

RKYC Bar Request Form

Date of event: ___/___/___ **Type of event:** _____ (eg. Wedding, birthday)

Contact: _____ **Phone:** _____ **Email:**

No. of Guests: _____ **No. of guests under 19 years old:** _____

Cash Bar: _____

Open/host Bar: _____

- a. I will be leaving a credit card number with the office to be billed _____
- b. I will pay the bartender at the end of the event by cash/credit/debit _____

I would like to have special wines/liquors – not normally carried by the RKYC bar - ordered. I understand I will be paying in advance for them at the current NBLC price, plus a \$10/bottle fee and HST. Any of these bottles are mine to take home, but I may be required to pick them up from the bar at a later date. Any **unopened** bottles can be returned for a refund. _____(please initial here)

Special liquor orders:

- 1. _____
- 2. _____
- 3. _____

Food (not to order this service, but so the bartenders are aware of the set up):

____ Sit down dinner ____ Buffet ____ Hors d’oeuvres

Special Instructions for the Bartender:

- Food and food service is the responsibility of River’s Edge catering. Please contact them for any questions or requests pertaining to that.
- For sound system requirements, please contact the RKYC office to arrange setup and testing. Bar staff cannot help with this at the time of the event.