

# Dalhousie Bar Services FAQ

1. How should I book bar services for my event, and what's the notice requirement?  
**A:** Please follow the [booking process](#) applicable to your event and event location. Ensure you provide at least twenty (20) calendar days' notice for bar services.
2. What are the fees for bar services?  
**A:** If the event will be a **cash bar**, the event organizer is responsible for:
  - The bartender charge is \$21/hour (\$18 for student societies) per bartender with a minimum 3 hours each.
  - There is also a bar set-up fee of \$150 (\$100 for student societies), this fee includes glassware rental and washing.
  - Any unused special product requests.If the event will be a **host bar**, the event organizer is responsible for:
  - The bartender charge is \$21/hour (\$18 for student societies) per bartender with a minimum 3 hours each.
  - There is also a bar set-up fee of \$150 (\$100 for student societies), this fee includes glassware rental and washing.
  - Cost of all ordered drinks, plus any unused special product requests.
  - A 15% gratuity on all beverage sales.
3. What types of alcoholic beverages are available at Dalhousie Bar Services?  
**A:** Our standard bar offerings include bar set-up will consist of domestic bottled beer, house wine, non-alcoholic beverages, glass glasses. We also accommodate spirits specialty items upon requests.
4. What are the operating hours for on-campus alcoholic events?  
**A:** On-campus alcoholic events are permitted between 10 am and 1 am. Events outside regular building hours may incur additional security charges (see [below](#) for further details).
5. Is there an age restriction for purchasing alcohol at Dalhousie Bar Services?  
**A:** Yes, you must be 19 or older to purchase alcohol. However, events may include individuals under 19 if the majority of attendees are 19 or older.
6. What is the cancellation policy?  
**A:** 72 hours notice is required for a cancellation. Notice of cancellation must be sent to [catering@dal.ca](mailto:catering@dal.ca) & [barservices@dal.ca](mailto:barservices@dal.ca) or by filling out this [form](#). If this time frame is not met a penalty charge of 50% of the bar set up fee will be applied (total of \$75.00).
7. How do I book the space for a bar services event?  
**A:** *Internal Dalhousie Community:* Space for a bar services event can be booked via the [Campus Bookings website](#). Log into the system using your Dalhousie net ID and password. You are encouraged to take advantage of the "Find a Room" feature in the Requests section (**not the Self-Service section**) and select a space from those available. No request should be submitted without an attached room. Please use this option when submitting all requests.  
  
**A:** *External Community:* Contact the [Event & Conference Services Office](#) to discuss and book your event on campus.

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- 8.** Is outside food allowed at Dalhousie Bar Services events?  
**A:** Yes, outside food is allowed, but outside alcoholic drinks are not permitted. If an external vendor provides on site catering, the vendor must supply a certificate of general liability insurance naming Dalhousie as additionally insured.
- 9.** Can bar services accept both cards and cash payments?  
**A:** Yes, our bar tenders can accept both credit cards, debit cards and cash.
- 10.** Is there food available at the bar, and can it be arranged for events?  
**A:** Food can be arranged via Dalhousie Food Services or on your own, depending on the location. If an external vendor provides on site catering, the vendor must supply a certificate of general liability insurance naming Dalhousie as additionally insured.
- 11.** Are there any additional charges for security at events?  
**A:** Events with 100+ people and all events within the Tupper building require additional security. Events outside regular building hours may incur additional Dalhousie security charges.
- The security contractors suggested by Dal Security is Shadow Security 902-444-1115. The client would be responsible for making the security arrangements for the event directly with the vendor. Like any external vendor operating on campus, the security company will need to provide a copy of their CGL and name Dalhousie as additionally insured. In addition, the firm will need to coordinate their interaction with either Jacob Maclsaac or Joe Morando with Dal Security in the event there is an emergency on campus. Space for the event will receive a pending status until all security arrangements for the event have been confirmed in writing by the client.
- 12.** Is there a gratuity added to invoices?  
**A:** A gratuity of 15% applies to all host bar receipts. When it is a cash bar, there is no automatic gratuity.
- 13.** When will I receive my bill and how do I pay it?  
**A:** The invoice will be sent out within 14 days from event date and payment is due within 14 days of receiving the invoice. Payment can be through Dalhousie or via Credit Card with Dalhousie Catering.

If you have any more questions or need further assistance, please don't hesitate to contact us at [barservices@dal.ca](mailto:barservices@dal.ca). We look forward to serving you at Dalhousie Bar Services!