

# BORROW BARTENDER

A PROUD TEAM GROWING TOGETHER!

## Rules & Regulations

- 1.) **No Smoking, Eating, Drinking:** Smoking, eating and consuming non-alcoholic beverages are to be done totally out of sight of any and all guests.
- 2.) **No Drinking of Alcohol:** Consuming alcohol before or during event will result in immediate dismissal.
- 3.) **No Using Drugs:** Drug use before or during the event will result in immediate dismissal.
- 4.) **No Chewing Gum:** Use mints if you wish.
- 5.) **No Using Cell Phones:** From when guests arrive and until they leave, the use of cell phones is prohibited. Your cell phone should be put away a not visible in any way.
- 6.) **Never Throw anything:** Always hand things to people politely. Never toss anything to a trash can, in the staging area and especially behind bars. Place your hand below the rim of the receptacle and release.
- 7.) **Arrive On Time & Stay:** Be prepared to stay until you are released. ALL early departures must be approved before the event begins. Late arrivals stand the chance of being asked to go home.
- 8.) **Clock In & Clock Out:** When you arrive at an event, you must clock in and when you leave you *must* clock out. If you don't, then you never worked and you will not get paid for the event.
- 9.) **Never Talk Back to the Caterer or to Any Guests:** If there is a problem, quietly talk to a manager in charge to resolve the situation.
- 10.) **No Stealing:** What you arrive with at an event, is *exactly* what you should leave with. The liquor, bouquet of flowers, props, uniform provided, and whatever else that is used for the event is not yours, nor should they leave with you.
- 11.) **Dress Code:** All staff are to arrive in black pants (Waiter pants or slacks — NO JEANS), black socks, and black close toed shoes (NO SNEAKERS) and a white T-shirt (plain white t-shirt with no logos on it.) You may be asked to bring your tux shirt or another article of clothing on a hanger, but you will be told before hand.
- 12.) **Responsible Alcohol Vending:** Remember that if you are the bartender or simply a waiter, cleaner, attendant (any position) at an event, it is your legal responsibility to make sure that the person you are serving is legal to drink. 21 years old and over is the legal age in the state of Florida. No, not 20 minutes before midnight the day before their birthday – but actually 21 years old. You are liable for heavy fines and/or imprisonment for serving a minor. Also, remember you are putting your employer, the caterer, the host - AND YOUR JOB - on the line. Anyone serving a minor will result in immediate dismissal.
- 13.) **All Staff Members Are To Be Well Groomed:** Dress and appear as if you were employed by IBM. If you have long hair, put it in a ponytail or make it look presentable. Facial hair must be trimmed, and some companies prefer no facial hair at all. If you need a haircut – get one. No Heavy or no perfume/cologne at all. Brush teeth, iron clothes, and have your shoes polished. 100% of all the events you work are UPSCALE and everyone notices you, and the way you dress and present yourself. Aside from looking great, the most important quality you can have is a great attitude and a beautiful smile!

I \_\_\_\_\_ agree to the above rules and regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_