



## Proposal No. 1

Client Name: **Sample Quote**  
 Venue Date: **2021**  
 Type of event: **Private/Corporate**  
 Address: **London/Brighton-surroundings**

**Number of Guests:** ~15-35  
**Event Times:**  
 Loading/ Prep: Previous day  
 Travel: 13:30-15:30  
 Set up: 15:30-17:00  
**Drink Service: 17:00-19:00**  
 Breakdown: 19:00-19:30  
 Travel: 19:30-21:30

### Event Brief

For this *event*, Cocktail Chemistry will provide, 1 x mixologist, 1 x 1.5 m mobile Bar, 100 x cocktails & 10 x mocktails, all ingredients and logistics, management, equipment, bar-kit and all elements to deliver a great service, a memorable experience and ensure a successful event. Subject to the nature and size of the event we find the best solution for your needs. This quote based on 2 hours of service with 3-5 drinks & cocktails per a guest.

### Drink Selection TBC!

- Signature & Classic Cocktails, *Pornstar Martini, Mojito, Gin Garden, Moscow Mule, Strawberry Daiquiri, Lychee Martini, Tequila Sunrise*
- Tbc. Beers, Wines, Prosecco, Spirit mixers, Soft drinks.



### Staff Requirements

1 x Mixologist

### Mobile Bar

1.5m Mobile Bar

### Glassware

120 x Martini, HB, etc.

## Canapés, Mains, Desserts

- Optional chefs, canapés, bowl food or street food.



## Bar Equipment

Each Bartender will have stations with: Shakers, strainer, speed pourers, bar spoons, ice scoops, garnish trays etc.

## Sundries

Cocktail Chemistry will provide all event supplies: beverage napkins, blue roll, bin bags, sanitizer, etc. To be more environmentally friendly Cocktail Chemistry will no longer use straws in drinks as a default (unless requested by a guest we use *Bio-gradable Straws*).

## Uniforms

All staff to wear black shirt, black trousers, black shoes, unless other outfit required. *If you good at something do it with a style, we love dressing up.*

## BOH/ Clearing/ De-rig

Back of house area to hold stock glassware crates etc. TBC Bar waste will be left at the premises unless Cocktail Chemistry are requested to remove it.

## Venue Access

\*Please note we will need sufficient loading in access for event. If venue does not have adequate loading facilities, we may have to charge any extra parking / manpower that is required to set-up in adequate time. Please allow 30mins to an hour for de-rig. If venue constraints demand a next day de-rig extra costs may be incurred for travel and manpower. Is there step free access?

## Complimentary:

Sundries Napkins, Blue roll, Sanitizer, bin bags, etc.:	£15
120 x Glassware:	£60
10 x Mocktails:	£25
10 x Soft drink juices:	£10
<b>Total Savings:</b>	<b>-£110.00</b>

## Estimated costs:

1 x Mobile Bar (optional Branding):	£120
1 x Mixologist 2 hours of Service, 2 hours of setup & breakdown:	£140
100 x Classic cocktails:	£350
Deliver and Collection:	£130
Cocktail Chemistry 10% management:	£74
<b>Total:</b>	<b>£814.00</b>

Please see our detailed prices below alongside with our popular products.

Staff	Product/Item	Quantity	Price	Total
1 x	Mixologist Service	2 hrs	£45/hr	£90
1 x	Mixologist Set up, break down	2 hrs	£25/hr	£50
	Waiting /Bar staff	0 hrs	£25/hr	£0
	Waiting /Bar staff breakdown	0 hrs	£30/hr	£0
	Bar-back/Bar-support	0 hrs	£20/hr	£0
	Bar-back/Bar-support breakdown	0 hrs	£20/hr	£0
	<b>Bar-kit equipment</b>	<b>1</b>	<b>Vary</b>	<b>Included</b>
	Premium Cocktails	0	£4.5/item	£0
	Molecular Cocktails	0	£5.5/item	£0
	<b>Classic Cocktails</b>	<b>100</b>	<b>£3.5 /item</b>	<b>£350</b>
	Spirit Mixers/ G&T	0	£3/item	£0
	Wine by glass	0	£3.25/item	£0
	Prosecco by glass	0	£3/item	£0
	<b>Mocktails</b>	<b>10</b>	<b>£2.5/item</b>	<b>Comp.</b>
	Beers, glass bottles, 330ml	0	£2/item	£0
	<b>Soft Drinks/Juices</b>	<b>10</b>	<b>£1/item</b>	<b>Comp.</b>
	Molecular desserts/ Test tube Cocktails	0	From £2/item	£0
	Dry Ice Decoration	Tbc.	£120/4 hours	Tbc.
	<b>Glassware Highball/Tumbler/Wine/Champ</b>	<b>120</b>	<b>From £0.35/piece</b>	<b>Comp.</b>
	<b>Glassware Washing costs</b>	<b>120</b>	<b>£0.08/piece</b>	<b>Comp.</b>
	<b>Mobile Bars units plus shelf</b>	<b>1</b>	<b>£150/unit</b> *Promotion	<b>£120</b>
	Branding for Mobile Bars	Tbc.	From £75	Tbc
	<b>Printed Menu</b>	<b>Yes</b>	<b>Vary</b>	<b>Included</b>
	<b>Prep/ Loading/Clean/ Post</b>	<b>Yes</b>	<b>Vary</b>	<b>Included</b>

