

# Bottle Rocket Brewing Company Event Space 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 \$100.00 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 \$100 fee. Renter may bring and set up decorations and table cloths; **NO glitter or confetti is allowed. An additional clean up fee will be charged.***

Type of Event: Party \_\_ Reception\_\_ Banquet \_\_ Shower\_\_ Graduation\_\_ Other : \_\_\_\_\_

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

Indicate the space for your rental:

\_\_\_ Large Event Space: **\$65.00 per hour.** 155 capacity.\*

\_\_\_ Second Floor- Old Mill (closed room): **\$50.00 per hour.** 24 capacity.\*

\_\_\_ Beer Garden & Deck: **\$50.00 per hour.** 75 capacity.\*

**\*ALL SPACE RENTALS INCLUDE A \$15.00 DRINK CREDIT PER HOUR. ADDITIONALLY, EACH RENTAL INCLUDES ACCESS TO TABLES, CHAIRS, A SOUND SYSTEM WITH A MICROPHONE, AN HD PROJECTOR, AND BLACK TABLECLOTHS.**

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

*The brewery offers a selection of beverages, including beer, wine, spirits, and a variety of non-alcoholic options.*

\_\_\_ Request for Bottle Rocket staff to clean up and reset tables after event: Additional \$100 fee.

**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. 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.*

**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](mailto:rentals@bottlerocketbrewing.com)**

**Additional Notes:**