

YOUR GUIDE TO
A Great Bar



CJ'S OFF THE SQUARE
est | Garden Wedding & Event Venue | 2005

BAR PLANNING

Worksheet

This worksheet will help you think through the ideal bar service for your event, understand what's included in your package, and identify anything you may wish to add. Take some time to complete this prior to your tasting and bring it with you to discuss with our food & beverage manager.

Step 1: What do you want to serve?

- ☐ non-alcoholic beverages only
- ☐ beer & wine only
- ☐ beer, wine, and cocktails

Take a moment to consider your preferences and your guests' needs. When you think about your friends and family, what do you think they will enjoy most? What do YOU enjoy most? List anything specific that comes to mind below:

Step 2: Consider the season

Will it be chilly outside? Do you want to add a hot beverage station or pass hot cider as your guests arrive? Or will the weather be warmer so you want to have more white wine or perhaps seltzers instead of cocktails?

Step 3: Do you want to offer champagne?

Sparkling wine is something that is commonly associated with weddings and celebrations. If you don't like it, feel free to skip it. But if you enjoy bubbles and/or the tradition, a passed champagne toast can be an elegant addition to your reception. Champagne walls are also a popular trend for your cocktail hour. You can also just provide a few bottles along with whatever else you plan to serve at the bar if you like the idea of having it available by request, but not otherwise incorporating a champagne "moment" into your event. What's best for your occasion?

- ☐ no champagne for us
- ☐ yes please! Let's have champagne available by request at the bar.
- ☐ yes please! Let's add champagne to the feature wall for cocktail hour.
- ☐ yes please! I'd like to circulate champagne before the toasts/speeches.
- ☐ other: _____

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Take a moment to think about what you may need based on the type of beverage service you prefer. Our food and beverage manager will review your preferences, compare this to what is included in your package, and provide you with a quote for anything additional you may wish to add.

*The items **bolded in green** are included in our standard bar service, however you will still need to check the box to add them to your event.*

GLASSES

- | | |
|---|---|
| <input type="checkbox"/> rocks glasses | <input type="checkbox"/> beer served in a glass |
| <input type="checkbox"/> wine glass | <input type="checkbox"/> martini glass |
| <input type="checkbox"/> water goblet | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> champagne flute | |

GARNISHES

- | |
|--|
| <input type="checkbox"/> cherries |
| <input type="checkbox"/> lemons |
| <input type="checkbox"/> limes |
| <input type="checkbox"/> bourbon soaked cherries |
| <input type="checkbox"/> olives |
| <input type="checkbox"/> dried or dehydrated fruit |
| <input type="checkbox"/> other: _____ |

MIXERS

- | | |
|--|--|
| <input type="checkbox"/> tonic | <input type="checkbox"/> sour mix |
| <input type="checkbox"/> club soda | <input type="checkbox"/> margarita mix |
| <input type="checkbox"/> simple syrup | <input type="checkbox"/> bitters |
| <input type="checkbox"/> ginger ale | <input type="checkbox"/> vermouth |
| <input type="checkbox"/> ginger beer | <input type="checkbox"/> cointreau or triple sec |
| <input type="checkbox"/> grenadine | |

SOFT DRINKS

- | |
|---|
| <input type="checkbox"/> ice tea |
| <input type="checkbox"/> coke |
| <input type="checkbox"/> diet coke |
| <input type="checkbox"/> sprite |
| <input type="checkbox"/> other: _____ |

HOT BEVERAGES

- | |
|--|
| <input type="checkbox"/> coffee by request at the bar |
| <input type="checkbox"/> selection of hot tea |
| <input type="checkbox"/> hot chocolate |
| <input type="checkbox"/> hot cider |
| <input type="checkbox"/> coffee station |

JUICES

- | |
|---|
| <input type="checkbox"/> cranberry |
| <input type="checkbox"/> orange |
| <input type="checkbox"/> pineapple |
| <input type="checkbox"/> lime |
| <input type="checkbox"/> other: _____ |

Q U A N T I T Y G U I D E

Based on our experience hosting events, we recommend the following quantities as a starting point when planning your bar. Since it's impossible to predict exactly what your guests will be in the mood for, we suggest rounding up to avoid running out of anything.

For 2026 events, all alcohol must be purchased through our preferred provider, who will work with you to finalize your order and deliver everything directly to the venue—saving you time and making the process as seamless as possible.

If you are planning a 2025 event, you are welcome to source your own alcohol, but we highly recommend using our preferred provider for convenience, reliable service, and free delivery. At the end of the night, any unopened alcohol will be boxed up by our team and sent home with you or your designated representative.

