# **Narrows Brewing Company Event Contract**

**RENTAL GUIDELINES**

**ROOM FEE FOR THE BREWMASTERS ROOM AND THE PACIFIC ROOM:**

$150 Monday -Thursday and $280 Friday-Sunday, per room. This fee covers 4 hours of rental time. Do not 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 $75/hour/room and must be approved by the Event Coordinator.

**ADMINISTRATIVE CHARGE:**

A 20% service charge/auto-gratuity will be added to all bar tabs. 30% of this charge goes to event & booking software fees and 70% is split amongst staff working the event. 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.

**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 $75 (Mon.-Thurs. events) or $150 (Fri.-Sun. events).

**FOOD:**

 Narrows Brewing does not have a kitchen. Food is at the discretion of the renter. The brewery will provide 8 feet of cloth covered buffet table. You are responsible for napkins, plates, utensils, and to go packaging if needed. Food Trucks must be approved by the Event Coordinator and are required to visit the brewery for a walk through, prior to the event.

**BEVERAGES:**

Outside beverages are not allowed, alcoholic or otherwise. We serve beer, wine, hard cider and nonalcoholic beverages. Each event room has a water station with cups for event attendees. 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 must be taken down before the end of your rental time. Decorations left in the room will be disposed of. Confetti-type decorations, balloons filled with confetti, pushpins, tacks, nails, 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 (which can result from broken artwork, use of confetti, wax/burns on linen, etc.) or repairs fee (damage to the room in which repairs need to be made by a licensed contractor). Dumping of grease/food liquids in the on-site restrooms is prohibited and will incur a $75 fee.

**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 tabs must be closed out at this time. Guests 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: $75/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**

* 28 barstools and 7 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 with lounge seating for approx. 12 people
* 85-inch television with USB hookups

**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.