



Twisp River Tap House/N48 Degrees LLC Special Events Agreement

The Twisp River Tap House, (TRT) is currently open to the public Wednesdays 4:30-8:30, Thursdays 3pm-10 pm Fridays 3 pm to 11 pm, Saturdays noon-11 pm & Sunday noon-9 pm during high-season. Event rental rates are based on if the events space is to be shared with the general public or must be 100% private, if the event date(s) fall during normal tap house business hours of operation or non-business operations days; and the total number of hours required by the renting party for event set-up, breakdown, and clean-up. Rates are expressed in a "food and beverage" minimum guarantee secured by the renting party. If the renting party does not meet the stated food and beverage minimum guarantee requirement, the remaining balance will be charged to renting party as event space rental at the event's conclusion. Monday-Thursday daytime rates will vary based on required staffing needed to accommodate the renting party's total number of anticipated guests. A 22% gratuity will be added to all F/B minimum charges.

Outdoor Event Space Rentals Options Thursday afternoon-Sundays- Available May-Oct

- Private Riverside Deck & Patio:
Accommodates 96-100 adults. This space is reserved in two-hour blocks with a \$1,800 minimum food and beverage minimum guarantee. Additional hours may be secured with a \$600 food and beverage minimum guarantee per hour in advance or day of if no other parties have reserved the space. *4th of July holiday weekend excluded.* A 22% automatically gratuity will be added to total.
- Private Riverside Northeast Deck: Accommodates 20-24 adults. This space is reserved in two-hour blocks with a \$900 minimum food and beverage minimum guarantee. Additional hours may be secured with a \$300 food and beverage minimum guarantee per hour in advance or day of if no other parties have reserved the space.* A 22% automatically gratuity will be added to total.
- Private Riverside Northcentral Patio: Accommodates 68-74 adults. This space is reserved in two-hour blocks with a \$1,200 minimum food and beverage minimum guarantee. Additional hours may be secured with a \$400 food and beverage minimum guarantee per hour in advance or day of if no other parties have reserved the space.* A 22% automatically gratuity will be added to total.
- Private Riverside Northwest Patio: Accommodates 28-32 adults. This space is reserved in two-hour blocks with a \$600 minimum food and beverage minimum guarantee. Additional hours may be secured with a \$200 food and beverage minimum guarantee per hour in advance or day of if no other parties have reserved the space.* A 22% automatically gratuity will be added to total.
- Private Garden- Scheduled to be completed summer of 2023. This space will be designed to accommodate a minimum of 100 adults based on event-style table layout & configuration. This space is reserved in four-hour blocks with a \$1,500 minimum food and beverage minimum guarantee. Additional hours may be secured with a \$500 food and beverage minimum guarantee per hour in advance or day of if no other parties have reserved the space. Parties may be subject to event set-up and break down & cleaning fees.* A 22% automatically gratuity will be added to total.

** Note: The above outdoor event spaces are designated as "private"; however, the public is allowed into the non-reserved portions of the patio, deck and/or garden space unless reserved in full by contracting party.*

Should the TRT change the above stated hours or days of business operations, said contracted event agreement date(s) that may fall on a day or time that TRT was not originally open to the public at the time of signing, will be able to continue to use the space with no additional event space rental costs.

Indoor Event Space Rentals- Available year-round

- Private Entire Twisp River Tap House Facilities Rental- Includes all areas of the Twisp River Tap House including entryway, corridors, stage, front bar, main dining room Southeast, main dining room Northeast, large party room, deck, patio, and garden spaces. Accommodates up to 125 adults comfortably inside and up to an additional 100 adults outside *if desired.* This space can be reserved from 9 am to 3 pm or 4 pm to 10 pm which includes your set-up, breakdown and clean up time and

a \$6,500 minimum food and beverage order guarantee or from 9 am to 11pm for a minimum food, beverage & rental space guarantee of \$10,000. *New Year's Eve New Year's Day, 4th of July weekend & the Saturday before Halloween, Thanksgiving, Christmas Eve & Christmas excluded.* A 22% automatically gratuity will be added to total. Security and damage deposit of \$1000.