Beer, Wine & Liquor

<i>Guests</i>	<i>Red Wine</i>	<i>White Wine</i>	<i>Beer (cans or bottles)</i>	<i>Vodka</i>	<i>Whiskey</i>	<i>Bourbon</i>	<i>Gin</i>	<i>Rum</i>
25	6	6	30	2	1	2	1	1
50	10	10	60	5	1	5	1	1
75	14	14	90	7	2	7	1	1
100	19	19	120	9	2	9	2	1
125	24	24	150	11	2	11	2	1

Beer & Wine Only (No Liquor)

<i>Guests</i>	<i>Red Wine</i>	<i>White Wine</i>	<i>Beer</i>
25	11	11	48
50	22	22	96
75	34	34	144
100	45	45	168
125	56	56	216

TIPS FOR

Stocking the Bar

BEER

- We recommend bringing no more than 3 varieties of beer. Consider a local beer, your favorite domestic light beer and maybe a third seasonal brew. More than 3 varieties will cause you to either run out of the crowd favorite and/or have a lot left over.
- We recommend cans or bottles of beer as CJ's Off the Square does not permit kegs.
- If you would like beer served in a glass, we are happy to add additional glasses to your order for an additional fee.

HARD SELTZERS

- Seltzers are a popular and refreshing alternative to beer, wine, or cocktails, especially for guests who prefer a lighter, lower-calorie option. High Noon, in particular, is a well-regarded brand known for its real fruit juice and clean finish.

WINE

- Red Wine: We suggest choosing 2 crowd pleasing varieties such as merlot and pinot noir.
- White Wine: We suggest choosing 2 varieties such as chardonnay and either sauvignon blanc or pinot grigio. If you know you like a sweeter wine, you may add a few bottles of Riesling, but we usually don't suggest that this is one of the two primary varieties unless you know it is popular with your guests.
- You are welcome to add a few bottles of rosé if you wish, however we recommend to add those in addition to the suggested amounts of red and white
- In the warmer months, round up on white wine
- In the cooler months, round up on red wine
- We recommend providing 750 ml bottles of wine rather than a double or "party size" bottle. 750 ml bottles are much easier to serve and chill as needed.

LIQUOR

We like to keep the bar as simple as possible to ensure fast, consistent service for you and your guests throughout the event. The best option is to select a single brand of each liquor and purchase the quantity suggested. We've listed multiple brands below to give you options that we know are crowd pleasers:

- Vodka: Stable Reserve Vodka (made in Franklin!), Pickers (made in Nashville), Titos, Grey Goose
 - Bourbon: Stable Reserve (made in Franklin!), Bulleit, Makers Mark, Woodford Reserve, Four Roses
 - Whiskey: Jack Daniels (local-ish), Crown Royal
 - Gin: Stable Reserve Gin (made in Franklin!), Hendrick's, Bombay Sapphire or Tanqueray
- Vodka and bourbon tend to be the most popular with guests. We suggest a single brand of each.
 - We separate whiskey from bourbon on the shopping list as we've seen it works best to have a mix of both for a wider range of mixed drinks. You can skip the whiskey if you prefer, as most guests prefer the bourbon for popular drinks like an Old Fashioned. But this is Tennessee after all, so a bottle or two of local whiskey is always a nice touch.
 - Rum and gin are less popular overall, but it is ideal to have at least 1 bottle of each. Feel free to bring more if you feel your guests will enjoy it or if you plan to offer a specific mixed drink that has this as an ingredient such as a mojito or gin & tonic.
 - We do not include tequila on our shopping list as most of our clients prefer to simplify the bar. If you wish to offer margaritas or another mixed drink that features tequila, ask your planner to suggest the appropriate quantity for your event.
 - We highly recommend 750 ml bottles as opposed to "handles." These are much easier for our bartenders to use and will allow faster preparation of your drinks.
 - Your package includes rocks glasses for all mixed drinks. If you would like to add additional bar glasses such as a high ball or martini glass, please speak with your planner to quote the exact glass that you would like to add to your bar.

ALCOHOL POLICY

Our alcohol policy was developed to ensure a high quality of service and to comply with all state laws and local ordinances. We want you and your guests to have a great time AND we take the safety of your guests very seriously. This is an overview. Your event contract contains complete terms and conditions. If you have any questions or concerns, please speak with your planner.

