Emerald Show Society

BAR SERVICE

Bar service and bar management for the Emerald Show Society. This tender covers all aspects of bar operation, including setup, service, supervision, and pack down.

TENDER AMOUNT: $3000.00

Opening hours

Tuesday 1st June 2027

Set up and serve patrons from 11:00am through to 12.00 midnight.

Suggested number of volunteers for rostering - 2 persons required between 11:00am to 5:00pm, increasing to 6+ persons 5.00pm to 12 midnight.

Wednesday 2nd June 2027

Set up and serve patrons from 11:00am – 4:00pm

Suggested number of volunteers for rostering - 2 persons required between 11:00am to 6:00pm (service closes at 4pm however allow 2 hours for clean and pack up after closing)

Scope of Work

Bar Management

Oversee the full operation of the Bar throughout the event including set up on Monday 31st May and pack down Thursday 3rd June.

Ensure full compliance with liquor licensing laws and Responsible Service of Alcohol (RSA) requirements

Supervise and manage all bar volunteers

Entry stock take of all goods received for the bar – Monday (or the weekend before) Set up the bar (cups, nip pourers, cup holder frames, drink tubs, fill fridges and organise cold rooms ect.)

Closing stock take on Wednesday after the bar closes

Maintain accurate stock control - if further items are required a member of the bar team will be required to obtain such items from our supplier Mayfair Bottle Shop

Manage opening and closing procedures each day

Ensure that bar checklist has been followed & all volunteers check ID of patrons if they are not wearing an 18+ arm band prior to serving them. Security should be checking and placing on armbands at the entry points (during peak time)

Coordinate with the Show Society on stock levels, deliveries, and cold room management

Assist to clean out bar and return all left-over unopened stock to supplier and relocate what can't be returned to show office/available fridge – Thursday 3rd June

Clean out bar ready to hand back to council after the show - Thursday

Promote a safe, friendly, and responsible service environment

Bar Service

Provide efficient and professional bar service to patrons.

Set up and pack down the bar area, including tables, fridges, taps, and signage

Keep the bar area clean, tidy, and presentable at all times

Clean away cans, cups and rubbish from the bar tables

Monitor and restock fridges and supplies as required

Assist with end-of-day cleaning, waste disposal, and secure lock-up

Event Details

Event: Emerald Agricultural Show

Duration: 2 Days

Dates: 1-2 June 2027

Location: Emerald Showgrounds – Main Bar Area

Requirements

Current RSA certification and compliance with liquor licensing conditions - There must be a minimum of 2 persons in the bar area who holds a current RSA certificate at all times. please email certificate to admin@emeraldshow.org.au

Availability for setup prior to the event and pack down after closure.

All volunteers serving behind the bar must be over the age of 18.

Additional Information

The Emerald Show Society will supply all stock, cups, and major bar equipment unless otherwise agreed.

A pre-event briefing will be held with the successful tender leader to confirm procedures, responsibilities, and safety requirements.

The successful provider will work closely with Show Society representatives to ensure smooth and compliant operations.

The selling of drink tickets is a separate tender and will be carried out as a different service.

Volunteer names to be provided to the show society to be added to the volunteer entry list at the gate. Volunteers are to enter through the carpark gate. Volunteer handbook is the responsibility of the bar manager to email to all volunteers. Individual tickets must be purchased to enter the show post or pre shift.