

Legal & Payment Terms:

PAYMENT TERMS

- Once all changes and or all adjustments have been made and you are satisfied with the quote, you will need to accept the quote.
- Once the quote is ACCEPTED, a 50% DEPOSIT needs to be made on to reserve date, staff, and any materials. We will then make an appointment over the phone or in person to go over the other details to be sure everything is understood for the event/bar.
- Changes and adjustments can be made up to 60 days weeks prior to the event.
- The deposit is refundable up to the 6 months to the event, after this time it is non-refundable.
- The remaining 50% of the total will need to be paid on or before 30 days prior to the event date. This can be broken up into payments if arranged with Bar Planner ahead of time
- FINAL PAYMENT is due a month prior to event. Final payments are non-refundable.
- If event is booked with less than 6 months on calendar to event date, a deposit is still required at time of booking and is non-refundable. Final Payment is still due 30 Days Prior to event.
- If event is booked with less than 3 months time to event date full payment is due at time of booking and is non-refundable

PRODUCT

If Dragonfly C&S is providing Products & Materials

- We take pride in giving you the best possible service and cocktails and do our best to anticipate all the needs of the bar for your event. There are times (not often) we may run out an item or not have an item. For this reason, it is important to convey the correct information of your event. As the time duration, quantity of people, specialty requests and any communications about your event play a large role in us being amply prepared and equipped for your event and directly affects the amount of product and supplies we have on site.
- Please always communicate with us the quantity of all people coming to your event (not just over 21), any special items you would like so that we can ensure plenty of product.
- Pricing is directly related to (and not limited to) market prices, what bar services are being requested, level of product, specialty requests, signature cocktails, quantity of people, time duration of event and materials necessary to execute the services adequately.
- If Dragonfly is providing the bar and product, we will handle the product needs for the bar, such as the liquor, beer wine, mixers & garnishes according to the bar that is ordered. Please know any special product request outside of what bar is being provided for is an additional add fee.
- If Dragonfly C&S is providing product, any product or materials provided by Dragonfly C&S is owned by Dragonfly, therefore no product will be left behind.

If Client is providing the Product

- If Client is providing alcohol, all alcohol must be sealed when delivered/ handed over to bartender/ staff of Dragonfly C&S. Dragonfly is not responsible for any liquor/product not handed directly to someone with Dragonfly C&S.
- If anything is batched beforehand it must be labeled and in appropriate containers. The same for any garnishes not prepared by Dragonfly C&S Staff.
- Please provide clear instructions on where and to whom any leftover product should go. None of our staff will leave product with just anyone, there must be a clear directive. If there is no clear

instructions are given. Dragonfly will package up any leftover product and hold until someone can arrange pick up

- If Client is providing product, Dragonfly C&S can supply the mixers and garnishes for an additional add on fee
- Specialty Requests and or Services such as Champagne toasts, table service, and or wait service etc. is an additional add on fee.

TRASH CANS

- Most Venues charge for trash, since we do away with the bar trash, we will provide trash cans and liners for the BAR ONLY, it is important to have your caterer or venue supply trash cans throughout the venue for food.

LIGHTING & COVERAGE

- Client agrees to make sure the bar placement has adequate cover, or shading if outside and adequate lighting for the bar. Dragonfly C&S will provide bar lights if the bar services are through Dragonfly, if the client is providing, we can provide as an additional add on. Client understands bartenders cannot be outside in situations like rain and or extreme heat with no coverage or in situations with no lighting.

RENTING BARS, GLASSWARE, CHAMPAGNE WALLS, OR PHOTO OP WALLS

- **We provide a Linen bar as first choice to getting bar services, in 6ft, 8ft, 10ft with Black Linen, Riser, and back bar table for an additional add on fee.**
- For additional add on charges Dragonfly can also offer different bars, glassware, and or Champagne Walls, Photo Op walls, this must all be discussed prior to event, to go over different price options of these services. If renting services through Dragonfly, Dragonfly will be responsible for delivery and pick up of these items.
- Client understands if using an outside bar rental or glassware rental vendor (outside of Dragonfly) to let Dragonfly know ahead of time, and to let Dragonfly know when these items will be delivered so that we can plan to have someone present at venue for placement.
- Dragonfly will clean them up as if they are our companies when event is over, and will leave at venue where they were delivered. It is the clients' responsibility to have them delivered and picked up.
- **If Client is providing bar or Glassware Dragonfly will take care of these items as if they were our own, Dragonfly is not responsible for any damages, breakage or tampering of any kind to any of the bar locations, bars, glassware or champagne walls or towers.**
- **Client agrees to let us know of any Venue restrictions on parking, delivery, bartending etc, which doors to use, which ones not to use to so please venue locations as well.**

*****BARTENDING & SAFETY****

- The Bartenders cannot leave any bar unattended, at any time, for this reason a Barback is always assigned per bar. Bartenders cannot and will not leave any alcohol alone, or leave any Dragonfly is responsible for. If Client is providing Alcohol there must be a designated (1) person or place indicated for bartenders to leave the product with.

TIPS CERTIFICATION: STATE TIPS CERTIFICATION /SERVING LIQUOR

- All Bartenders are TIPS CERTIFIED. This is a state certification to serve alcohol.
- TIPS Certified Bartenders are required to ID anyone who looks 30 and under. Bartenders will not serve anyone who is under 21 years of age or without ID (when asked). Nor can they send drinks with younger people with the intent of it going to someone over 21.
- They reserve the right to cut off anyone who deems intoxicated or is an issue for the event environment and or bar.
- By SC law bartenders can only serve 2 drinks at a time to one person, per visit.
- Bartenders cannot serve any product that has not been opened by them, or which has not been poured or mixed by them. (If the client is providing the product, the product must be unopened, nothing opened will be used).
- Most Venues do not allow shots of liquor to be served. It is important to know the rules of the Venue as it concerns the bar.
- Bartenders are instructed to do a quiet last call, to prevent a rush to the bar at the end of the event, and to lesson too much drinking towards the end of the event.

COI

- Dragonfly Cocktails & Spirits is insured and can provide a COI to venue if need be. There is a coverage fee per event if needing to provide COI or if any additional coverage is needed for venue.

TRAVEL

- We can travel anywhere within South Carolina, if a venue/event is up to 75 miles away from base (Johns Island) one way, There will be a mileage fee/ travel fee.

TIME & TIPPING

- Services are agreed on within the time frame listed in quote; All services are based on a 4 hour time frame, not including set up or tear down. If time is extended longer than the period stated, the client agrees to pay the additional \$50 per staff member, per hour, along with any additional fees that might result from the time overage.
- Bartenders & Staff are paid the contracted price by Dragonfly C&S for their time and experience per staff member, per event from set up to tear down, with the event lasting an average of 4 hours. If an event's duration goes longer than the 4 hours, there may be a charge in overage time.
- Our bartenders & staff are allowed to collect tips at any event, they do poll (split) the tips with all Dragonfly C&S staff involved in event. Any extra tips or gratuity you feel you would like to tip is entirely up to you and your guests.

MATERIALS/SERVICE CHARGES

- Materials/Service charges are to cover bar tools, materials, essential bar needs and bartender needs to operate bar and to offer bartending services at a higher standard, all while following DHEC regulations. This is based foreseen needs that go along with any event, time duration, and quantity of people.

We take the time to make sure your bar is perfect, from the front of the bar to behind the bar. It matters who you have behind the bar. We want to thank you for the opportunity to serve you, your family and your friends!