- Main Dining Room Northeast: Accommodates 74 + adults depending on desired use of the stage for dining, speeches, buffet, etc. This space is reserved in two-hour blocks with a \$1600 minimum food and beverage minimum guarantee. Additional hours may be secured with a \$400 food and beverage minimum guarantee per hour in advance or day of if no other parties have reserved the space. A 22% automatically gratuity will be added to total.
- Large Party Room: West: Accommodates up to 16 adults; 10-12 adults at the large Douglas Fir picnic table and six additional seats at the adjacent tables. This space is not private- the public has access to the bathroom and back patio. This space is reserved in two-hour blocks with a \$250 minimum food and beverage order guarantee secured in advance by deposit. Additional hours may be purchased with a \$125 food and beverage minimum guarantee if no other parties have reserved the space. A 22% automatically gratuity will be added to total.

Monday-Thursday Day Rates:

- Private Entire Twisp River Tap House Facilities Rental- Includes all areas of the Twisp River Tap House including entryway, corridors, stage, front bar, main dining room Southeast, main dining room Northeast, large party room, deck, patio, and garden spaces. Accommodates up to 125 adults comfortably inside and up to an additional 100 adults outside *if desired*. This space can be reserved for a full 12 hours, ½ days, or 4- and 2-hour blocks. Renting party must account for and include set-up, breakdown, and clean-up time as part of their total hours rented.

Monday-Thursday Rental Fees Private and Corporate Rates; Registered 501C3 rates may vary				
# of Guests	Full Day Rental	Half Day Rental (6 hrs.) 9 am-3 pm or 4 pm-10 pm	Four-hour Rental	Two-hour Rental
1-24	\$1,250 minimum F/B guarantee; + 22% gratuity added to total. + \$350 damage/cleaning deposit	\$750 minimum F/B guarantee; Each additional hour + \$200 + 22% gratuity added to total. + \$250 damage/cleaning deposit	\$550 minimum F/B guarantee; Each additional hour + \$200 + 22% gratuity added to total.	\$250 minimum F/B guarantee; Each additional hour + \$200 + 22% gratuity added to total.
25-49	\$1,450 minimum F/B guarantee; + 22% gratuity added to total. + \$550 damage/cleaning deposit	\$950 minimum F/B guarantee; Each additional hour + \$350 + 22% gratuity added to total + \$250 damage/cleaning deposit.	\$750 minimum F/B guarantee; Each additional hour + \$250 + 22% gratuity added to total.	\$450 minimum F/B guarantee; Each additional hour + \$200 + 22% gratuity added to total.
50-99	\$1,650 minimum F/B guarantee, + 22% gratuity added to total. + \$550 damage/cleaning deposit	\$1,250 minimum F/B guarantee; Each additional hour + \$250 + 22% gratuity added to total. + \$350 damage/cleaning deposit.	NA	NA
100+	\$1,950 minimum F/B guarantee; + 22% gratuity added to total. + \$750 damage/cleaning deposit	\$1,450 minimum F/B guarantee; Each additional hour + \$350 + 22% gratuity added to total. \$550 damage/cleaning deposit	NA	NA

Event Rental/Security Deposits, Final Payment, & Event Insurance Requirements

A signed agreement is required to secure a hold of your said event day(s) along with a monetary deposit as follows:

- 50% deposit to hold your event day(s)
- Balance and outlined security/damage deposit due in full 30 days prior to contracted event day(s)
- Friday & Saturday event day requests May-Sept may be subject to payment in full if between the 30 and 45 days out.

Acceptable forms of Payment- All deposits are to be made by credit card but can be settled by cash payment at the conclusion of renting party's event.

Event Insurance- renting party may be required to obtain "special event insurance" naming N48 Degrees, *dba* Twisp River Tap House as additionally insured for said event day(s). As required, the event will not be allowed to commence without a hard copy of the insurance rider holding N48 degrees *dba*, Twisp River Tap House harmless and additionally insured.

Security/Damage Deposit- All private rental spaces and are subject to a refundable security/damage/cleaning deposit. The renting party and any vendors for which they have sub-contracted are requested to remove all event decorations, papers, programs, boxes, and other event-related waste from the premises within the total hours contracted. Any left event waste cleanup that is required of the facility will be charged back at \$100 per hour + recycling fees. Renting Party has a 15-minute grace period before the additional rental space hour will be charged. Any items left overnight will have to pick up the remaining items between 11 pm and 12 pm unless otherwise arranged. Security deposits are received.

Event Set-up & Breakdown- Additional time required for event set-up and breakdown including but not limited to outside vendor deliveries/pick-ups, set-up and breakdowns including decorations may be subject to additional charges and must be arranged in advance.

