

Narrows Brewing Company Event Contract

RENTAL GUIDELINES

ROOM FEE FOR THE BREWMASTERS ROOM AND THE PACIFIC ROOM:

\$150 Monday -Thursday and \$240.00 Friday-Sunday, per room. This fee covers 4 hours of rental time. Don't forget to include time for set up and take down when filling out your rental contract. We do not allow early entry into the rooms for set up. Additional hours are \$60/hour and must be approved by the Event Coordinator.

SERVICE CHARGE:

A 20% service charge will be added to all bar tabs. Bar staff maintains the room during the event, bussing drink and food items. Bar staff is also responsible for cleaning the room(s) at completion of your event.

PAYMENT POLICY:

Payment of event space fees must be paid in full upon booking. Payment can be made by cash, check, or credit card.

CANCELLATIONS:

Events cancelled less than 60 days prior the event will forfeit room fees. Events cancelled prior the 60-day cancellation date will incur a fee of \$50 (Mon.-Thurs. events) or \$100 (Fri.-Sun. events).

FOOD:

Narrows Brewing does not have a kitchen or sell food, other than snacks. Food is at the discretion of the client. The brewery will provide 8 feet of cloth covered buffet table. You are responsible for napkins, plates, utensils and to go packaging if needed. Narrows does not allow food trucks for rentals/events.

BEVERAGES:

Outside beverages are not allowed alcoholic or otherwise. We serve beer, wine, hard cider and nonalcoholic beverages. All beverages are served by the glass. We do not negotiate special drink prices for events. Kegs, growlers, and bottled beers are available for purchase for off premise consumption only.

DECORATIONS:

Decorations you place in a room must be taken down before the end of your rental time. Any decorations left in the room will be disposed of. Confetti-type decorations (including confetti filled balloons), pushpins, wax candles, and tape are not allowed and will incur a \$75 damage fee. Painter's tape is allowed.

PARKING:

There is an abundance of free parking available in the marina. Just make sure your guests park in unmarked spots.

ADDITIONAL FEES:

Other fees may be applied, i.e. cleaning fee of \$75.00 (which can result from broken art work, confetti, wax/burns on linen, etc.) or repairs fee of \$75.00 per hour (damage to the room in which repairs need to be made by a licensed contractor).

Narrows Brewing Company

Email: brittany@narrowsbrewing.com

Narrows Brewing Company is a 21+ establishment in accordance with the Washington State Liquor Control Board. Please let your event guests know and plan accordingly.

RENTAL CONTRACT

EVENT DATE: _____

ESTIMATED # OF GUESTS: _____

NAME OF GROUP OR INDIVIDUAL: _____

PHONE: _____

EMAIL: _____

PURPOSE OF EVENT: _____

CATERING/FOOD PLAN: _____

SPECIAL REQUESTS (BAR TAB MAX., DRINK TICKETS, SEPARATE TABS, ETC.) _____

Room Selection (Descriptions on page 3): Last call will be made 30 minutes prior to end of your event. All bar tabs must be closed out at this time. Guest who wish to continue may relocate to the main taproom after closing out tabs.

Brewmaster's Room: Mon.-Thur.: 12-4pm* ___ 4-8pm ___ Fri. and Sat.: 1-5pm ___ 6-10pm ___ Sun.: 1-5pm ___

Pacific Room: Mon.-Thur.: 12-4pm* ___ 4-8pm ___ Fri. and Sat.: 1-5pm ___ 6-10pm ___ Sun.: 1-5pm ___

Entire room fee is required to secure your room/event date. Additional hours: \$60/hour. Must be approved by Narrows Brewing Event Coordinator.

*Available during spring and summer hours only.

PLEASE INITIAL THAT YOU HAVE READ AND UNDERSTAND THE FOLLOWING:

___ Outside beverages are not allowed alcoholic or otherwise.

___ Use of confetti (including confetti filled balloons) and/or glitter will incur a \$75 damage fee.

___ Narrows Brewing Rooms are 21+. Please let your guests know and plan accordingly.

Please review contract and return a copy with your room fee. Reservations are not confirmed until both room fee and signed contract are received. Signing below also acknowledges that the client understands that Narrows Brewing Co. is a 21+ establishment in accordance with the Washington State Liquor Control Board.

SIGNATURE _____ DATE _____

NARROWS EVENT COORDINATOR _____ DATE _____

Narrows Brewing Event Rooms

Brewmaster's Room

- ❖ 40 chairs and 9 tables
- ❖ 2 covered four-foot buffet tables
- ❖ Private Bar
- ❖ Views of the Brewhouse
- ❖ 72-inch television with USB hookups

Pacific Room

- ❖ 40 barstools and 10 barstool height tables
- ❖ 2 covered four-foot buffet tables
- ❖ Easy access to main taproom bar
- ❖ Views of the bridge and Puget Sound
- ❖ Raised stage area

Which room is right for my event?

While both of our event rooms offer seating for 40 people, there is space for ~60 people cocktail style in the Pacific Room and ~70 people cocktail style in the Brewmaster's Room. Narrows does not move items or allow clients to move items from one room to the other.