



Bar Manual

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Updated 6/10/2020**

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Bar Rules and Policies

General Rules:

- No eating food in the bar.
- Keep personal nonalcoholic beverages on the back bar counter next to the window.
- Do not use your cellphone in front of the house. If you must use your personal phone do it in the back of the house.
- Wash hands often and keep proper hygiene.
- Use tongs when handling fruit and vegetables.
- Keep fruit and vegetables properly stored on ice at appropriate Washington State Department Of Health standards.
- Always have a fresh bleach or sanitizer bucket in the bar. The bucket should be changed every four hours or as needed. Use testing strips! Bleach bucket = 1cap full of bleach per gallon of COLD water.
- Keep language courteous and respectful.
- Do not disrupt any ceremonies (even when the deck door is closed noises still can be heard in the bar and restaurant).
- Do not do dishes during toasts.
- Keep the bar countertop, bar tables, and bar area clean!

Bar Policies:

- Valid Identification or Driver's License - Everyone must have valid Identification verifying the proper age of over 21 years for consumption of alcohol in Washington State.

WASHINGTON STATE

ACCEPTABLE FORMS OF IDENTIFICATION

For Purchase of Alcohol & Tobacco

IDENTIFICATION MUST SHOW:

Expiration date (except tribal ID), Photograph of the bearer,

Date of birth, and

Signature (except US Military ID),

Note: for Washington State ID's this would include Regular, Enhanced and Temporary forms of ID

1. Drivers license, Instruction permit, or ID card issued by any US State or Territory, the District of Columbia or any Canadian Province.
2. US Armed Forces ID card (encrypted signature acceptable)
3. Merchant Marine ID card (issued by the US Coast Guard)
4. Official Passport (includes the United States of America Passport Card)
5. Washington State Tribal Enrollment Card (no expiration date required)

Reference: RCW 66.16.040

- Any person(s) showing signs of intoxication are not to be served.
 - Over-intoxication - You are in charge of the well being of every person consuming alcohol. If someone is “cut-off” they are not to consume any more alcohol by any other bartender or staff on site. Please communicate this with any other person(s) necessary for enforcement. Find a manager immediately if the situation is getting uncontrollable. Management will back your decisions 100%. Make a police report If anyone has been warned or told they are too impaired to operate a vehicle and chooses to drive irregardless. If necessary, call local law enforcement at any time.
 - No outside alcohol or beverage is allowed on premises. Respectfully “pull” any offsite drinks from guests and give them warning as to the regulations and rules of Commellini’s establishment. A written record will also be taken.
 - Any person(s) under the age of 21 years caught consuming alcohol will have their drink “pulled”, given notice of Commellini’s rules and regulations as well as Washington State Liquor Control Board laws and regulations, and may be asked to leave per Bartender and Management’s decision. A written record will also be taken.
 - Always file a daily detailed report stating incidents/ non-incidents. This is an insurance policy.
 - “Tip” Allocation - All tips must be declared. 50% of cash tips from the collection bowl will be distributed amongst the head bartenders or manager discretion. The remaining 50% will be distributed into the gratuity pool.
 - Cash register - The cash register will be monitored by bartenders only unless otherwise assigned. The sum of the opening and closing register will always be \$250.00.
- Ideal Change Drawer as follows:

<u>Bills</u>	
\$20 Bills x 3 = \$60	
\$10 Bills x 6 = \$60	
\$5 Bills x 11 = \$55	
\$1 Bills x 75 = \$75	
Total:	\$250

Procedures

Open the bar:

1. Open the till (revel). Put out tip jar(s).
2. Turn on Dishwasher.
3. Create a sanitizer bucket.
4. Clean all countertops and floors if needed.

5. Check that event's bar menus are correct.
6. Make sure the bar is fully stocked. (beer, wine, spirits, mixers, plastic cups, bar napkins, bar towels, paper towels, straws, coffee) (check BEO)
7. Turn on fridge lights.
8. Wash your hands.
9. Fill ice.
10. Cut bar fruit and make citrus water. IMPORTANT NOTE: this bar fruit picture is showing shape only it does not show the slit down the middle of each lime wedge. This slit down the middle is extremely important in order to rest the fruit on the side of a glass.

How to cut bar fruit



How to cut citrus water fruit



11. Get all other garnishes ready.
12. Put pour tops on well liquors.
13. Take out mixers.

Diagrams of how the bar should be set up:

- Always put a layer of ice under the bar fruit.



- The order of fruit can be rearranged. But the best location for the fruit tray is to the right of the dishwasher.



- Put Simple syrup, Tobasco, Worcheshire sauce, bitters and salt and pepper next to straws. Have a cup with short skinny straws, long skinny straws, thick long straws, and pokers.



- Fill the big ice bucket $\frac{3}{4}$ full for parties over 100 people. Less than 100 people you can have less ice. The amount of ice will always vary but it is nice to have a good amount in the beginning.



- This view shows the fruit tray on the far left next to the dishwasher. The main mixers should be pulled out. And also the 5 wells can be placed next to the ice.



- This shows the top of the dishwasher. You will need to get a few items out of the bar tote. This is the main working station so you will need, beer bottle opener, wine opener, cutting board, knife, thongs, shakers, strainers, muddler, long spoon, oz measuring cups, salt & sugar and gloves.



- You will find the bar tote on the left side of the dishwasher on the bottom shelf below the coffee cups.



- This is what inside the bar tote looks like. There are many helpful bar tools but not all are always necessary.



- This is the coffee station on the back counter of the bar. When facing the bar taps the coffee station is on the right side. When you are facing customers the coffee will be behind you.



- This is the right side of the main bar counter. Main items are bar license, business cards, mastercard/visa confirmation stand, tooth picks, bar napkins, tip jar, and menu.



- This is the left side of the main bar counter. Main items are citrus water pitcher, plastic cups for citrus water, bar napkins, and toothpicks.



Close the bar:

1. Close the till (revel). It is best to wait until all guests have left the property before counting the cash, tips and closing the till. Continue on other steps until guests are gone then pause, close the till, and continue on where you left off.
2. Clean all glassware.
3. Put away all mixers.
4. Take pour tops off of bottles and wash them. (unless there is an event the next day then you can place plastic cups over the pour tops and put the bottles back on shelf)
5. Break down the coffee station.

6. Throw away any extra fruit/garnish. (unless there is an event the next day then you can wrap the bar fruit container in saran wrap very tightly and store in the fridge overnight)
7. Empty citrus water. Clean and place back on the bar completely empty.
8. Clean all counter tops. Clean countertop mats also (sometimes not too dirty and can be cleaned with a sanitizer towel but most of the time need to be run through the dishwasher).
9. Clean all stainless steel. Sides and front of dishwasher, draft handles, front of ice tray, etc.
10. Wipe down bar chairs.
11. Clean out all sinks.
12. Close out the dishwasher. Drain and dry completely. Empty catch tray. Leave open. Turn off.
13. Move all bar mats. Sweep behind the bar and front of the bar.
14. Mop behind the bar with normal mop supplies. Mop once with the mats gone, then put the mats back and mop once over them.
15. Clean floor drain.
16. Mop in front of the bar with Murphy's wood surface cleaning only. Put the mat back once the floor is dry.
17. Clean table base, foot rest and pole with sanitizer towel.
18. Wipe the brass bar with the brass cleaner.
19. Take out trash and put new garbage bags in.
20. Stock the bar with everything that is low. (beer, wine, spirits, mixers, plastic cups, bar napkins, bar towels, paper towels, straws, coffee)
21. Turn off fridge lights.
22. Empty Sanitizer bucket.
23. Windex windows, fridge doors, mirrors, and shadow boxes.
24. Help close out the rest of the venue.

