damage or other amounts expressly payable under Section 8 when invoiced and due. Any credit-card fee and its tax follow Section 4. Amounts follow this Agreement and accepted prices, with payments credited once. Other charges need separate approval.

This authorization covers The Bar Service's charges only, not The Venue's, and ends when those obligations are settled. The Bar Service will email changes to the cardholder address above and obtain any further required cardholder consent.

Cardholder signature: _____ Date: _____