Renting Party Cancellations- Should the renting party be required to cancel their contracted event, N48 Degrees/Twisp River Tap House will work within reason to provide a partial refund and will be based on: Any pre-invested monies spent for the event, and/or revenue loss for prime high-season rental space forfeitures have been considered. Renting parties are not subject to a refund due to snow, rain, high winds, extreme heat, or smoky/ashy conditions.

Twisp River Tap House Cancellations

Events are subject to cancellation by the Twisp River Tap House/N48 Degrees LLC if the following may occur-

- Covid-related local, state, and/or federal jurisdiction public indoor/outdoor health mandates.
- Local, state, and/or federal jurisdictions mandates preventing event engagement *i.e.*, *forest fires/evacuations and other acts of God such as fires, floods, & other natural disasters that prohibit occupancy*

Catering- The Twisp River Tap House will be able to provide menu options and pricing for your event. Agreed upon price per person menu costs will be calculated and allocated against the contracted required food and beverage minimums. We recommend you account for 10% over the estimate total head count you believe will be in attendance. Menu should be finalized 30 days prior to your event day(s). Should we be able to accommodate last minute head count changes and/or meal-plan changes, you may be subject to an all-up food and beverage surcharge. Please contact kitchen@twisprivertaphouse.com to discuss. Outside catering may be allowed; however, renting party is still subject to minimum food and beverage requirements + gratuity as stated. The Twisp River Tap House *may require* said caterer to list N48 Degrees *dba* The Twisp River Tap harmless for said event day(s).

Music- The Twisp River Tap House may already have scheduled music for said event day(s) and renting party shall obtain Twisp River Tap House advance approval prior to sub-contracting a DJ, band, soloist, and/or any other form of entertainment. If Twisp River Tap House approval is provided for renting event party to sub-contract outside entertainment, sub-contractors are subject to indoor and outdoor maximum decibel limits and the municipality's noise ordinances. Failure to abide will result in loss of power for said subcontractor and may result in forfeiture of security deposit. It is recommended that such entertainment approvals review the full list of requirements & restrictions.

Event Day Person in Charge- Your event type may require a designated person in charge appointed by you to be the go-between Twisp River Tap House management and meeting your event needs seamlessly for coordinated event scheduled activities (toast, cake cutting, garter toss etc.), music/PA management and/or other questions throughout the event. An alternative PIC contact is mandatory for all wedding rehearsal dinners and on-site weddings.

Sub-contracted Services- The Twisp River Tap House will be able to provide a list of available rental equipment *such as PA/mic, speakers, projectors, lights, etc.*, and provide a preferred list of vendors upon request.

I, _____ event party primary contact and oblige am responsible to pay for the minimum required food and beverages terms outlined in this agreement for the rental space requested. Additionally, I am responsible for any property damage, excessive cleaning, and additional time as secured by the required security/damage/cleaning deposit and agree to the aforementioned event rental agreement terms and conditions for the event day(s) and time contracted.

Renter's Name: _____ Renter's Mailing Address: _____

Cell Phone: _____ Email: _____

Date(s): _____ Requested event hours: _____

Alternate event day person in charge name and cell phone # _____

Desired rental space provided (*listed above*) _____

What is the nature of your event? _____

Estimated attendees: _____

What is your total maximum food and beverage budget? _____

If hosted bar, please provide the time duration for which you are hosting or dollar amount for which you have budgeted for hosting. _____

Do you require/desire outside vendors to sub-contract services for your event day(s) including but not limited to *caterers, DJ, band, other entertainment, linens, chairs, tables, décor, cake, pipe & drape, stanchions, photo booths etc.*? If yes, please provide the full list of vendors that includes the company name, address and contact name, phone number & email. _____

Please list any other requests _____

Security/damage/cleaning deposit amount: _____

50% deposit due upon signing to hold your event day(s). *Dependent on space reserved*

Remaining event day(s) balance (<31 days) and/or payment in full + outlined security/damage _____ amount due on Please remit signed agreement to Twisp River Tap House PO Box 3 Winthrop, WA 98862

Will the Twisp River Tap House require special private event insurance listing N48 Degrees *dba* Twisp River Tap House as additionally insured? _____

Menu to be finalized 30 days prior (=/-3 days) by: _____

Event Space Rental Agreement Customer Printed Name _____

Event Space Rental Agreement Customer Signature: _____ Date Signed: _____

N48 Degrees/Twisp River Tap House Representative Printed Name: _____

N48 Degrees/Twisp River Tap House Representative Signature: _____ Date Signed: _____