



## 2024 Approved Bartender Agreement

**Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Bartending License #:** \_\_\_\_\_

This document outlines the relationship between the Aldo Leopold Nature Center (ALNC) in Monona, WI and an Approved Bartender for the 2023 calendar year. The following are the minimum terms that must be maintained by a bartender to be an Approved Bartender at ALNC:

1. Bartender agrees to assume all legal and financial liability related to the serving of alcoholic and non-alcoholic beverages including but not limited to enforcing minimum drinking age requirements, denying alcohol service to intoxicated individuals and ensuring that beverages are properly stored/served to avoid illness.
2. Bartender agrees that alcohol will only be served by a person licensed to serve alcohol in Wisconsin, or by a person under the on-site supervision of a person licensed to serve alcohol in Wisconsin.

3. Bartender agrees to actively restrict access to all alcoholic beverages on ALNC grounds until it is determined that an individual is eligible to be served (i.e., above minimum drinking age and not intoxicated).
4. Bartender agrees to not operate a “cash bar” or sell anything on ALNC grounds. No funds may be exchanged on ALNC property -- all financial transactions must be handled by bartender and rental client on licensed premises.
5. Bartender agrees to serve no more than 12 fluid ounces of alcoholic beverages to any individual at a single time. ALNC does not allow bottles of alcohol to be left unattended at tables aside from a champagne toast.
6. Bartender and all employees agree not to consume any alcohol or use any non-prescribed controlled substances on ALNC grounds.
7. Bartender and all employees agree to abide by the ALNC Personal Conduct Policy (found at <http://aldoleopoldnaturecenter.org/hours-directions-2/>).
8. Bartender and all employees agree to abide by current mandates and orders from Public Health Madison and Dane County or the State of Wisconsin (found at <https://www.publichealthmdc.com/coronavirus/forward-dane/current-order>).
9. Bartender agrees to attend an orientation and training on use of ALNC facilities as requested by ALNC.
10. Bartender agrees to make all necessary arrangements directly with the customer and will pass on all necessary costs to the customer. Bartender will arrange for all needed beverages, service, glassware, linens, supplies, equipment, and other items related to the beverage service of the event. Bartender will also be responsible for set up of all items related to beverage service (outside of ALNC tables).
11. Bartender agrees to arrive no earlier than the start of the rental reservation. Reservation start times can be confirmed at [rentals@aldoleopoldnaturecenter.org](mailto:rentals@aldoleopoldnaturecenter.org). If additional time is needed for set-up or staging, the client may extend their rental time with ALNC, but this must be pre-arranged and may be subject to an additional fee for the client.
12. Bartender agrees to inform ALNC staff of arrival before beginning set up and use entries as directed.
13. Bartender agrees to stop serving alcohol at 10:45pm for rentals with same day clean-up, and 11:20pm for rentals with next-day clean-up. Rental types can be confirmed at [rentals@aldoleopoldnaturecenter.org](mailto:rentals@aldoleopoldnaturecenter.org).

14. Bartender agrees to complete clean-up within one hour of the end of the reservation.

Reservation end times can be confirmed at [rentals@aldoleopoldnaturecenter.org](mailto:rentals@aldoleopoldnaturecenter.org). Failure to be off the grounds by the aforementioned time may result in a fine and/or termination of your “approved” status with ALNC. Anything remaining on ALNC grounds after the aforementioned time is subject to be discarded.

Failure to follow all the above terms or damage to ALNC property will result in the bartender’s service being suspended and/or the bartender being banned from ALNC grounds. ALNC reserves the right to cancel the bartender’s “approved” status for any reason.

By signing below, I recognize that I understand and agree to the terms and conditions above.

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Bartender Signature Date:

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ALNC Staff Signature Date:

Please enclose the following with this agreement:

- Proof of Wisconsin Operator’s (Bartender’s) License