



# *Your Bar Planning Guide*

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## *Your Bar Team*

### Liquid Luxury

Jeff Tynes [liquidluxuryexperience@gmail.com](mailto:liquidluxuryexperience@gmail.com)

- You will hire and pay for Liquid Luxury bartending services directly unless bartending services have been added to your venue rental through a custom package and clearly outlined in your contract.
- Jeff leads a professional and fully certified bartending team.
- Two staff will be on-site to set up and prepare your bar one hour prior to the start of the ceremony.
- Their sole purpose is to serve you and your guests responsibly.
- It is customary for a tip jar to be placed out or you can opt to pay gratuities on behalf of your guests.
- You can discuss what drinks will be served, when they should be served and how you would like them styled. Jeff can recommend specialty cocktails upon request.
- Jeff will contact you directly once he has received your Drink Preference Breakdown

## *Your Bar Team Cont'd*

### Important Bar Information

- Bar staff must serve all alcoholic beverages.
- There is no alcohol consumption until the bar staff is on-site.
- The bar will close and the serving of all alcohol will stop at 11:30pm.
- Once the bar is closed, the team will pack up any remaining alcohol and drink items for carryout.
- Bar Staff reserves the right to refuse service to any guests that become intoxicated and/or aggressive.

# *Your Responsibilities*

## Please Read Carefully

- You must forward your Drink Preference Breakdown to Liquid Luxury Experience as soon as possible.
- You must secure an SOP and PAL insurance in order to serve any alcohol at your event.
- Complete SOP & PAL instructions are found on pages 6 to 8.
- Copies must be sent to Century Barn 30 days prior to your event.
- Your SOP and all alcohol receipts must be kept at the bar during the event.
- You are responsible for all alcohol, mixes, soft drinks, bottled water, garnishes, condiments, cups, and glassware.
- A general purchasing guideline assumes 1 drink per person per reception hour. (Not including Dinner Service)
- Century Barn encourages the use of disposable plastic glassware, resin ware, and cans vs. bottles when possible.
- You must provide Jeff with a full incoming list of inventories.
- We recommend having a few cases of bottled water available for hot days and for guests once the bar has been closed.

# *Drink Preference Breakdown*

## To Be Completed

- Please forward to [liquidluxuryexperience@gmail.com](mailto:liquidluxuryexperience@gmail.com)

Primary Contact's Name:

Primary Email Address:

Primary Phone Number:

Ceremony Time:

Number of Guests:

Drink Preference Breakdown (Percentages should total 100%)

- Percentage of guests that drink beer:
- Percentage of guests that drink liquor:
- Percentage of guests that drink wine:
- Please list any specialty liquors and/or specialty cocktails to be served here:

# *SOP Instructions*

Processing time for an outdoor application requires 30 business days. We suggest allowing two months in the event of any processing delays.

- Go to [agco.on.ca](http://agco.on.ca)
- Register for an account.

Once logged in, follow prompts using the following details:

- Private Event
- Outdoor Event
- Individual Applicant
- Wedding Event
- Use your last names as the Event Name
- List yourselves as the Responsible Persons
- Indicate the date of your event.
- Start Time: 3:00pm
- End Time: Midnight
- Location: Century Barn Weddings & Events
- Estimated Attendance: Your final guest count.
- Answer questions
- Upload copies of Notification Letters – see sample below
- Upload the Map for SOP Application – from the Client Planning Page

## *SOP Instructions Cont'd*

### Notification Letters Required:

- Peterborough Public Health - <mailto:info@peterboroughpublichealth.ca>
- Cavan/Monaghan Clerk - <mailto:cpage@cavanmonaghan.net>
- Fire & Building Department - <mailto:bbalfour@cavanmonaghan.net>
- Peterborough Police Department - [ARU@peterborough.ca](mailto:ARU@peterborough.ca)

### Sample email for reference:

To Whom It May Concern,

A Special Occasions Permit Application has been submitted for the serving and consumption of alcohol indoors and outdoors at Century Barn Cavan Ltd. (400 Stewart Line, Cavan, Ontario L0A 1C0) in the barn, ceremony garden, and courtyard.

