

YOUR GUIDE TO
A Great Bar



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

PLANNING

Your Bar

1 REVIEW THIS GUIDE

When: Anytime

The best way to prepare for your bar planning conversation is to review this guide and use the Bar Planning Worksheet to think through your preferences and guest experience. This worksheet is intended for planning purposes and for discussion with any key decision-makers who may have input on the bar. Your bar preferences will be collected through an online questionnaire sent by our catering team prior to your tasting. We'll use your completed questionnaire to guide the bar planning conversation and offer recommendations based on your guest count, season, and overall vision.

2 DISCUSS BAR PREFERENCES

When: At Your Menu Tasting

At your tasting, you will review your bar preferences with our Catering Manager. Together, you will discuss your preferences, seasonal considerations, and any special requests or concerns. Based on our experience and your guest count, we will guide your selections and recommend appropriate quantities.

3 CONNECTION WITH OUR PREFERRED ALCOHOL PROVIDER

When: After Your Menu Tasting

Alcohol must be purchased through CJ's Off the Square's preferred provider.

After your tasting:

- Our catering team shares your approved bar preferences with the provider
- The provider contacts you directly
- You receive a personalized alcohol order for review
- You will complete the purchase directly with the provider and share your final order with the catering manager no less than 14 days before your event.

4 CONFIRM YOUR BAR ORDER

When: 2 Weeks Before Your Event

You will work directly with our preferred alcohol provider to review your proposed bar order and make any adjustments based on your final guest count or preferences. To ensure accurate ordering and timely delivery, all final changes must be communicated to the provider no later than 14 days prior to your event. Once finalized, your bar order will be delivered directly to CJ's Off the Square on your event day.

BAR PLANNING

Worksheet

This worksheet is designed to help you think through the ideal bar service for your event and understand what is included in your package. Use it as a planning tool and to discuss preferences with anyone involved in bar-related decisions. Final bar preferences will be submitted through an online questionnaire provided by our catering team and reviewed during your tasting.

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 or sparkling wine?

While it is often associated with weddings and celebrations, it may or may not be something that is important to you. If you plan to have toasts at your event, many groups prefer to toast with whatever beverage they already have in hand, and that is perfectly fine. Champagne service does vary and your preferences should be discussed in advance so our team can confirm service details and quote any additional rentals or staffing required.

- No bubbles 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: _____

INCLUDED IN YOUR

Bar Service Package

The items **bolded in green** are included in your event package. This list reflects the items we are most commonly asked about and is provided to help you understand what is included and what you may wish to consider adding. Our catering manager will review your preferences and provide a quote for any additional items or services you may wish to add.

GLASSES

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

GARNISHES

- maraschino cherries**
- lemons**
- limes**
- oranges**
- bourbon soaked cherries
- olives
- dried or dehydrated fruit
- other: _____

MIXERS

- | | |
|--|--|
| <input type="checkbox"/> tonic | <input type="checkbox"/> ginger beer |
| <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"/> grenadine | <input type="checkbox"/> cointreau or triple sec |
| <input type="checkbox"/> sour mix | |

SOFT DRINKS

- ice tea**
- coke**
- diet coke**
- sprite**
- other: _____

JUICES*

- cranberry**
- orange**
- lemon**
- lime**
- other: _____

HOT BEVERAGES

- coffee by request at the bar**
- selection of hot tea
- hot chocolate
- hot cider
- coffee station

*Juices included in our bar package are shelf-stable.

If you prefer fresh juice for your cocktails, please add this to your bar order with our preferred alcohol provider.

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

What should we expect from bar service on the day of our event?

On the day of your event, all alcohol is managed and served exclusively by CJ's Off the Square's licensed bartenders in accordance with your approved bar order and venue alcohol policy.

Our bar team handles setup, service, and breakdown at the end of the event. You and your guests will not need to manage or handle alcohol at any point during the event.

Bar service follows the event timeline and approved service plan.

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.

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 supports guest safety, particularly for outdoor events where weather conditions can impact the effects of alcohol. Ending service slightly early also allows guests time to arrange transportation and gives our bar team time to safely pack up remaining alcohol to be sent home with you or your designated representative.

Want to keep the party going? Downtown Franklin has several great spots for an after-party within walking distance. Ask your planner for recommendations.

How many bartenders and bar stations are included? Can we add more?