How to operate Dishwasher:

- Open:
 1. Turn on.
 2. Fill water to the fill line in the back of the dishwasher. The line is a slight indent in the back of the dishwasher directly in the middle. About an inch and a half deep of water.
 3. Start the first load. The ideal temperature is 120 degrees. Our dishwasher often takes multiple cycles before reaching that temperature. So the first load will need to be run through a couple times.
 4. After running 3-4 cycles the dishwasher will have less water than before. You will need to continuously be checking the water level and adding some when needed to keep the water at the fill line.
- Close:
 1. Make sure all glassware has been brought to the bar before closing the dishwasher. Often it is best to walk around and check the venue, bridal suite, grooms rooms, etc. before closing the dishwasher.
 2. You will need to take out the cup tray and set it to the side.

3. Drain all the water out. The drain button will not complete this on its own. You will need multiple towels to dry out the dishwasher. Push the water from the back left corner towards the drain.
4. Once the inside is dry, remove the catch tray and clean that out in a sink or trash can, then put it back.
5. You can now put the cup tray back inside the dishwasher.
6. Turn off and leave the door open.

Cleaning Schedule:

- Front of Bar:
 - Clean Bar top with granite 409 cleaner or sanitizer towel. Remove all items from the bar to clean under them.
 - Clean bar tables with a regular 409 or sanitizer towel.
 - Wipe down chair backs, chair seat part, all legs and foot spot with sanitizer towel.
 - Wash all windows with windex.
 - Wash all shadow boxes with windex.
 - Dust all crack and crevices and tops of everything.
 - Clean wood walls with liquid gold.
 - Sweep with a broom and dust pan.
 - Take out the mat and sweep off outside.
 - Mop with Murphy's wood surface cleaner and the squeeze mop.
 - Do not put the mat back until the bar mop is dry.
- Back of Bar:
 - Clean black counter surface with sanitizer towel.
 - Clean all stainless steel with a sanitizer towel.
 - Clean mirrors with windex.
 - Clean window with windex.
 - Clean glass countertop and cupboard doors with sanitizer towel.
 - Put counter mats into the dishwasher and dry before putting back.
 - Take out the ice catcher and clean with a sanitizer towel and dry before putting back.
 - Clean out all sinks (and ice sink) with water and towels. Dry them completely before leaving.
 - Put the soda gun into a sanitizer bucket for 5-10 minutes at the end of every night.
 - Clean glass shelves with windex.
 - Remove floor mats. Shake them out each time you move them. Once a year these need to be taken outside and hosed off.
 - Sweep with a broom and dust pan.
 - Mop with the regular mop bucket and mop. Mop once with no mats in the bar, then place the mats back and mop once over them.
- **How to create a sanitation bucket:** There is a bucket in the bar specifically for this. It is labeled "Bar Bucket" The first step is to get this bucket. Then add one cap full of bleach

into the bucket. And then add half a bucket of warm water. Make sure to have one or two towels in the bucket. Use a ph test strip to verify you have the correct amount of bleach.

- **During event season:** continuous cleaning as needed and always doing opening/closing cleaning for every event.
- **Once a month:** All glassware should be taken down so the glass shelves can be cleaned. All spirits should be taken down so the wood shelf can be cleaned. Dust top of shadow boxes (deep dust everywhere), clean/organize fridges, clean draft beer tray, clean under first row cup mat, wash cup mats,
- **Once every 4 months (3 times/yr) or every 6 months (2 times/yr):** draft lines need to be cleaned out.

Company name: Draft Doctor

Employee who comes on site: Jim Rogers

Phone Number: 503-341-5622

Notes: He is not easy to work with. You must call to schedule and appointment, I suggest leaving very brief voicemails, your name, business name, and reason for calling. Do not mention what days you want him to come, he will just show up without no notice. You really want to have a conversation with him and set a time and date on the phone. Make sure the stock fridge is somewhat cleaned out for him, so the lines are easy to get to. Then once he arrives, basically stay out of his way and let him do his thing.

Revel Guide

Open Till:

1. Must be logged in as a manager.
2. Tap "Tills" on the left side on the screen. (it should say "not set")
3. Tap the "\$0.00" on the "Other Total" line. (the bottom line)
4. This is where you want to type in the total cash amount that is starting in the till. You should have previously gotten the bar till bag and counted out the cash in the till. You should have also written down the till total in the till bag paper along with your signature. If you have not done this, then do this before entering the "Other Total" amount. (usually \$250.00 - make sure to count.)
5. Enter the amount on the "other total" line.
6. Tap "Set" at the top right of the screen.

Batch Process:

1. Must be logged in as a manager.
2. Tap "Payments Waiting to Batch" on the left side of the screen.
3. This is where you will need to match the receipts with the corresponding transaction.
4. Each receipt has a Transaction number at the top of the receipt beneath the date and time.
5. This transaction number is also displayed under the "Uncaptured Transactions"

6. You can use the order number also. The order number is created with the last 5 digits of the transaction number. All these numbers are unique to each transaction so you must match the receipt with the transaction on the screen.
7. I recommend starting with the stack of receipts, seeing the transaction number and then finding that number on the ipad.
8. Once you find the transaction on the ipad that matches the receipt in hand, then you look at the receipt and determine the tip that the customer wrote down. Then type the tip amount into the ipad in the tip column.
9. Once the correct tip amount is entered into the correct transaction, then tap "Capture"
10. Repeat this process until all tips have been entered for every transaction.

Print Financials:

1. Must be logged in as a manager.
2. Always complete the batch process before printing financials.
3. Tap "Reports" near the middle of the screen.
4. The "financials" pop up screen will appear.
5. Tap the tiny printer icon in the "Daily Payment Summary" line to print the payment summary. Save this receipt.
6. Tap the arrow on the "Payment Log" line, then tap the tiny printer icon in the "All Employees (Aggregate)" line to print the payment log. Save this receipt also.
7. Staple the payment summary on top of the payment log.

Closing Till:

1. Do Batch Process for all orders. (see above)
2. Make sure there are no open orders.
3. Print Financials (see above)
4. Tap "Tills" on the left side on the screen. (it should say "Drawer 1")
5. Tap "Till - Drawer 1" (should say date and time of when opened)
6. Tap "Checkout" on the bottom.
7. Tap "Other Total" at the bottom.
8. Look at the payment summary receipt. Take the cash sales amount plus (+) opening till amount (usually \$250.00) and enter the total of those two amounts in the "Other Total". This should be all the cash from the night. Any remaining cash are cash tips.
9. Tap "Confirm"
10. Tap "Next" in the top right corner.
11. If "Expected Cash In Till" does not equal "Total Ending Cash" then there was a mistake. If these two amounts are the same, then tap "Submit" in the top right corner.

