

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.**
- *The renter is responsible for the setup & teardown of tables & chairs; cleaning and returning space to the prior condition. Broom, Mop, Vacuum, and 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 the 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: **\$85.00 per hour.** (155 max capacity Main floor + Loft- 45 capacity seating)

____ Large Event Space, **without** the Loft: **\$50.00 per hour.** (155 max capacity Main floor, Loft can be used by events or public).

____ 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 will be assessed if rental time is outside of normal hours. Initials: _____

Renter will only be allowed to use the facilities that are marked above. If multiple spaces are rented, the 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 the renter removes or damages décor, there will be additional fees.

____ Request for Bottle Rocket staff to clean up and reset tables after event: Additional \$100.00 fee.

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

____ Require use of the 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 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: _____

**** Please email the form to rentals@bottlerocketbrewing.com**