Standard bar service at CJ's Off the Square includes two bartenders and one bar station. This setup works well for most events, including those with guest counts near our maximum capacity of 135. The speed of bar service is influenced not only by guest count, but also by what is being served. Cocktail-heavy bars or signature cocktails with multiple ingredients take longer to prepare and can slow service.

If you are planning a cocktail-focused bar or envision signature drinks with more complex preparation, we recommend adding additional bartenders or service stations for some or all of your event. During your bar planning conversation, our catering manager will review your service expectations and provide a quote for any additional staffing or bar setups beyond what is included in your package.

Clear communication about your vision allows us to staff your event appropriately and deliver the experience you are expecting.

Do we have to serve liquor, or can we offer beer and wine only?

Either option is perfectly acceptable. Some clients choose beer and wine only to simplify service or manage alcohol consumption. Others prefer to offer liquor as well. Because you are providing the alcohol rather than purchasing drinks by the glass, serving beer and wine only is not always significantly less expensive than a full bar.

Our catering manager can help you decide what best fits your event and guest experience.

Do I need champagne?

No. Champagne or sparkling wine is entirely optional. Many clients enjoy incorporating champagne for a toast, cocktail hour feature, or celebratory moment, while others choose to skip it altogether. If you enjoy bubbles or the tradition, a passed champagne toast or champagne wall can be a lovely addition. You may also choose to offer a limited amount available by request at the bar.

Our catering manager can help you decide whether champagne fits your event style and guest experience.

Do we need signature cocktails?

No. Signature cocktails are completely optional. Unless you have a specific vision for how a signature cocktail enhances the guest experience, most guests prefer to order familiar drinks.

Many clients choose to skip signature cocktails and invest in other details that feel more meaningful to them.

What if we run out of something at the bar?

If you follow the recommendations provided by our preferred alcohol provider, it is unlikely you will run out of any major items. Guest preferences can be unpredictable, and on rare occasions one selection may be more popular than expected. You are welcome to round up on items you anticipate will be especially popular. Any unopened alcohol will be sent home with you at the end of the event.

If an item does run out, our bartenders will guide guests toward other available options, and most guests are happy to switch. Running out of one item does not interrupt bar service.

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

There are several ways to thoughtfully manage alcohol service. Some clients choose to serve beer and wine only, limit liquor service to cocktail hour, or prioritize lower-alcohol options such as seltzers.

Our bartenders are trained to serve alcohol responsibly and with discretion. They reserve the right to refuse service to any guest if necessary for safety or comfort. This is always handled politely and professionally.

You may also instruct us in advance to adjust or close bar service at a specific time during your event.

How will guests know what drinks are available?

One bottle or can of each beverage selection will be displayed on a shelf behind the bar, making options easy for guests to see. Additional signage is not required unless you choose to include a signature cocktail sign.

What happens to leftover alcohol at the end of the event?

Any unopened alcohol will be packed up by our catering team at the end of the event and loaded into the vehicle of you or your designated representative.

The designated representative responsible for receiving the alcohol must be identified in advance and listed on your event day timeline.

As with all personal belongings and décor, alcohol must be removed from the property at the conclusion of the event. Items may not be left overnight or picked up at a later time.

Who do we contact if we want to make changes to our bar order?

If you would like to make changes to what is being served at the bar, your first point of contact is our catering manager.

Because our catering team provides the bar service, they must review any requested changes in advance to confirm service requirements such as glassware, garnishes, mixers, and staffing. If items are added to the bar order without prior coordination with the catering manager, we may not be able to serve those items in the way they were intended due to service or equipment limitations.

Once changes are reviewed and approved, the catering manager will coordinate with our preferred alcohol provider to update your bar order as needed.

If you share a requested change with your planner, they will help direct the conversation to the catering manager, typically by including both you and the catering manager on an email to ensure everything is aligned.

Only after changes are finalized internally will the alcohol provider be notified.

When do we make final bar decisions?

Bar preferences are discussed at your tasting. Your personalized bar order will be prepared by our preferred alcohol provider following that meeting.

Final adjustments must be communicated to the provider no later than 14 days prior to your event.

Can we bring alcohol to the venue ourselves?

All alcohol service must follow CJ's Off the Square's alcohol policy and be served by our licensed bartenders. Bar orders are finalized through our preferred alcohol provider and delivered to the venue approximately 2 hours before your event begins. Your planner will guide you if any special considerations apply.