Closing out a single cash sales transaction:

(assuming the tab is opened and the total equals the amount in the "Pay" box)

1. Tap the "Pay" box. Bottom of the screen near the middle. Should say the amount due inside the box.
2. Enter the amount of cash the customer handed you on the right side of the screen.

3. Tap the "Cash" box.
(the till drawer should open, put customers cash into the till, give change if necessary, the amount of change you need to give will appear on the screen if change is necessary)
4. Make sure "Balance Due" equals zero.
5. Tap "Done" in the top right corner.

Closing out a card (credit/debit) transaction - as a single order, not opening a tab:

(assuming the tab is opened and the total equals the amount in the "Pay" box)

1. Tap the "Pay" box. Bottom of the screen near the middle. Should say the amount due inside the box.
2. Tap "Credit" (even if it is a debit card. Credit just means using a Card)
3. Follow directions on pin-pad.
-slide card, tap credit, tap yes.
4. Give customers both receipts that print along with a pen. (not a pencil). Put the receipt needing a signature on top (will print first) and the smaller second receipt on bottom. (should say 'customer copy') Verbally tell the customer that the bottom copy is theirs if they want it. Make sure they sign the top copy and give it back to you.
5. Save receipt on gold poker stick for later to do the batch process.
6. Make sure "Balance Due" equals zero.
7. Tap "Done" in the top right corner.

Closing out a Card on File / opening a tab (putting card on file):

1. Open new tab
2. Tap "Link Card to Order"
(left side of screen, on the bottom, you will be able to scroll left to right to view more options. Scroll all the way to the left to find "Link Card to Order")
3. Swipe card on pin-pad. (wait a few seconds for confirmation from the system)
4. Verbally tell the customer that you will need to hold onto the card to keep the tab open (put in the cash register). Whenever he is ready to close and be done I will return the card with the receipt I need signed.
5. Put cards in the cash register. (Use the coin slots)
6. Add drinks as necessary, tab hold order, that order will now show the name on the card. tap to open same as usual to add drinks, tap hold order if they want to keep the tab open.
(it's always good to ask each customer, "what was the name on the card?" that way you don't put any drinks on the wrong order. Also do your best to remember the people who open tabs, so someone else cannot simply say their name and trick you to adding drinks on someone else's open tab.)
7. When the customer is ready to close out their tab, open their tab and tap "Pay"
8. Tap "finalize Payment" (two receipts should print)
9. Give customers both receipts that print along with a pen. (not a pencil). Put the receipt needing a signature on top (will print first) and the smaller second receipt on bottom. (should say 'customer copy') Verbally tell the customer that the bottom copy is theirs if

they want it. Make sure they sign the top copy and give it back to you. Also make sure to give the customer their card back.

10. Save receipt on gold poker stick for later to do the batch process.
11. Make sure "Balance Due" equals zero.
12. Tap "Done" in the top right corner.

Final Close Out (envelope):

1. "Print Financials"
2. Close till (following steps for "closing till")
3. Find a blank empty envelope. Set it aside.
4. One of the recipes printed during the "print financials" step, should be the Payment Summary. On the Payment Summary receipt it says the Cash Sales: __amt__, Credit sales: __amt__, etc. From the tips in the tip jars and the cash in till, count out the Cash Sales amount and put it into the envelope. Do not seal the envelope yet.
5. Write on the front on the envelope. Example shown on example envelope under glass. Start with the event on the top line, the date on the second line, cash sales on the third line, credit sales on the fourth line, and cash tip total on the fifth line and also identifying which individuals got what amount of cash tips under the cash tip total. Only fill out the event, date, cash sales and credit sales for now.
6. Count out \$250.00 in cash from the remaining cash left. This is the till. Try to use a combination of 1's, 5's, 10's, and 20's. Avoid putting 50 and 100 dollar bills in the till if possible. Put the \$250.00 all in one rubber band and then put into the open/close till paper. (tri-fold the money into the piece of paper). Make sure to always record open and close out of till on the paper. Put into a till bag.
7. Any remaining cash after the cash sales and till have been separated, is cash tips. Count this total and record on the front of the envelope.
8. Divide tips between event staff. (use big bills if possible) (tip less people more money) Also record which employees are getting which amount.
9. Before sealing envelopes, make sure the cash sales amount on the payment summary matches the amount of cash in the envelope. Make sure the cash sales amount on the payment summary matches the cash sales amount you wrote on the envelope. Make sure the credit sales amount on the payment summary matches the credit sales amount you wrote on the envelope.
10. Seal envelope with cash sales inside.
11. Staple all batch processed credit receipts together.
12. Staple payment log on bottom of the payment summary.
13. Put Payment summary/log on top of batch processed credit receipts.
14. Put those two on top of the envelope and staple all three together. (the envelope, the Payment log & payment summary previously stapled together, & all batch processed credit receipts also previously stapled together) (make sure all writing on the envelope can still be seen) Put into till bag.

How to Manage a Prepaid Amount:

(Some events have a prepaid amount towards the bar. And there are many minor different ways this can happen but this is the basic idea. Let's say for an event the customer has prepaid \$500.00 towards the bar. Most of the time this means beer, wine and cocktails are all put on one tab, when a guest orders you record it but do not charge them and when the tab reaches \$500.00, then the guests must begin to pay for their own drinks. Sometimes non-alcoholic beverages are prepaid for separately, but if they are not prepaid for separately then you will need to charge for those as well. Sometimes the \$500.00 prepaid bar tab will only cover beer and wine, so the tab works the same for beer and wine, but if someone wants a cocktail they must purchase it themselves. If an event had purchased a keg, then that does NOT go on the tab. All kegs are prepaid for. But, if we have a leftover keg for multiple events then you will charge one draft class on the iPad per glass. Same goes for any specialty orders, they are not charged for during the specific event, only charged for if there are leftovers being used at another event. With kegs, they are not allowed to take home what is leftover, unless they have growlers with them. With other specialty orders, they are allowed to take home anything that is unopened.)

If they reach their amount:

(It is always nice to mention to the client when we are approaching their prepaid amount. For example, if they prepaid \$500.00 then I would tell the client once we reached \$450.00. That way they can decide to add more or not.)

- If they want to add more:

1. The best thing to do here is be prepared and let the client know soon enough in advance for them to take a moment to decide. If you wait until right at \$500.00 then you will need to charge each guest for any drink over that amount.
2. If you give yourself enough time and they want to add, let's say \$200.00 more.
3. Then you will need to charge them for the extra \$200.00 at the end of the night.
4. You will need to end the \$500.00 prepaid tab as close to \$500.00 as possible and then begin a new tab with a new ending amount being \$200.00.
5. Once you begin to reach the new amount then ask the client again if they would like to add more or not. If they add more at this point you can continue on the same tab and just make sure they are aware they will need to pay for the extra at the end of the night.

