

Request for Alcohol Service

Botanical Research Institute of Texas

Sales Person: _____

Date Received: _____

Officer Requested: Y / N | Officers Name: _____

Event Information

Event Title: _____

Date of Event: _____

Contract rental time: _____ Time of event: _____

(When alcohol will be served)

Number of guests expected: _____

Rental Location:

Atrium I & II

Prairie

Exhibit Hall

Entire First Floor

Commons

Other _____

Type of alcohol service:

 Caterer providing bartender

 Name of catering company: Rock Springs Café & Catering
 Phone Number: 817-366-1100

Contact Information

Name(s) of Renter(s):

• _____

• _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Cell Phone Number(s):

• _____

• _____

Email Addresses:

• _____

• _____

Point of contact for payment of officer: _____

I have read, understand and agree to the Botanic Research Institute of Texas alcohol service policies. I acknowledge that a uniformed Fort Worth Police Officer will be present during the contracted rental period. The officer on duty is hired at a minimum of four (4) hours at \$65 per, per officer, depending on the number of guests. (See rules and regulations regarding alcohol service breakdown.) We will appoint a point of contact for the officer and the officer assigned to our event will be paid by check, on site, prior to the beginning of the event. The bartender(s) providing alcohol service will be TABC certified and will provide a copy of both the TABC certification as well as their driver's license to the officer PRIOR to the beginning of the event or the opening of the bar(s).

Signature: _____ Date: _____

Printed Name: _____