



# *donated beverage* **POLICIES**

Scrum Enterprises is the sole holder of the liquor license for Infinity Park. Scrum Enterprises retains the exclusive right and responsibility to provide and serve all beverages in the facility. The provision of such product must strictly adhere to state liquor laws and to the policies of Infinity Park.

- Donated Beverage Product may be made to only the registered 501(c)3 organization Licensee.
- Donated Beverage Product can be sourced from only a licensed wholesale distributor.
- Documentation from the 501(c)3 organization with federal tax identification number along with the organization's tax exemption certificate must accompany the signature page of this document.
- Licensee must submit a list of distributors, a contact name and phone number for each and the names and quantities of products being donated by each at least 14 days prior to the event date.
- Licensed distributor must contact Infinity Park to confirm their donation and delivery details.
- Deliveries must be made prior to the event date and must be accompanied by a zero-balance invoice, listing product names and quantities of everything being delivered by the licensed distributor.
- Non-licensed individuals (clients, volunteers, etc.) may not deliver alcohol to or remove alcohol from the Infinity Park premises.
- The zero-balance invoice must show:
  - » Deliver to:  
Scrum Enterprises, Inc.  
at Infinity Park Event Center  
4400 E. Kentucky Ave.  
Glendale, CO 80246
  - » Name of organization to which the donation is being made
  - » Date of the event
  - » Name and quantity of product being delivered/donated
- Deliveries without proper documentation or outside of an approved delivery schedule will be refused.
- Unused donated beverage product may be picked up by the donating licensed distributor following the event. Unused donated beverage product not picked up becomes the property of Scrum Enterprises.
- In compliance with local and state laws, Donated Beverage Product for auction may not be opened or consumed on Infinity Park premises and may only be released to the buyer at the end of the event.



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## **Applicable Fees**

- \$250 per 100 adult guests will apply as a bar set-up fee covering the bartender labor for set-up, event and strike. This fee also covers mixers, garnishes, plastic ware, napkins, straws, preparing the bars for service including set-up of glassware and/or plastic ware, tables or portable bar, and bar accessories.
- Glassware and linens must be supplied by Licensee and can be rented from an Infinity Park approved rental company or caterer.
- The first 3 distributors submitted by the licensee are complimentary for the event. Each additional distributor beyond 3 will incur a \$100 fee to cover staffing and handling for delivery and pick-up.
- Donated product service fee of \$4 per person will apply (in addition to the 18% service charge), based on the final guest count submitted 7 days prior to the event.
- We require a credit card on file.
- Balance due of applicable fees to be paid in full 7 days prior to the event date.
- Guest under 21 will be charged at \$7.50 per person for bottled water, sodas and juices in advance. Bottled water, sodas and juices ordered by guests over 21 will be billed on consumption after the event using the credit card on file. An 18% service charge will apply.
- Bar staff gratuities may be accepted; client approval assumed unless discussed in advance.

I hereby agree to all donated beverage service policies.

**client signature:** \_\_\_\_\_

**date:** \_\_\_\_\_

**scrum enterprises:** \_\_\_\_\_

**date:** \_\_\_\_\_