- If they do not want to add more:

1. You will need to stop as close to their prepaid amount as possible without going over. Going over by one to two dollars can be okay sometimes but not all the time.
2. Once you have come close to the amount, then you will need to begin to charge each customer for their drinks.
3. You can leave this tab open until the end of the night, but will need to "Discount Order" as a "prepaid amount" before closing the till. (see "How to Order Discount")

If they do not reach their amount:

(let's say they prepaid \$500.00 for the bar but the end of the night arrives and they have only spent \$444.00 in the bar. You will need to "Discount Order" everytime there is a prepaid amount no matter what, but if they do not reach their amount then you will need to remember the prepaid amount and remember exactly what they got to.)

1. The first step will be to subtract the amount spent from the prepaid amount. (For example: $500 - 444 = 56$)
2. So for this example the client will actually receive a \$56.00 refund.
3. You will need to make a note of this on the final close out envelope.

How to Order Discount:

(everytime there is a prepaid amount you will need to "Discount Order" whether they reach their amount or not. You will also need to put a side note on the close out envelope everytime there is a prepaid amount. The side note needs to be very specific. For example: "They drank all of their prepaid amount. No refund." or "They drank \$444.00 out of their \$500.00 prepaid tab. Refund = \$56.00." You do not need to mention if they added to their tab or how much they go over, that will be explained in the cash sales and credit sales.)

1. *assuming the tab is open and the bar is no longer serving.
2. Tap "Discount Order" in the bottom left of the screen. May need to scroll left or right to find it. It is displayed with a percent sign (%)
3. Tap "Manual" in the bottom left of the screen.
4. Enter the number "100" into the "Value*" box.
5. Then Tap "Percent" under the "discount type" section. This should have added the percent sign (%) after the number "100" you just entered.
6. Then you must enter a reason. This reason should match what you write as the note on the envelope. "They drank all of their prepaid amount. No refund." or "They drank \$444.00 out of their \$500.00 prepaid tab. Refund = \$56.00."
7. Tap "Okay"
8. Tap "Pay"
9. Tap "Done"

How to Refund Order:

1. You will most likely have one specific receipt/transaction that needs a refund. So you will want to locate the Transaction number first.
2. Tap "Orders" on the right side of the screen.
3. Find the matching Order number for the specific transaction that needs refunded. The order number is the last 5 digits of the transaction number. You can also look at the name on the receipt and name on the order (on ipad) to double check you have the correct transaction.
4. Tap the order that needs refunded once found.
5. Tap "Pay"
6. Tap "Refund Payments" on the bottom on the screen. Displayed with a circle refresh arrow icon.

7. Confirm the refund amount is equal to the total that needs refunded. Be sure to tap "Refund Tip" if necessary.
8. Tap "Refund" on the bottom right corner of the pop up menu.

Bartender Employee Roles

Summary/Objective:

The Bartender position is responsible for providing timely, friendly, accurate, and safe service to the guests at Commellini Estate. You are expected to keep and maintain the cash drawer and all payments coming in and out of the venue during service. You are required to uphold all of the state of Washington's Liquor board laws while serving on the premise. You will also be responsible for maintaining the cleanliness of both the front and back of the bar area before and after service. You are often required to know the style/type of the event and how the event is run, that way you can communicate with employees and guests well.

Essential Functions:

1. Upon arrival to the Estate you will need to fully set up and prepare the bar for the event.
 - a. Turn on dishwasher
 - b. Stock any product needed
 - c. Citrus water to the bar
 - d. Pull out mixers, cut bar fruit, set up mixing tools
 - e. Have manager set up till
 - f. Have the manager give you a full rundown of what the bar for that event looks like.
2. Be sure to be checking ID's on anyone you see fit – better to be safe than sorry.
3. Maintain accurate pour amounts while pouring drinks, and properly ringing them into the revel system
4. Throughout the event be sure to wash, dry and put away any dishware that the servers bring to you.
5. If you have any lull during service – usually during dinner/toasts for a wedding, clean up your area. Wipe down the glass shelving if time permits, dust bottles, organize under the POS system.
6. It is your call on overserving- if someone appears to be intoxicated CUT THEM OFF.
Your manager WILL back you up every single time!
7. At the end of the night close out all tabs in the bar
8. Clean the entire front and back of the bar
 - a. Empty citrus water
 - b. Remove all pour spouts – run through wash
 - c. Restock all product
 - d. Wash all bar tools
 - e. Wash dry and put away all glassware

- f. Clean counter mats
 - g. Clean all counters
 - h. Clean all sinks
 - i. Sweep and mop behind bar
 - j. Clean all windows
 - k. Clean all bar tables
 - l. Clean brass bar below bar
 - m. Clean rug
 - n. Sweep and mop wood floor
9. Check with the manager for duties to help with general flip of the venue after the bar has been completed.

How to Print a new Menu:

- Many times we put the bride and grooms name on the menu. Therefore we need to print new menus all the time. Often not everything is offered so then we also need to create new menus to display what's being offered that event.
- If you do not have access to the CE google drive then you will need to speak with a manager or someone who does have access to the google drive.
- Once you are into google drive, the best option is to choose one of the previous menus that we have used and you can open it and edit it. Be very aware of spelling especially when writing names. Always double check everything before printing.
- Make sure all beer, wine and spirits options are correct and their prices are also correct.
- Sometimes you can add non-alcoholic beverages to the menu as well. Depending on the event.
- You will need to know how to read the BEO in order to print a menu. In order to include the correct customer names and the correct beverages being offered.

How to read a BEO:

Account #:	702019	Contact:	Cassandra Empson & Matt	Guest Count:	90: 72 adults, 10 (5-10) & 8 (0-4)
Account Name:	Cassandra Empson & Matt	Phone:	509-680-2002	Venue:	Pondside and Main Venue
Event Date:	7/9/2019	Email:	cassandraempson@gmail.com	Event Manager:	Savannah Rolston
Event Day:	Tuesday	Address:	1071F SLIDE CREEK RD	Bill Method:	Credit
Event Description:	Wedding & Reception			Colville, Wa	