Event start time: month/day/year – 3:00 PM

Event end time: month/day/year – 12:00 AM

Guest count: XXX

Thank you,

# *PAL Instructions*

Century Barn requires that you obtain Party Alcohol Liability Insurance.

- You are the hosts of your wedding.
- Century Barn does not hold a liquor license.
- PAL insurance offers protection for couples and additional insured.
- Go to [palcanada.com](http://palcanada.com)

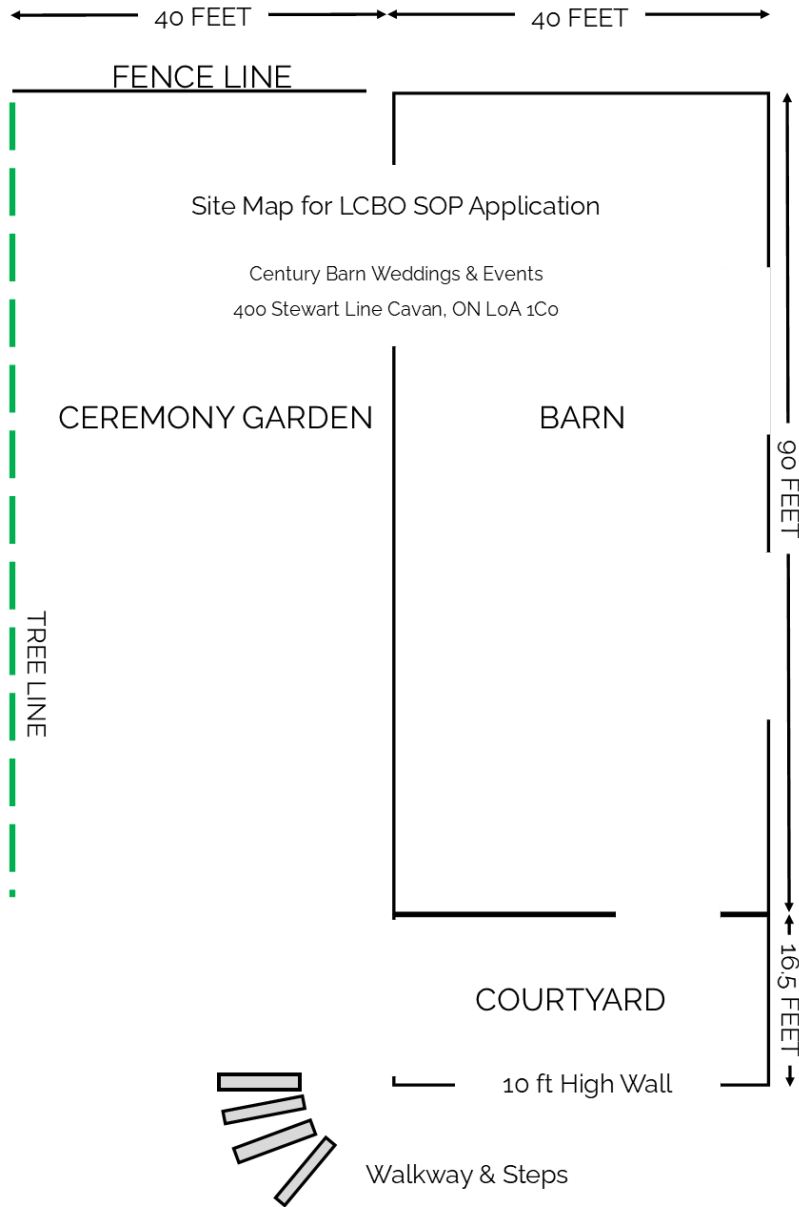
More information about coverage and policy options are listed on the PAL webpage and you can contact a customer service representative to ensure you have the correct policy for your event.

## Additional Insured Required:

- Century Barn must be added to **your** policy as an additional insured for the minimum liability coverage amount of \$5,000,000.00.
- Additional insured names must be listed as:
  - Century Barn Cavan Ltd. **AND** David and Susan Stewart.
- Additional Insured Address:
  - 400 Stewart Line, Cavan ON L0A 1C0
- Century Barn must receive a copy of the policy 30 days prior to your event.



# Site Map for LCBO



[Map for SOP Application](#)