

# Bottle Rocket Brewing Company Event Space Weekend Rental Agreement

Event Name: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Renter Phone: \_\_\_\_\_ Renter Email: \_\_\_\_\_

Date of Event: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Setup Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear down until: \_\_\_\_\_ Total Rental Time: \_\_\_\_\_

- **Total rental time is a two-hour minimum. Setup/teardown time is counted within the total rental window.**
- *Renter is responsible for setup & teardown of tables & chairs; cleaning and returning space to the prior condition. Broom, Mop, Vacuum, Rags will be provided. Failure to do so will incur a \$20.00 cleaning fee. We hold a credit card upon arrival and will inspect space before departure. Renter may opt for BRB staff to clean and incur the \$20 fee. Renter may bring and set up decorations and table cloths; **NO glitter or confetti is allowed. An additional \$20 clean up fee will incur if found.***

Type of Event: Birthday Party \_\_\_\_\_ Wedding Reception \_\_\_\_\_ Rehearsal Dinner \_\_\_\_\_ Bridal Shower \_\_\_\_\_

Baby Shower \_\_\_\_\_ Banquet \_\_\_\_\_ Graduation \_\_\_\_\_ Benefit \_\_\_\_\_ Reunion \_\_\_\_\_ Meeting \_\_\_\_\_

Other (explain): \_\_\_\_\_ We do not host any type of ceremonies.

Number of guests expected (Range OK): \_\_\_\_\_

## Indicate the space for your rental:

\_\_\_\_ Large Event Space, including Loft: **\$50.00 per hour.** 155 capacity Main floor + Loft- 45 cap with fixed seating up to 28.

\_\_\_\_ Second Floor Loft: **\$35.00 per hour.** 45 capacity. (Open area. Large event space below will be open to the public).

\_\_\_\_ Second Floor- Old Mill (closed room): **\$35.00 per hour.** 24 capacity.

\_\_\_\_ Beer Garden & Deck: **\$35.00 per hour.** 75 capacity.

- *An additional Charge of \$15 per hour could be assessed if rental time is outside of normal business hours.*
- *Renter will only be allowed to use the facilities that are marked above. If multiple spaces are rented, rates of each space are combined for the total amount due. Tables & Chairs are included in the rental.*
- *Renter will not remove any existing building décor without direct permission and noted in the additional notes below prior to the event. If renter removes or damages décor, there will be additional fees.*

\_\_\_\_ Require use of overhead projector or TV in the rental space: Additional \$25.00 fee.

\_\_\_\_ Require use of sound system and/or podium: Additional \$25.00 fee.

Will you have food catered or are you bringing your own? \_\_\_\_\_

Name of Caterer, if applicable: \_\_\_\_\_

Host tab \_\_\_\_\_ Max \$ host tab: \_\_\_\_\_ Guests will pay their own tabs \_\_\_\_\_

- *BRB will provide drink tickets to the host to hand out to guests.*
- **No outside drinks are allowed.** The brewery's drink menu includes non-alcoholic drinks: soda, bottled water, homemade root beer\* and Hops Lemonade\*  
\*subject to availability

**In accordance with Nebraska State Law, outside alcohol of any kind is not allowed on any part of the property. If violated individuals will be requested to leave the premises, alcohol will be confiscated, and the incident could lead to additional fees. Please acknowledge with your initials: \_\_\_\_\_**

The total rental fee is \$ \_\_\_\_\_. 50% deposit due upon reservation. The balance is due at the time of the event. If the rental or taproom balance is paid later than the day of the event, a 20% holding and gratuity will be charged.

**No refunds on down payments. Paid: \$ \_\_\_\_\_ Remaining Balance Due: \$ \_\_\_\_\_**

Renter Printed Name: \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon completion, please email to [info@bottlerocketbrewing.com](mailto:info@bottlerocketbrewing.com)