MENU		BEVERAGE						
Service: Buffet Time: 6:00 PM Location: Portico		3 PM for everyone part of hosted credit. Closes at 4:50 for ceremony and Bar Opens: reopens at 5:30 PM for reception Bar Budget: _____ Prepaid Amt (w/o T&T): 760						
<table border="1"> <thead> <tr> <th>Qty:</th> <th>Selection:</th> </tr> </thead> <tbody> <tr> <td>Apps: 2 25/pltr</td> <td>Rustic Italian Platter - Italian meats, fresh cheeses, and crackers accompanied by mixed Greek olives, marinated artichokes, and vine cherry ripened tomatoes.</td> </tr> <tr> <td>1 125/pltr</td> <td>Fresh Seasonal Fruit Display - a seasonal variety of fresh fruit served with fresh Whipped Cream and chocolate dipping sauce</td> </tr> </tbody> </table>	Qty:	Selection:	Apps: 2 25/pltr	Rustic Italian Platter - Italian meats, fresh cheeses, and crackers accompanied by mixed Greek olives, marinated artichokes, and vine cherry ripened tomatoes.	1 125/pltr	Fresh Seasonal Fruit Display - a seasonal variety of fresh fruit served with fresh Whipped Cream and chocolate dipping sauce	Hosted Items: Beer, Wine, Liquor Beer Selection: House House Wine Selection: _____ House Liquor Selection: _____ Specialty Order: No Non-Alcoholic: Pre-paid unlimited coffee, tea, soda, juice Bar Sign: Yes Notes: _____	
Qty:	Selection:							
Apps: 2 25/pltr	Rustic Italian Platter - Italian meats, fresh cheeses, and crackers accompanied by mixed Greek olives, marinated artichokes, and vine cherry ripened tomatoes.							
1 125/pltr	Fresh Seasonal Fruit Display - a seasonal variety of fresh fruit served with fresh Whipped Cream and chocolate dipping sauce							
Bread: 100 Yes Salad/Soup: 100 Caesar Salad (NO Chicken) - romaine lettuce, homemade croutons, and Caesar dressing		SETUP OVERVIEW <table border="1"> <tr> <td>Linen: White</td> <td></td> <td>Napkin: White</td> <td></td> </tr> </table>		Linen: White		Napkin: White		
Linen: White		Napkin: White						

- You will see the name of Client, date of event, day of event and type of event all at the top of the page.
- All of the bar information will be in the beverage section.
- Bar Opens: Will say when the bar is open and closed. Often the bar will open for a couple of hours and then close down for the ceremony and then re-open once the ceremony is over. Then you will have two open and two close times and you need to know both.
- Bar Budget: is not used often, only when the guests have a budget or limit they want to stop at.
- Prepaid Amt/ (w/o T&T): This will tell you how much the guest has already paid towards the bar. For example, this BEO says 760 in this section. So the client has already paid \$760.00 towards the bar. This means that the first \$760.00 spent in the bar will be taken from that and a separate tab will be started once they get to \$760.00. Since, the hosted items say Beer, Wine, and Liquor then we would continue on the second tab with everything offered and however much they go over the prepaid amount then they must pay that at the end of the night.
- Hosted Items: Tells you what is included with the prepaid amount. If this said Beer and Wine only, then all guests who wanted liquor would need to pay for that themselves.
- Beer Selection: This section will tell us if they are ordering in any special beer or kegs that we do not offer or if they are limiting their guests to only house or not.
- Wine Selection: This section tells us if they are ordering any special wine that we do not offer or if they are limiting their guests to only house or not.
- Liquor Selection: This section tells us if they are ordering any special bottles of liquor or if they are limiting their guests to only houses or not.

- Specialty Order: Often the bride and groom will have a special cocktail offered. This is also often put on the bar menu for their event if they have a special order.
- Non-alcoholic: This section tells us if the guest has paid for non-alcohol drinks for everyone to have unlimited. Or if the guest has not paid for non-alcoholic drinks and if that is the case then we need to charge each guest for their non-alcoholic drinks.
- Bar Sign: We will always have a bar menu. This section tells us if the bride and groom want a special menu for their event. Usually only consists of their names along the side.
- Notes: Usually there are no notes but very important to pay attention to because if there is a note then it is usually very important.
- It is somewhat important to understand the rest of the BEO but the beverage section is most important to the bartenders. Also the timeline will be stapled to the BEO and the timeline can be very helpful to know when the big rushes will come.

Bar Orders:

Inventory:

(Doing inventory needs to be done on a weekly basis. More important when we are in event season but still need to be aware at all times. For the most part we want to keep the bar fully stocked, the walk-in fully stocked with items that are supposed to be chilled (beer and white wine) and then managing lower storage.)

Stocking the bar:

- For beer and white wine, the main fridge is the fridge with glass doors. We want to keep this side stocked all the way to the edge with labels showing. Sometimes we can adjust the numbers of each depending on the style of event, but mainly one or two rows completely full in the main fridge of every beer and white wine.
- The back up fridge should have a decent amount of back up beer and white wine. This fridge does not need to be completely full, sometimes being too full is too hard to work with. But you definitely want to get back ups of every beer and white wine. Only use the left side of the back up fridge for this. The right side of the fridge is designated for kegs.
- Red wine is put on the stainless steel shelf, about 12-15 bottles of each kind can fit. Sometimes you need to have more of the house red and less of other options but you can adjust this depending on the style of event.
- For liquor, one bottle of each is kept up on the bar selves to be displayed. This is also the bottle you will pour from until it is gone. Under the iPad counter there are two shelves, the bottom shelf is designated for extra bottles of hard alcohol. I like to keep two extra bottles of each well choice, and one extra bottle of everything else.
- IMPORTANT: Always stock starting in the back that way the older items eventually get to the front and get sold. Do not stock and just put new bottles in front of old bottles.

Stocking the walk-in:

- I like to keep one case of each beer and white wine in the walk-in fridge. You will need to work with the cook on this. We will also put any kegs into the walk in fridge and we cannot over crowd and take up too much room because the fridge is mainly for the cook.
- No red wine or liquor will ever go in here.

Lower Alcohol Storage:

- This is where counting the inventory actually comes into play. Below is an example of the inventory sheet you will use to keep track of inventory. As long as we keep the bar and walk-in stocked properly and it looks nice then we do not need to count what is in there. We will only count what is down in lower alcohol storage.
- The way the inventory sheet works is fairly simple. The columns are the categories and the rows are products. All you need to do is go row by row and count each product and write down the number you count down in the "Inventory" column.
- Once you have counted all of the products, then you want to compare the "Inventory" number you just counted with the number in the "NEED" column for the same product. "NEED" minus "Inventory" equals "Purchase".
- The "Purchase" column represents what needs to be ordered.
- For example; if you count 72 bottles of blue moon for inventory. Then you would do $100 - 72 = 28$. So we would need to order 28 blue moon beers. One case of beer is 24 bottles so you may want to only order one, or maybe order two depending on how busy the next events are.
- **IMPORTANT:** Make sure when you get new orders that you put the newest items in the back. That way nothing will expire. Always stock to the back first.

