

Registration of Interest (ROI): Bar Services for the 2025 Greenlee County Fair

Issued by: Greenlee County

Event Dates: Thursday, September 18 – Sunday, September 21, 2025

Service Requirement: Bar services required Friday, September 19, and Saturday, September 20, 2025

(Optional: Thursday, September 18, 2025)

Overview

Greenlee County is seeking expressions of interest from qualified and licensed vendors to provide bar services during the 2025 Greenlee County Fair, hosted at the Greenlee County Fairgrounds in Duncan, Arizona.

The County anticipates over 4,000 attendees across the four-day event, with peak attendance on Friday and Saturday. The County is evaluating whether to operate bar services internally or contract them to an external provider.

This Registration of Interest (ROI) is intended to gauge interest from capable vendors and collect relevant information for planning and partnership consideration.

Minimum Service Requirements

Operate a bar on-site Friday and Saturday (September 19–20, 2025).

Serve beer, wine, and/or mixed beverages in compliance with Arizona state liquor laws.

Must provide or coordinate with security for the bar area.

Must verify legal drinking age using wristbands or a similar method.

Maintain cleanliness.

Set up and tear down bar equipment and supplies.

Must hold a valid liquor license and insurance coverage.

Estimated Scope & Opportunity

Expected crowd: 1,200+ attendees/day on peak days.

Estimated total sales potential (Fri–Sat): ~\$5,000+.

Vendor Responsibilities

Vendors must be responsible for:

All licensing and permitting.

Beverage purchase, handling, and sales.

Staffing, supplies, and customer service.

Liability insurance (naming Greenlee County as additional insured).

Compliance with County Fairgrounds rules and all applicable laws.

Expression of Interest Submission

Interested vendors should submit the following information by **August 12, 2025**:

Business name, contact information, and primary contact.
Brief description of bar service experience.
Outline of proposed menu or offerings (beer, wine, cocktails, etc.).
Staffing plan and safety protocols.
Proof of liability insurance or statement of intent.
Availability for Thursday (optional).

Selection Process

This is a non-binding Request of Interest. Responses will be used to determine whether to issue a formal Request for Proposals (RFP) or to enter into direct negotiations. Greenlee County reserves the right to modify, cancel, or reject any submissions at its sole discretion.

Please send submissions to:

Justine Holguin
Events Coordinator
Greenlee County Fairgrounds
Email: fairgrounds@greenlee.az.gov
Phone: 928-359-2032

Arizona Department of Liquor License and Control

<https://www.azliquor.gov/series15.cfm>

Key Requirements and Considerations:

Eligibility:

Organizations like political parties, non-profits, and government entities can apply.

Application:

The application must be submitted to the [Arizona Department of Liquor Licenses and Control](#) at least 10 days before the event.

Location:

If the event is held on city-owned property, or if it requires traffic control or deviates from normal use, a special event permit may also be needed.

Duration:

The license is temporary and issued for no more than 10 cumulative days in a calendar year.

Fees:

A non-refundable application fee of \$25.00 per day is required.

Local Approval:

Some local jurisdictions may have additional requirements or require separate applications.

Alcohol Restrictions:

Alcoholic beverages generally cannot leave the special event premises unless they are in sealed containers or if the event has an additional license for sales

2025 Greenlee County Fair — Bar Services Vendor Application

Event Dates: September 18–21, 2025

Application Deadline: August 12, 2025

Instructions:

Please complete the application in full and submit it to the Greenlee County Events Coordinator at fairgrounds@greenlee.az.gov. Incomplete applications will not be considered.

1. Contact Information

Organization/Business Name: _____

Primary Contact Person: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____

Website (if applicable): _____

2. Licensing and Insurance

To be eligible, you must hold a current Arizona liquor license or apply for a Special Event liquor license, and provide proof of insurance.

Type of Liquor License Held: _____

License Number: _____ Expiration Date: _____

Non-Profit/IRS Tax Exempt Number: _____

Arizona Corporation Commission File Number: _____

Issuing Agency: _____

Attach the following with your application:

- Copy of current liquor license
- Copy of eligibility to apply for a Special Event liquor license
- Certificate of liability insurance (minimum \$1 million coverage, naming Greenlee County as additional insured)

3. Event Experience

Have you operated a bar at public events before? ☐ Yes ☐ No

If yes, please describe recent events and your role:

References (include contact information):

1. _____
2. _____

4. Staffing & Security Plan

Provide a brief summary of your plan to staff the bar area, including any TIPS-certified staff and security personnel:

5. Hours of Operation

Please indicate your proposed hours:

Thursday, Sept 18: _____

Friday, Sept 19 (mandatory): _____

Saturday, Sept 20 (mandatory): _____

Sunday, Sept 21: _____

6. Menu & Pricing

Please attach a sample drink menu and proposed pricing. Greenlee County reserves the right to request changes based on community guidelines.

7. Equipment & Setup

Please describe the equipment and setup you plan to bring (bar, trailer, tents, etc.):

8. Revenue Share or Fees

Please propose a flat fee you would pay to the County, a percentage of gross sales as a commission, or if you would like to opt out of revenue share.

☐ Flat Fee: \$_____

☐ Percentage of Sales: _____% (please specify what sales figures will be included)

☐ No Share

9. Additional Information or Requests

(Include any special requirements, requests, or unique ideas you bring to the table.)

Acknowledgment

By signing below, I acknowledge that all information provided is accurate and complete. I understand that submission of this application does not guarantee selection. If chosen, I agree to comply with all county policies, Arizona state liquor laws, and event guidelines.

Printed Name: _____

Signature: _____

Date: _____