



# WEDDING BARS

A few notes for running a wedding bar at Homme.

## OUR ALCOHOL LICENCE & PAY BARS

We have a licence for the sale of alcohol, for which we have a preferred supplier - Riverbank Bars (Designated Premises Supervisor: Di Hickinbotham). If you plan to ask for a financial contribution towards drinks in any form, you must use Riverbank Bars as our preferred supplier. When the licence is in operation Riverbank Bars must be the sole provider of any drinks (alcoholic and non-alcoholic) on the premises.

## BAR OPTIONS

We offer three options for the drinks and bar on a wedding day, as follows:

1. **A free bar all day:** this option allows you to supply all the drink options corkage-free for the reception, wedding breakfast and evening bar
2. **An evening pay bar:** this option allows you to supply all the drink options corkage-free for the reception and wedding breakfast, with the Riverbank Bars team providing all the drink options for an evening pay bar.
3. **A pay bar all day:** Riverbank Bars can look after the drinks for the whole day if you would prefer, with the pay bar open alongside a Riverbank Bars drinks package for the reception and wedding breakfast.

## THE TRANSITION TO A PAY BAR

If you plan to have a pay bar for part of your wedding day it is worth planning the transition carefully; the end of the wedding breakfast can provide a smooth transition from free drinks to the pay bar.

Riverbank Bars can help with a token system or cocktail hour if you would like to consider either as part of the transition to guests paying for their own drinks.

## FREE BARS & STAFFING

If you plan to have a free bar on your wedding day it must be staffed by at least 3 professional event staff members - two serving while one collects dirty glassware and restocks the bar as required. **Staff must be arranged until midnight** to allow sufficient time to clear up once the bar is closed at 23:30.

A straightforward option is to see whether your chosen caterer is able to provide the necessary staff to stay on to look after the bar in the evening after serving drinks earlier in the day. If not, separate event staff can be arranged.

## RUNNING THE BAR: RULES

Please ensure the bar team adhere to the following rules:

- **No one under age** should be served alcoholic drinks (a Challenge 25 policy should be in operation)
- **Water** should be made available to guests, and no one seriously inebriated should be served an alcoholic drink
- **No shots** should be served
- **Last orders should be called at 23:20** for the bar to **close by 23:30**
- After the bar is closed it must be **cleared into the catering area** and cleaned down, so staff must be arranged until midnight
- Any **spills** or **breakages** should be **cleared up as quickly as possible** to avoid endangering the safety of guests or damaging the fabric of the house. Sarah (07709 432 615) and Charlie (07764 346 725) are always on site and happy to help with this.

## THE PHYSICAL BAR SET UP

Riverbank Bars provide their own physical bar set up in either the Hall or Panelled Room (marquee



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wedding) as required.

We have a separate physical bar set up custom made for the space, available for hire if you opt for a free bar. **Please note that our physical bar set up does not include a fridge** behind the bar. For a bar in the Panelled Room there is space for a sliding door, glass fronted fridge behind the bar if you would like to hire one in; for a bar in the Hall we recommend arranging ice to keep drinks cool behind the bar (see below).

## FREE BARS: EQUIPMENT

It is important to ensure that all the necessary equipment to run the bar will be available to the team staffing it, either provided by you or the team themselves. This should include:

- Printed bar menus
- Glassware (see below for more detail)
- Corkscrews & bottle openers
- Spirits measures
- Ice buckets, tongs, chopping boards and knives for preparing condiments
- Coasters, straws & napkins as required

We will provide a bin system, bin liners, towels, cloths & spray for keeping the bar clean and a dustpan & brush.

## FREE BARS: GLASSWARE

Glassware for the day can be arranged through your caterer, Riverbank Bars (if they are running the bar later in the day), a third party catering hire company or a drinks supplier (e.g. Majestic). It is advantageous if the same supplier is used for glassware for the day and evening, to avoid two supplies getting mixed up through the day.

It is important to get the **quantity** (a surprising amount is required!) and **style** right (based on the bar menu), and imperative that it can be returned dirty.

Please note that while we will do our best to help it is your responsibility to ensure all hired dirty glassware is stacked in the delivery crates prior to the collection time. It is worth bringing a copy of the hire list and checking the seating areas in the garden, reception rooms and bedrooms on the morning after the wedding.

## PREPARATION SPACE

There is an area outside the catering kitchen with a sink and hot and cold running water, which can be used by the bar team for preparing drinks and washing glasses. **Please note we do not have a glass washer available**, so it's important to plan glassware carefully - either sufficient for it all to be returned dirty or sufficient staffing for some hand washing during the evening.

## DRINKS & REFRIGERATION

There is plenty of fridge space available in the catering area for chilling drinks for the bar - 2 full size (70-80 bottle) fridges, and 3 further domestic fridges. We will help to stock the fridges the day before the wedding in a way which fits with the intended drinks plan on the wedding day.

## ICE

It is important to agree with the bar team who will supply any ice required to chill drinks (either to go in them or into receptacles to keep them cool behind the bar) - you, or your caterer/bar team. You are welcome to arrange a supermarket delivery of ice direct to Homme on the day before your wedding; drinks suppliers like Majestic will provide a similar service. We have sufficient freezer space for 10-15 standard (2kg) bags.

## KEGS

You are welcome to arrange kegs for the bar if



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you would like to. If the bar will be in the Hall it is worth bearing in mind that there will be limited space behind the bar, so 36 pint pins work well (as opposed to 72 pint firkins). This also has the advantage of minimising leftovers, as beer has a limited shelf life once tapped.

We do not have a draught flow cooling system so this would need to be arranged for lager to be served on tap (bottles or cans is a simpler, lo fi solution). For ales pumps, cabling and coupling would need to be arranged through the brewery supplying the keg(s).

Feel free to bring empty PET bottles with you (or ask the bar team to keep and rinse any empty ones from the day) to decant any leftover beer for enjoyment after the wedding. Kegs and any associated equipment must be removed after the wedding or collection by the brewery pre-arranged.

### BAR STOCK

You may find a supermarket buy is the most cost effective option, but do check our recommended supplier gallery for other recommended local stockists. We have trade accounts at Three Choirs and Tanners and would be delighted to pass on the trade discount for your wedding wines.

### TEA & COFFEE

If you would like tea & coffee served at the end of the wedding breakfast most caterers will offer to either serve this to the tables or provide a tea & coffee 'station'. The Library can be a good option for the latter, for which we can supply a trestle table (trestle cloth required).

It is important to carefully plan all the equipment required and agree who will be responsible for providing it, and to ensure that the set up, management and clearance of a station is handled by the professional staff. Note that Riverbank Bars are unable to serve tea and coffee.

### WASTE

We are happy to dispose of any recyclable bar waste, and have a mixed dry recycling collection (so cans, bottles and recyclable plastics can be mixed together).

Ask your bar team to stack empty bottles and cans back into the crates/boxes they came in in the catering marquee and we will remove them for recycling.

It is important that any recyclable and non-recyclable waste is separated, or it all has to be treated as non-recyclable and removed at the end of the hire period.