

**Wallis** Annenberg  
Center for the  
Performing Arts

Bar Services Event Questionnaire

We at The Wallis Annenberg Center for the Performing Arts are dedicated to bringing you the highest standard of service. Please use this checklist to give us more information on your event, so that we may ensure your satisfaction.

**General Information:**

Event Date: \_\_\_\_\_

Event Location Space: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

**Contact Information:**

Client: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Will this person be onsite on the day of the event? \_\_\_\_\_

If no, please provide an additional day of contact: \_\_\_\_\_

**Bar:**

Where is the bar located? \_\_\_\_\_

Number of bars: \_\_\_\_\_

Are you offering a full bar? \_\_\_\_\_

Are you offering a hosted bar? \_\_\_\_\_

If so, which items are hosted: \_\_\_ Beer \_\_\_ Wine \_\_\_ Call Brand Liquor  
\_\_\_ Premium Liquor \_\_\_ Soft Drinks

Start and end time for hosted bar: \_\_\_\_\_

Number of bartenders needed: \_\_\_\_\_

Signature Cocktail desired? \_\_\_\_\_

Types of glassware or plastics desired: \_\_\_\_\_

Please specify water type and preferred brand: \_\_\_ Sparkling \_\_\_ Still  
\_\_\_\_\_

Are you offering beer and wine? \_\_\_\_\_

Please select which types of beer and wine you would like to offer: \_\_\_\_\_

**Beer & Wine:**

- Stella
- Amstel
- Heineken
- Stone IPA

**White:**

- Albariño
  - Chardonnay
  - Sauvignon Blanc
  - Riesling
- Other white wine:
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**Red:**

- Pinot Noir
  - Cabernet Sauvignon
  - Merlot
  - Syrah
- Other red wine:
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Rose?

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Are there particular regions or styles of wine you prefer?

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**Below are some suggested brands that we recommend with pricing per bottle. You are not limited to these brands.**

Piper Sonoma brut \$16  
LA Marca Prosecco \$12

House Wines – (Harlow Heights Wines: Cabernet, Merlot, Pinot Noir, Chardonnay) \$8

Hess Allomi Vineyards Cabernet Sauvignon Napa Valley - \$30  
St. Francis Cabernet Sauvignon Sonoma Coast \$20  
Tamarlane Cabernet Napa Valley \$18  
Hawksdale Cabernet Paso Robles \$10

Artesa Pinot noir Carneros \$35  
La Crema Pinot Noir Sonoma Coast \$22  
Laurier Pinot Noir Carneros \$13  
Poiema Pinot Noir Santa Lucia Highlands \$15

La Crema Chardonnay Sonoma Coast \$20  
Picket Fence Chardonnay Russian River Valley \$15  
J Lohr Chardonnay Arroyo Seco Monterrey \$15  
Carmenet Chardonnay California \$10

Nimbus Single Vineyard Sauvignon Blanc Casablanca Chile \$16  
Chimney Creek Sauvignon Blanc Marlborough New Zealand \$15  
Vigilance Sauvignon Blanc Lake County Sonoma \$12  
Pebble Beach Sauvignon Blanc Marlborough New Zealand \$9

### **The Wallis Bar Services Policy**

All bar services at The Wallis must be coordinated by our in-house concession and bar operator. Per The Wallis' Liquor License, The Wallis must order and purchase any alcohol served at the venue and the cost passed on to the client.

The Wallis' concession and bar operator may arrange bartenders to serve the liquor/beverages or the client's caterer may provide the bartenders.

Sponsored or donated liquor may be brought on site and served by the bartender staff.

If the client would like for The Wallis to provide a Cash Bar for a rental event, The Wallis will purchase and cover all costs for the alcohol, non-alcohol beverages, ice, and bartenders for the event provided that the Cash Bar's income to The Wallis covers all costs for the Cash Bar service. If the Cash Bar's sales do not meet or break even the total cost of providing the supplies and labor for the event, then the client is responsible for offsetting the difference to The Wallis.