Source	Alcohol Type	Item:	NEED	Units	Inventory	Purchase
Odom	Beer	Blue Moon		100 bottles		
Odom	Beer	Alaskan Amber		100 bottles		
Odom	Beer	Coors Light		100 bottles		
Odom	Beer	NoLi Born & Raised IPA		100 bottles		
Odom	Beer	Angry Orchard		100 bottles		
King Bev.	Beer	Bud Light		100 bottles		
King Bev.	Beer	Corona		100 bottles		
Youngs	Wine	House White Zin.		24 bottles		
Youngs	Wine	House Merlot		48 bottles		
Youngs	Wine	House Cab. Sav.		48 bottles		
Youngs	Wine	House Pinot		48 bottles		
Youngs	Wine	House Chardonnay		48 bottles		
Southern	Wine	House Champagne		48 bottles		
Southern	Wine	House Rose Champagne		24 bottles		
Southern	Wine	Tripiche Malbec		24 bottles		
Southern	Wine	Il Prosecco		12 bottles		
Youngs	Wine	Ruffino Chianti		24 bottles		
Youngs	Wine	Chateau St Michelle Redwing		24 bottles		
Southern	Alcohol	Smirnoff Original		3 bottles		
Southern	Alcohol	Smirnoff Vanilla		3 bottles		
Southern	Alcohol	Grey Goose		3 bottles		
Southern	Alcohol	Seagrams Gin		3 bottles		
Southern	Alcohol	Tanqueray		3 bottles		
Southern	Alcohol	Beacardi Silver		3 bottles		
Youngs	Alcohol	Myers Dark Rum		3 bottles		
Southern	Alcohol	Captain Morgan		3 bottles		
Southern	Alcohol	Malibu		3 bottles		
Southern	Alcohol	Jose Gold		3 bottles		
Southern	Alcohol	Patron		3 bottles		
Southern	Alcohol	Canadian Club		3 bottles		
Youngs	Alcohol	Jack Daniels		3 bottles		
Southern	Alcohol	Jim Beam		3 bottles		
Southern	Alcohol	Crown Royal		3 bottles		
Southern	Alcohol	Jameson		3 bottles		
Southern	Alcohol	Pendleton		3 bottles		
Youngs	Alcohol	Glenfiddich		3 bottles		
Southern	Alcohol	Malvern Mark		3 bottles		
Southern	Alcohol	Johnnie Walker Black Label		3 bottles		
Southern	Alcohol	Hennessey		3 bottles		
Southern	Alcohol	Christin Brother Brandy		3 bottles		
Youngs	Alcohol	Finisall		3 bottles		
Southern	Alcohol	Osaronno		3 bottles		
Southern	Alcohol	Midori		3 bottles		
Southern	Alcohol	Comari		3 bottles		
Southern	Alcohol	Caravella Lemonchello		3 bottles		
Southern	Alcohol	Butterscotch schnapps		3 bottles		
Southern	Alcohol	Peach schnapps		3 bottles		
Southern	Alcohol	Martin Rossi Dry		3 bottles		
Southern	Alcohol	Martin Rossi Sweet		3 bottles		
Southern	Alcohol	Godiva		3 bottles		
Southern	Alcohol	Blue Canco Dekuyper		3 bottles		
Southern	Alcohol	Green Apple Dekuyper		3 bottles		
Southern	Alcohol	Peppermint Dekuyper		3 bottles		
Youngs	Alcohol	Chambord		3 bottles		
Southern	Alcohol	Baileys		3 bottles		
Southern	Alcohol	Kahlua		3 bottles		
Southern	Alcohol	Frangelico		3 bottles		
Southern	Alcohol	Creme de Cocoa Dekuyper		3 bottles		
Youngs	Alcohol	Cointreau		3 bottles		
Southern	Alcohol	Carlos Rossi Burgandy		8 big bottles		
Southern	Alcohol	Carlos Rossi White		8 big bottles		

Making an Order (by Vendor):

Business Name: Odom Corporation

Rep. Name: Reed Milla

Rep. Phone Number: 509-209-6480

Order by: Tuesday at 4pm (Weekly)

Delivery Day: Wednesday (Weekly)

Items we order: Odom supplies only beer. Coors light, Blue Moon, Alaskan Amber, NoLi Born & Raised IPA, Angry Orchard

Minimum Order: \$150.00 or 1 Keg

How to Order & Notes: Reed is great to work with. Answers a lot of questions for me. And can easily work well with text messages as well. I will text in most of my orders to him, but he can be good at answering the phone also. You do need to request the total if you want that information.

Business Name: King Beverage

Rep. Name: Mishela (Miss-She-Lah) or Samantha Tipton

Rep. Phone Number: 509-444-2822

Order by: Thursday at 4pm (Weekly)

Delivery Day: Friday (Weekly)

Items we order: King Bev. only supplies Beer. Bud Light, Corona,

Minimum Order: Either \$100.00 or \$150.00, not confident on the number but pretty sure there is one. Or 1 Keg.

How to Order & Notes: King beverage rep has changed multiple times on me. This number never changed though. It is a business landline so they do not text and they only answer during business hours. You must ask for the order total specifically if you want that information.

Business Name: Youngs Market

Rep. Name: Kim

Rep. Phone Number: 509-868-8722

Order by: Thursday at 4pm (Weekly)

Delivery Day: Friday (Weekly)

Items we order: Young's market supplies Wine and Spirits. All house wine Sycamore Lane, Chateau ste. Michelle Riesling, Jack Daniels, Titos, Glenfiddich, Fireball, Myers dark Rum, Chambord, Cointreau,

Minimum Order: Unknown.

How to Order & Notes: Kim is good to work with. She likes to work with text messages, but is not as responsive as I'd like. I only text her if we have a lot of recurring orders happening. You also need to be very specific when you order with her. You must say the bottle size that you need or she will be very inconsistent. And you must tell her every time. She seems unorganized to me but never really does anything wrong. You just have to be specific with her. You must ask for the order total specifically if you want that information.

Business Name: Southern Wine and Spirits

Rep. Name: Will

Rep. Phone Number: 206-487-5962

Order by: Wednesday at 4pm (every other week)

Delivery Day: Thursday (every other week)

Items we order: Southern wine and spirits supplies Wine and Spirits. Carlo Rossi cooking wine Chablis and Burgundy, Wycliff (house) Champagne, Smirnoff Original & Vanilla, Jameson, Johnny Walker Black Label, Patron, Crown Royal, Jim Beam,

Pendleton, Captain Morgan, Makers Mark, Kahlua, Jose Cuervo Tradional Respasado, Grey Goose, two vines merlot, trapiche malbec, jagermeister, Bombay Sapphire, Baileys Irish Cream, Frangelico, Caravella limoncello, Bacardi, sour apple schnapps, butterscotch schnapps, peach schnapps, Blue Curacao Dekuyper, Tanqueray, Martini Rossi Vermouth extra dry & rosso sweet, Midori, Canadian Club Whiskey, Disaronno, Godiva, creme de cacao dekuyper, Hennessy, Christian Brothers Brandy

Minimum Order: None that I know of.

How to Order & Notes: Use Proof online ordering system. Will is a new rep for me. We have spoken a handful of times and he is very nice and very helpful. But their online ordering system works amazing and is very simple to use. Tells you totals and dates right there in plain site. My favorite way to order from any distributor.

Business Name: Vehrs

Rep. Name: Natasha

Rep. Phone Number: 509-216-3137

Order by: unknown. (Weekly)

Delivery Day: usually do not deliver to us. Very rarely order from them. Usually have to pick it up. (Weekly)

Items we order: wine. Latah Creek Moscato,

Minimum Order: None.

How to Order & Notes: Last resort option if Youngs and Southern do not have a certain wine we are looking for.

Business Name: Columbia Distributing

Rep. Name: Anna Galosis

Rep. Phone Number: 509-893-4487

Order by: unknown (Weekly)

Delivery Day: unknown (Weekly)

Items we order: Beer only. Mac & Jacks African Amber keg, Rainier keg,

Minimum Order: unknown, 1 keg always gets delivered.

