

# Thomas Foolery

## Guidelines for Charity Bartenders

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Thomas Foolery is excited to host a fundraising event for your charity! Our goal is to help you raise money and have fun while doing it. In order for things to go smoothly, here are some things you should know before your event:

### **SCHEDULING AN EVENT**

Charity nights are available **Sunday-Thursday**. Events generally last from **6-8pm**, although we will do our best to accommodate your needs. **There is no charge to charity bartend.**

When you make your reservation, please give us as much information as possible regarding your event (such as the number of people you are expecting) so we may be maximally prepared. Let us know if there's anything else we can do to prepare the bar – like prepare special cocktails – to help make your event special!

### **DURING THE EVENT**

**Guest bartenders must arrive 30 minutes before their scheduled event for training.** In most cases, this will be at 5:30pm. You can have up to 2 guest bartenders, both of whom must be trained prior to the event. We cannot allow any rotation of bartenders throughout the evening, as we cannot have anyone behind the bar who has not been properly trained.

Guest bartenders may not drink while behind the bar.

### **RECEIVING THE DONATION**

Your charity will receive 100% of all tips earned while you bartend. You will not take home any portion of the money that night (as we must ensure it goes directly to the charity). Instead, we will write you a check the next day including both cash and credit card tips earned, which can either be mailed to you or picked up by you.

If you have any further questions, don't hesitate to call us at 202-822-6200 or email us at [info@thomasfoolerydc.com](mailto:info@thomasfoolerydc.com).

**And don't forget to have fun! We're looking forward to hosting your event!**