



## EVENT SPACE RENTAL AGREEMENT

Event Date: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Payment (circle one):      Cash bar                      Full tab                      Hybrid

**Terms:**

- All rentals are for the fireplace room in our taproom.
- Room rental is for up to 4 hours.
- Rental fee is \$100 Tuesday thru Thursday, Friday and Saturdays before 5pm(end time), and Sundays
- Rental fee is \$250 on Friday and Saturday after 4pm(start time).
- Rentals during closed hours are \$350.
- For any rental time that overlaps closed hours, there will be an additional fee of \$75 per hour (1 hr min) of rental time during the closed hours.
- No full space rentals.
- A service/cleaning fee of 20% is included in rental price.
- Outside food can be brought in via a caterer or the event host. There is no preferred caterer list.
- Event setup can occur **no more than 45 minutes** prior to the event start date.
- A signed contract and the rental fee must be received to reserve the space.
- Fee is non-refundable if cancellation occurs less than seven (7) days prior to rental date.

Payments should be made to RECESS BREWING, LLC in the form of cash, check, or credit card.

Agreed to and accepted by Contact/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed to and accepted by RECESS BREWING LLC: \_\_\_\_\_ Date: \_\_\_\_\_