How to Order & Notes: Last resort option if King and Odom do not have a certain beer we are looking for.

Helpful ordering tips:

- We order all beer in 12oz bottles except NoLi Born & Raised IPA comes in 12oz cans. All beer cases consist of 24 beers when ordering. Sometimes it is helpful to tell the distributor what size of bottle and case you would prefer because there are surprisingly many options.
- The same distributor can get you bottles and kegs of the same beer.
- If you have an empty keg, you need to inform the company rep when you make an order. And when the order is being delivered, whoever is signing for the delivery also needs to remind the driver to take the empty keg.
- Simple Syrup and Lemon Simple Syrup are both made in house.

- Any Non-alcoholic beverage for the bar is not something we order. We DO need to do the inventory for the Non-alcoholic items though. (Triple-Sec, Sweet & Sour, Bloody Mary mix, Mojito Mix, Lime juice, Margarita mix, Grenadine, Red Bull, Half & Half, Orange Juice, Grapefruit Juice, Apple Juice, Pineapple Juice, Tobassco, Angostura bitters, Worcestershire sauce) Also the items on the gun. (Coke, Diet Coke, Sprite, Root Beer, Iced Tea, Lemonade, Tonic, Soda Water, Cranberry juice) When we run low on these items we have always made “shopping list” with the name brand of exactly what we want for each item and then give that to the cook early in the week (Monday or Tuesday) so they have time to go to the store for these items.
- Along with that, we will need to keep inventory of all garnish options. (Lemons, Limes, Oranges, Cherries, Green Olives, Martini Onions, Pickled asparagus, mint, chocolate syrup) When we are running low on these items we will need to put these on the same “shopping list” for the cook and have the cook buy them for us.

Specialty Cocktails

Italian Sunset 2 oz Amaretto Liqueur 3 oz Orange Juice 1 oz club soda Splash Grenadine Pour straight into Large pint glass full of ice, in this order (top to bottom) Garnish with a Cherry	Limoncello Martini 1.5 oz Limoncello Liqueur 1.5 oz Vodka Teaspoon / long squirt of Lemon Simple Syrup Pour into a shaker half full of ice, add lemon wedge, then shake, strain and serve in a martini glass rimmed with sugar. Garnish with a lemon wedge or lemon twist
Café Correcto 1 oz Bailey’s Irish creme 1 oz Frangelico Fill the rest of the cup with coffee, leave half an inch or so for spill proof. Pour into a coffee cup, alcohol first then top off with coffee.	Godiva Chocolate Martini 2 oz Vanilla Vodka 1 oz Godiva 0.5 oz Crème de Cocoa 0.5 oz Half & Half Pour into a shaker with ice, shake well, strain and pour into a martini glass rimmed with chocolate syrup
KamiKazee 2 oz vodka 1 oz triple sec 1 oz muddles lime/lime juice 1 wedge lime Pour into a shaker with ice, shake well, strain into a cocktail glass over ice or into a martini glass without ice. Garnish with a lime wedge.	Cosmopolitan 2 oz vodka 0.5 oz triple sec 0.5 oz cranberry juice 1 oz muddles lime/lime juice 1 wedge lime Pour into a shaker with ice, shake well, strain into a cocktail glass over ice or into a martini glass without ice.

	Garnish with a lime wedge.
Bloody Mary 1 oz vodka 5 fl oz Bloody mary mix Put (2)pickled asparagus into pint glass, then fill with ice, then pour alcohol first, then add 4 oz bloody mary mix, add 3 drops of tabasco, 3 drops of Worcestershire sauce, shake salt and pepper over top layer, stir with a straw, add last oz of bloody mary mix. Garnish with 2 green olives, 2 martini onions, 2 pickled asparagus(only at the beginning) and a lemon.	Martini 2.5 oz Gin or Vodka 1 teaspoon Dry Vermouth Pour into a shaker with ice, shake well, strain into a martini glass. Garnished with 2 green olives and 2 martini onions.
Cardinale 2 oz Gin, 0.5 oz Dry Vermouth 0.5 oz Compari Pour into an Old Fashioned glass with ice. Garnish with a cherry.	Dry Martini 2.5 oz Gin or Vodka 1 teaspoon Dry Vermouth 0.5 - 1.0 oz olive juice Pour into a shaker with ice, shake well, strain into a martini glass. Garnished with 3 green olives
Godfather 1.5 oz Scotch Whisky 1 oz Amaretto Liqueur (disaronno) Pour into an Old Fashioned glass with ice. Garnish with a cherry. *Bourbon may be substituted for scotch, if preferred.	Godfather Martini 0.5 oz Vodka 0.5 oz Orange Liqueur (cointreau) 0.5 oz Almond Liqueur (Disaronno) 0.5 Dry Vermouth 0.5 Sweet Vermouth Pour into a shaker with ice, shake lightly, strain into an Old Fashioned Glass with light ice. Garnish with a cherry. *Bourbon may be substituted for scotch, if preferred.
Negoni 1 oz Gin 1 oz Campari 1 oz Sweet Vermouth Pour into an Old Fashioned glass with ice. Garnish with an orange twist and cherry	Bellini 3 tablespoons of Peach Puree (any fruit puree) Prosecco or Moscato Pour 2 to 4 tablespoons of the desired fruit puree into a Champagne flute. Slowly pour enough Prosecco or Moascto into the flute to fill. Gently stir to blend. Garnish with the whole berries.

Other Must Know Cocktails

<p>Amaretto Sour</p> <ul style="list-style-type: none"> • 1 ½ oz Disaronno • Top w/ Sweet & Sour • Two Splashes of Coke • Serve in Collins Glass over ice. 	<p>B52 (shot)</p> <ul style="list-style-type: none"> • ½ oz Bailey's Irish cream • ½ oz Kahlua • ½ oz Grand marnier • Layered in a shot glass.
<p>Buttery Nipple / Cowboy Cocksucker (shot)</p> <ul style="list-style-type: none"> • ¾ oz Bailey's Irish Cream • ¾ oz Butterscotch Schnapps • Shake w/ ice & serve as shot in Old Fashioned glass, no ice. 	<p>Long Island Iced Tea</p> <ul style="list-style-type: none"> • ¾ oz Rum • ¾ oz Vodka • ¾ oz Tequila • ¾ oz Gin • ¾ oz triple sec • Splash sweet & sour • Splash Coke • Serve in Pint Glass over ice.
<p>Old Fashioned</p> <ul style="list-style-type: none"> • 1 ½ oz Bourbon • 2 dash bitters • Sugar cube or dash simple syrup • Serve in old fashioned glass w/ cherry & orange. 	<p>Sex on the Beach</p> <ul style="list-style-type: none"> • 1 ½ oz Vodka • ½ oz peach schnapps • 1 ½ oz orange juice • 1 ½ oz cranberry juice • ½ oz chambord • Serve in Pint glass over ice with lime, lemon or orange.
<p>Red Headed Slut (shot)</p> <ul style="list-style-type: none"> • ½ oz Peach Schnapps • ½ oz Jagermeister • ½ oz cranberry juice • Shake w/ ice & serve as shot in Old Fashioned glass, no ice. 	<p>Strawberry Kiss</p> <ul style="list-style-type: none"> • 1 ½ oz Vanilla Vodka • ½ oz strawberry Liqueur • Splash Cranberry juice • Splash Pineapple juice • Serve in Collins glass over ice.
<p>Black Velvet</p> <ul style="list-style-type: none"> • 3 oz Vanilla Vodka • 3 oz Godiva • 3 oz Bailey's Irish Cream • Serve in Pint glass over ice 	<p>Flirtini</p> <ul style="list-style-type: none"> • ½ oz Vodka • ½ oz Cointreau • 1 oz Pineapple juice • 2 oz Champagne • Serve in Champagne Flute
<p>Hot Damn (shot)</p> <ul style="list-style-type: none"> • ¼ oz Whiskey • ¼ oz Rum • ¼ oz Vodka • Splash Orange Juice 	<p>Duck Fart (shot)</p> <ul style="list-style-type: none"> • ½ oz Crown Royal • ½ oz Bailey's Irish Cream • ½ oz Kahlua • Layered in a shot glass.
<p>Mai Tai</p> <ul style="list-style-type: none"> • 1 ½ oz White Rum • ¾ oz Dark Rum (Myers) • 1 oz Pineapple juice • ½ oz Lime Juice 	<p>Peppermint White Russian (Christmas)</p> <ul style="list-style-type: none"> • 1 ½ oz Vanilla Vodka • 1 ½ oz Kahlua • ½ oz peppermint schnapps • 2 oz Half & Half