	<b>Uniforms Smart</b>	<b>1</b>	<b>Vary</b>	<b>Included</b>
	Late night finish (23:30)/staff transport	0	£20/head	£0
	Outside of Zone 3/M25 transport/support	0	Vary	£0
	Staff Food	0	£10/head	£0
	<b>Delivery/collection</b> (including car usage, travel hours, parking, congestion charge, extra costs.)	<b>2</b>	<b>£65/way</b>	<b>£130</b>
			<b>Subtotal:</b>	£740.00
			Cocktail Chemistry Management 10% Fee	£74.00
			<b>TOTAL Due:</b>	<b>£814.00</b>

### Cocktail Chemistry Term & Conditions

1. COVID

Cocktail Chemistry uses Rapid tests, masks, face shield, sanitisers, extra care on all our events. We are monitoring and using questioner with all our staff for COVID Symptoms, and We will take every reasonable, proportionate step in accordance with published guidance, to respond to the current (known) risk associated with the Virus. In case of a Cancellation Due to COVID the deposit is full refundable or can be used to reschedule the event up 1 week prior to the event.

2. Order Confirmation

Confirmation of an upcoming event must be made in writing. Subject to service offering, a deposit of 50% will be required prior to the event. Post event, the final 50% will be required within 7 days of invoice.

3. Changes in Event Details

In the event of a change in guest numbers or service hours, Cocktail Chemistry must be notified at least 7 working days before the event. Changes to drinks choices are subject to availability and there may be charges incurred for last minute changes to these choices.

4. Cancellation of Event

If an event is cancelled within 48 hours of the start date 100% of the direct staffing costs will be charged, as well as any other costs incurred. (branding, Accommodation and Bespoke Ingredients) If an event is cancelled within 2 week of the start date, there will be a charge of 50% of the staffing costs. If an event is cancelled with more than 2 weeks notice the cancellation fee will be 25% of the staffing costs.

5. Orders

To ensure ordering and stock availability, Cocktail Chemistry need all cocktail choices and other requests confirmed 10 working days prior to event.

Artwork for bar branded is required 2 weeks prior to event. Failure to supply information within these timeframes may incur additional costs.

6. Rubbish Removal

Bar waste will be left at the premises unless Cocktail Chemistry is requested to remove it. There will be an additional fee of £1.50 per head if Cocktail Chemistry is requested to remove it. A minimum fee will be charged of £150 for any event below 100 guests.

7. Space Requirements

Cocktail Chemistry will require: A secure area back of house for storage purposes, Access to water, Access to power

8. Overtime charges

During the event, if Cocktail Chemistry is required to operate additional hours, there will be

[www.CocktailChemistry.co.uk](http://www.CocktailChemistry.co.uk)

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an additional fee which will be added on to the final invoice.

9. Set up & Break down

Subject to the nature and size of event Cocktail Chemistry will need access to the venue 2-4 hours prior to service time. Once guests depart, Cocktail Chemistry will require a minimum of 1 hour to breakdown and clean up their area. Set-up and breakdown hours for staff are included in the hire of a bar. If we are not supplying a bar, these hours will be added to the staffing totals.

10. Access for Vehicles

Subject to the nature and size of your event, Cocktail Chemistry will require access for their vehicle/s. Loading in & out and parking space.

11. Budget & Stock

Subject to the nature of your event, beverages are quoted as an estimate and will be charged on consumption. However, Cocktail Chemistry will bring additional stock to the event and will confirm with the client if they would like to go over budget. This will then be reflected on the final invoice.

12. Tastings

Tastings will be charged for if your quotation falls under £2000.

13. Dry Hire of Infrastructure

The client will take full responsibility of any damage to Cocktail Chemistry's infrastructure during the period of dry hire. If there are any damages to Cocktail Chemistry's infrastructure, charges will be incurred.

