

## PERMIT (CORKAGE) BAR PROCESS AND POLICIES

### Liquor Deliveries

- All liquor, beer and wine for corkage bars must be dropped off at the Club Regent Casino small parcel door between 9:00 am and 3:00 pm the day before the event. **Liquor, beer and wine for an event on Sunday or a holiday Monday must arrive the Friday prior to the event.**
- Client to confirm with Events Operations delivery time
- Liquor, beer and wine must arrive in one delivery and be accompanied by:
  - LGCA Permit
  - Receipts for all liquor, beer and wine
  - White wine and beer will be chilled by the Club Regent Event Centre

### The Banquet Captain or designate receiving the liquor, beer and wine will:

- Make two (2) copies of the permit and receipt(S)
- Verify the quantities of liquor, beer and wine against the receipts
- Reject any opened beer cases and/or opened wine bottles and/or opened liquor bottles.
  - **Homemade and/or non-commercially prepared and purchased liquor, wine and beer are not permitted and will be rejected**
- Note any discrepancies and/or rejected product on all 3 copies of the receipt(s)
- Return the original receipt(s) and permit to the client
- Secure and chill (if applicable) the liquor, beer and wine

**PERMIT (CORKAGE) BAR PROCESS AND POLICIES (CONTINUED)****Corkage fees and bar set up**

- For each bar requested a minimum of 1 bottle per spirit/wine and one case per brand of beer will be opened. This will impact what can be returned. Please consult with banquet operations for beverage line-up to minimize open product.
- Corkage fees **\$14.00** per adult guest and **\$4.00** per child and include:
  - o Glassware, Ice, Cocktail Napkins & Straws
  - o Pepsi, Diet Pepsi, 7Up, Ginger Ale, Tonic, Club Soda, Orange Juice, Cranberry Cocktail, Margarita Mix and Clamato
  - o Maraschino Cherries, Lemon & Lime wedge garnishes
  - o 1 bar per 100 guaranteed guests (located in the pre-function area)
  - o Additional bars are available for a setup fee of \$300 per bar + \$25 per hour per bar based on:
    - 1 Hour bar setup
    - Duration of bar service (rounded up to the nearest hour)
    - 1 hour after the conclusion of bar service
  - o **An additional charge of \$300 per bar will apply for each bar located outside the Pre-Function Area**
- Poured and placed wine and/or non-alcoholic beverages are subject to additional fees

**IMPORTANT:**

Event Centre floor plans must leave enough room for bar setup(s), lineups and egress.

## PERMIT (CORKAGE) BAR PROCESS AND POLICIES (CONTINUED)

### Signature Beverage

- Events with a signature beverage not listed on the current Club Regent Event Centre menu will be subject to a \$250 charge
- Signature beverages with complex recipes, excessive steps to make or requiring muddling or blending will not be approved
- All signature beverages must have the recipe submitted and **APPROVED** by Event Operations eight (8) weeks prior to the event
- All items required for a signature beverage must be provided by the Club Regent Event Centre

### At the Conclusion of the Event

- The Club Regent Event Centre Bartenders will package up leftover liquor, beer and wine including opened bottles
- Empty bottles and cans will not be returned
- Every effort will be made to minimize the number of bottles and/or cases of liquor, beer and wine; however, the Club Regent Event Centre is not responsible for the number of bottles and/or cases remaining at the conclusion of an event

**PERMIT (CORKAGE) BAR PROCESS AND POLICIES (CONTINUED)**

**Manitoba Liquor & Lotteries is committed to Responsible Service of Alcohol which means:**

- Upholding professional service standards
- Limiting beverage service to encourage responsible consumption
- Denying service to minors (including those with parental and/or legal guardian consent)
- Denying service to intoxicated persons
- Guests who appear to be intoxicated will be asked to leave the premises
- The Casinos of Winnipeg do not serve “shooters” from their bars
- Drinking games or activities that encourage excess consumption of alcohol are not permitted
- Alcohol is not permitted in the backstage area of the Club Regent Event Centre
- Clients may be subject to bag inspections; if any alcohol is found in the backstage area it will be confiscated and not returned
- All alcohol must be served by Casinos of Winnipeg staff
- All liquor service must end by 01:00 am and the Club Regent Event Centre must be vacated by 02:00 am
- Alcohol will not be served outside of the hours listed on the permit

## WEDDING CAKE CUTTING SERVICES

Wedding Cake Cutting Service ..... \$2.50

Wedding Cupcake Service ..... \$1.00

### Cupcake and Wedding Cake Cutting service includes:

- Plates, Napkins and Utensils
- Staff will cut & plate the cake
- Cut and plated cake will be placed on a table for guest self-service
  - o Plates will be placed for cupcakes for guest self-service
- Guests to provide utensils for ceremonial cake cutting

### NOTE:

- The Club Regent Event Centre cannot store and/or refrigerate cakes
- The Club Regent Event Centre is not responsible for cakes and will not transport and/or setup cakes to or from their display location including transportation to the cake cutting area (plating kitchen)
- The Club Regent Event Centre will box leftover cake provided the bakery provides box(es) in which to do so. Any leftover plated cake cannot be boxed up