<ul style="list-style-type: none"> • ½ oz simple syrup • ½ oz Triple Sec • Serve in Pint glass w/ Cherry & orange. 	<ul style="list-style-type: none"> • Sprinkle w/ Cinnamon • Serve in Collins glass over ice
Candy Cane Martini (Christmas) <ul style="list-style-type: none"> • 3 oz Vanilla Vodka • 1 ½ oz Peppermint Schnapps • Long squirt simple syrup • Splash Half & Half • Candy Cane Rim 	Blow Job Shot <ul style="list-style-type: none"> • ¼ oz Baileys Irish Cream • ½ oz Amaretto Almond Liqueur • Pour Liqueurs layered into a shot glass and topped with whip cream.
Black Russian <ul style="list-style-type: none"> • 1 oz Kahlua coffee liqueur • 1 oz vodka • Pour into an Old Fashioned glass with ice. 	White Russian <ul style="list-style-type: none"> • 1 oz Kahlua coffee liqueur • 1 oz vodka • Float half & half • Pour into an Old Fashioned glass with ice.
Cape Codder <ul style="list-style-type: none"> • 1 ½ oz vodka • 3 oz Cranberry juice • Pour into a highball glass over ice. • Garnish with a lime wedge. 	Cuba Libre <ul style="list-style-type: none"> • 1 ½ oz Rum • 3 oz Coke • Pour into a highball glass over ice. • Garnish with a lime wedge.
Fuzzy Navel <ul style="list-style-type: none"> • 1 part peach schnapps • 1 part orange juice • 1 part lemonade • Pour equal parts into a highball glass and then top with ice. 	Gimlet <ul style="list-style-type: none"> • 1 ¼ oz Gin • 1 oz lime juice • Pour into a shaker with ice, stir lightly, then strain into an Old Fashioned glass then garnish with a lime wedge.
Gibson <ul style="list-style-type: none"> • 1 ½ oz Gin • ¾ oz Dry Vermouth • Pour into a shaker with ice, stir lightly, then strain into an Old Fashioned glass then garnish with 2 martini onions. 	Greyhound <ul style="list-style-type: none"> • 1 ½ oz vodka (or gin) • 5 oz grapefruit juice • Pour into a highball glass with ice.
Salty Dog <ul style="list-style-type: none"> • 1 ½ oz Vodka • 5 oz grapefruit juice • Pinch of salt • Pour into a highball glass with ice. 	Black Opal <ul style="list-style-type: none"> • ½ oz Gin • ½ oz Rum • ½ oz sweet & sour mix • ½ oz triple-sec • 1 oz Chambord raspberry liqueur
Seabreeze <ul style="list-style-type: none"> • 1 ½ oz Vodka • 4 oz cranberry juice • 1 oz grapefruit juice • Pour into a highball glass with ice. 	Tom Collins <ul style="list-style-type: none"> • 2 oz Gin • 1 oz lemon juice • 3 oz club soda • Pinch of sugar

<ul style="list-style-type: none"> Garnish with a lime. 	<ul style="list-style-type: none"> Pour into a shaker with ice (without club soda), shake well, strain into a highball glass over ice. Then add the club soda. Garnish with a cherry and orange wedge.
<p>Whiskey Sour</p> <ul style="list-style-type: none"> 1 ½ oz oz Whiskey 3 oz sweet & sour mix Pour into a highball glass over ice. Garnish with a cherry and lemon slice. 	<p>Hurricane</p> <ul style="list-style-type: none"> ½ oz light rum ½ oz dark rum ¼ lime juice Splash grenadine Pour into a highball glass with ice. Then top of glass with equal orange juice and pineapple juice. Garnish with a cherry.
<p>Tequila Sunrise</p> <ul style="list-style-type: none"> 1 ½ oz tequila 4 oz orange juice Pour into a highball glass over ice. Top with grenadine. 	<p>Washington Apple</p> <ul style="list-style-type: none"> ½ oz Crown Royal ½ oz sour apple pucker Splash cranberry juice Pour into a shaker with ice. Shake well. Normally served as a shot. Or can be served over ice in an Old Fashioned glass.
<p>Three Wise Men</p> <ul style="list-style-type: none"> ½ oz Jack Daniels ½ oz Jim Beam ½ oz Johnny Walker Layer into a shot glass. 	<p>Jager Bomb</p> <ul style="list-style-type: none"> 1 part jagermeister 2 part Red Bull Can be served as a shot or in a highball glass over ice.
<p>Margarita</p> <ul style="list-style-type: none"> 2 oz tequila Top glass with margarita mix Pour into a pint glass with ice that is rimmed with salt. Must put salt on before putting ice into the cup, make sure to not drop salt in the wrong spot. Garnish with a lime. 	<p>Mimosa</p> <ul style="list-style-type: none"> 2.5 oz (1 part) Wycliff Champagne 2.5 oz (1 part) Orange juice Pour champagne first into the flute, then slowly add orange juice.
<p>Screwdriver</p> <ul style="list-style-type: none"> 1 ½ oz vodka 5 oz orange juice Pour into a highball glass with ice. 	<p>Mojito</p> <ul style="list-style-type: none"> Muddle mint and splash of simple syrup in bottom of highball glass. Add ice to fill the glass. 1 ½ oz Rum 2 oz mojito mix 1 oz club soda Leave room for a flavor if requested. Garnish with mint leaf and lime.
<p>Paloma</p> <ul style="list-style-type: none"> 1 ½ oz tequila ½ oz lime juice 2 oz grapefruit juice 	

<ul style="list-style-type: none"> • Pour into an Old Fashioned glass with ice. • Garnish with a lime. 	