- Host liquor liability insurance must be included in your event insurance policy. Clients who do not provide host liquor liability insurance may not bring any alcohol to the venue at any time.
- When alcohol is brought to the venue, it is surrendered to our staff and is not accessible to you or your guests outside of the bar service provided for your event. Neither you nor your guests can serve alcohol to themselves or to anyone else at any time. All alcoholic beverages served at the event must be served by our bartenders, no exceptions.
- Cash bars are not allowed.
- No one under the age of 21 may be served alcoholic beverages and a valid ID may be required for service.
- CJ's Off the Square does not permit shots of alcohol to be served from the bar or drinking games.
- Kegs of beer are not permitted.
- The bar can be open for a maximum of 5 consecutive hours.
- The bar will open immediately following the wedding ceremony unless otherwise noted in your timeline.
- Service of alcoholic beverages must end 30 minutes prior to the scheduled end time of the event. For most clients, this is 9:30 pm. Please refer to your event timeline for the exact time your bar will close.
- You are responsible for the behavior of your guests. CJ's Off the Square reserves the right to refuse service and evict from the premises any member of any party, who because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property.
- Any damage to the venue or violation of this policy by a guest is your responsibility. Any violation of this alcohol policy will result in the bar closing early and/or the forfeit of your security deposit.
- You agree to fully cooperate and assist CJ's Off the Square and our staff in enforcing the policies of the venue and applicable city, county, and state regulations.

BAR FAQ

How long can my bar be open? When will it close?

Bar service at CJ's Off the Square is limited to five consecutive hours. When planning your timeline, please keep this in mind to ensure you get the most from your bar experience.

Per our policy, alcohol service will end 30 minutes before your event concludes. Non-alcoholic beverages—including tea, coffee, and water—will remain available through the scheduled end time.

This policy is designed with your celebration and your guests' safety in mind. Alcohol affects everyone differently, and outdoor conditions like heat and humidity can intensify its impact. Add in the festive atmosphere and complimentary drinks, and it's easy for guests to overindulge without realizing it. We want everyone to have a wonderful time and get home safely.

Ending bar service 30 minutes before your event wraps up allows time for your guests to arrange transportation if needed, and gives our bar team time to safely pack up any remaining alcohol to send home with you or your designated representative.

Still ready to celebrate? Downtown Franklin has several great spots for an after-party—all within walking distance. Just ask your planner for recommendations!

What if we run out of something at the bar?

If you follow the recommendations of our preferred provider, it's unlikely you'll run out of anything. That said, guest preferences can be unpredictable, and occasionally one item may be more popular than expected. In those rare cases, our bartenders are great at guiding guests to other options—and most are more than happy to switch to another drink.

Do I need champagne?

The short answer is no. But it is something that is commonly associated with weddings and celebrations. If you don't like it, feel free to skip it. But if you enjoy bubbles and/or the tradition, a passed champagne toast can be an elegant addition to your reception. Champagne walls are also a popular trend for your cocktail hour. You can also just provide a few bottles along with whatever else you plan to serve at the bar if you like the idea of having it available by request, but not otherwise incorporating a champagne "moment" into your event.

I'm worried about some of my guests drinking too much. How do you handle this?

If you're concerned about overindulgence, there are several ways to customize your bar to better manage alcohol consumption. You might choose to serve beer and wine only, offer mixed drinks during cocktail hour only, or include seltzers instead of hard liquor. You can also instruct us in advance to close the bar or stop serving liquor at any time during your event.

Our bartenders are trained to serve alcohol responsibly and with discretion. While we do our best to monitor guest behavior, we can't always know how much someone has consumed before arriving. For that reason, we reserve the right to cut off service to any guest at any time if we believe it's necessary for their safety or the comfort of others. This is always done politely and discreetly by our staff.

How will guests know what options they can choose from?

One of each item will be on a display shelf behind the bar. This is easily visible to your guests and no additional signage is needed unless you wish to provide a signature cocktail sign.

Do we have to serve liquor or is it ok to serve just beer & wine?

There is no right or wrong answer to this question. There are usually two lines of thinking for clients when it comes to choosing whether or not to include liquor:

- Budget
- Concern for guests over-indulging

Beer & wine only is a great way to simplify your bar. However, if you are looking for ways to save money, it's not necessarily less expensive to skip the liquor since you are purchasing the alcohol yourself.

It is less expensive if you were hosting a full bar at a hotel, restaurant, or other venue that sells drinks by the glass. But since you supply your own alcohol at CJ's Off the Square (which is saving you thousands of dollars in a traditional bar tab), you are skipping the mark-up and additional taxes that bars and restaurants add. One 750 ml bottle of liquor usually has 15 – 20 servings whereas one 750 ml bottle of wine has 5. Most of the time, you will not be saving money by choosing beer & wine only. It will be about the same or slightly more depending on the brands you choose.

If you are concerned about any of your guests overindulging, perhaps offering only beer & wine is a better option. Or consider offering mostly beer & wine and only enough liquor for one or two drinks per person. This may be the best way to allow you to relax and enjoy your celebration.

Either way, you are the host, and this is your celebration. It's your choice what you'd like to offer your guests.

What about "signature cocktails"? Do we need one?

No. You don't have to have a signature cocktail by any means. Most guests prefer to drink what they like. Unless you have a very specific vision for how a cocktail can truly add to the overall guest experience, we suggest skipping this and investing in other details that will be more meaningful and memorable for you and your guests.

Questions or notes to discuss with our food & beverage manager: