



Four Bricks Special Event Information and Policies

Thank you for considering Four Bricks for your special event. It will be our pleasure to host you and make your experience a memorable one!

Available Spaces

Spaces are available for your use as follows:

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|------------------|-----------------------|-------------------------------|
| ● Living Room: | Seated Capacity - 60 | Cocktail-Style Capacity - 70 |
| ● Front Patio: | Seated Capacity - 20 | Cocktail-Style Capacity - 30 |
| ● Chef's Patio: | Seated Capacity - 16 | Cocktail-Style Capacity - 20 |
| ● Whole Building | Seated Capacity - 120 | Cocktail-Style Capacity - 140 |

Rental Fees:

Rental includes all guest rooms (except the kitchen) in the facility, use of tables, chairs, sound system, and refrigeration.

- Facility Rental:
 - Monday-Friday daytime (8am-4pm): \$ 1000.00
 - per hour prior to scheduled event time: \$ 90.00
 - Monday-Thursday evening (5pm-12am midnight): \$ 1050.00
 - per hour prior to scheduled event time: \$ 90.00
 - Saturday-Sunday daytime (8am-4pm): \$ 1,450.00
 - per hour prior to scheduled event time: \$ 100.00
 - Friday-Sunday evening (5pm-12am midnight): \$ 2,050.00
 - per hour prior to scheduled event time: \$ 100.00

- Saturday-Sunday (8am-12am midnight): \$ 4,000.00

- Facility Cleaning fee: \$250.00
- Damage Deposit: \$500.00
 - See pg. 5. Refundable within 10 business days following the date of the event and after assessment of the space by management.
- Rental time includes time for event set-up and tear-down by client.
- Holiday Rates: The following days are subject to holiday premium pricing: New Years day, 4th of July, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Years eve.

- Supplies rentals:
 - Silverware/plates/serveware: \$75.00 per 50 guests
 - Barware/Glassware/Drinkware: \$75.00 per 50 guests

- Hospitality Service fees:
 - Server: \$40.00/hour (3 hours minimum)
 - Bartender: \$50.00/hour (3 hours minimum. Last call 45 minutes prior to event end time)
 - Set up or tear down support: \$50.00/hour (2 hours minimum)
 - Cake Cutting Service: \$50.00

- Gratuity: 18% on hospitality services
- Sales tax: 10.25% on all fees and charges

Other Fees as applicable:

- Facility Overage fee: Loss of damage deposit (in part) if facility is not clear and empty after midnight.
- Floor plan fee: \$200.00 if lessee desires a floor plan that significantly differs from standard floor plans.

Furniture included in the rental:

- (20) Square tables: 30" x 34"
- (4) Tall Round Bar tables: 44"
- (2) Large Round Tables: 55"
- (1) Metal Table: 38" x 72"
- (1) Dark Comm. Table: 42" x 86", w/ leaves: 46" x 122"
- (1) Light Comm. Table: 26" x 87", w/ leaves: 46" x 123"
- (105) brown chairs
- (10) tall chairs
- (6) barstools
- (3) metal benches

Use of Space

1. The rented areas shall be used by the Lessee exclusively.
2. Lessee is welcome to use all tables, chairs and other fixtures. Furniture may not be moved to any location within the rented area without staff approval.
3. (2) plastic 6' tables are available for extra use such as gift tables. These tables do not come with tablecloths.
4. Lessee may not use the kitchen area for any purpose. Lessee may not use eating utensils or dishware without prior permission. Food counter between the kitchen and event space may be used to serve food.
5. Lessee or a Lessee's Designee may have access to the area behind the bar, including the use of sinks and refrigerators.
6. Pathways to emergency exit doors must be free and clear at all times. Main hallways are to be free and clear of all tables, chairs, or other obstructions. Doorways will not be blocked nor its operation and pathway be hindered in any way. Failure to maintain a clear pathways may result in loss of Damage Deposit (Left to management's discretion). Lessee shall be responsible for all costs incurred for false fire alarms caused by unsupervised children pulling a fire alarm. Children must be supervised at all times.
7. Absolutely no smoking of any substance at any time on the premises, inside and outside. Smoking must be done on public property on the street in the front or in the alley at the back of the building. No cigarettes, cigars, pipes, marijuana, hookahs, or any other substance/method of smoking is permitted.

8. Decorations should not include tacks, nails or other piercing of surfaces. Tapes should only be paint-friendly tapes. No glitter, confetti, rice, feathers or wax candles.
9. No Smoke machines.
10. All candles must be in a protected container such as hurricane lamp or votive cup. Protected means that the tip of the flames be at least ¼” below the top of the container. No other types of open flames permitted.
11. House music systems may be used by using the house music account or bringing your own electronic device to port into the Four Bricks system. If a DJ is hired, the DJ must set up in such a way that there are NO cords in walking areas. All cords must be along walls only.
12. Premises must be cleared by 4 pm for daytime events and 12am midnight for evening events. All cleanup must be completed by the end of the rental period.
13. Lessee is responsible for removing ALL items, effects and debris from the venue. All items must be removed from the venue or placed in trash receptacles. This includes plates, cups, utensils, bottles, cans, decorations and supplies. Failure to remove or dispose of all items may result in the assessment of facility overage fee or a withholding from the damage deposit. Four Bricks staff will empty trash cans and wipe surfaces clean. Lessee must take all items not the property of the restaurant at the time of clean up or they will be discarded. If space is not properly cleaned in a manner which requires extended staff time, this will be considered extra time and charged at \$100.00 per hour.

Catering

You may bring your own food or hire an unaffiliated caterer to provide your food. The caterer will not have access to the kitchen or any Fourbricks equipment. The caterer also must provide the following:

- Proof of Health Department certification
- Completed checklist of “Protocol for Restaurants Opening for On-Site Dining”
- Liquor License (if applicable).

Alcohol Acquisition and Service Policies

Alcohol is permitted on the premises only if acquired by the Lessee or Lessee's designee. Lessee may bring alcohol to the premises 48 hours before the event to be chilled by the staff.

Alcohol may only be served by Four Bricks affiliated/approved bartenders. The Lessee agrees to and confirms the following:

- The event is not open to the general public;
- Guests of the Lessee will not be charged to attend;
- Guests of the Lessee will not be charged for alcohol;

The following will be and must be observed at all times in the service of alcohol:

- The alcohol service area must be staffed at all times.
- Guests may not self-serve.
- No persons under the age of 21 are served or consume alcohol.
- Anyone appearing under the age of 30 will be asked for identification.
- No minor is to be served alcohol by an adult.
- One appearing to be impaired or intoxicated may be restricted from being served alcohol
- No alcohol may leave the inside premises of the rented area.

If any of the above terms articulated in “Alcohol Acquisition and Service Policies” are violated, FourBricks reserves the right, without warning to the Lessee, to end an event before the contracted rental period is up. Damage deposit will be forfeited and no refund will be provided to the Lessee.

Event Deposit and Damage Deposit

An event deposit equal to 25% of expected total cost will be required to hold the date on the calendar. The deposit will serve as a reservation guarantee. Refund policies for reservation guarantee are as follows:

- 75% refundable (25% retained) if the event is cancelled more than four (4) weeks from the event date.
- 50% refundable (50% retained) if the event is cancelled between 28 and 14 days before the event.
- No refund is granted for an event cancelled 14 days or less before the event.
- In the case that an event is cancelled between 6 days and 72 hours before the event, the Lessee shall be responsible for 50% of the expected cost of the event. The credit card used to pay the deposit shall be charged these additional charges if applicable.
- In the case that an event is cancelled 72 hours or less before the event, the Lessee shall be responsible for the full estimated cost of the event. The credit card used to pay the deposit shall be charged these additional charges if applicable.

For groups with an estimated attendance of 100 or more a final count of attendees is due 7 days before the event. It is the responsibility of the Lessee to change headcount as applicable.

In addition, a \$500 damage deposit shall be collected at the time of contract. Four Bricks shall use the damage deposit to pay for any damage to the facility, including damage to furniture, furniture left outside, fixtures, doors, windows and bathroom facilities. The damage deposit may also be retained to pay for additional hours of use not included in the contract price or if there is excess cleaning required due to misuse of restrooms, bodily fluids on premises, spilled food and drinks, etc. The damage deposit is subject to forfeiture if the party violates any portion of the “Alcohol Acquisition and Service Policies”. The damage deposit, or remaining amounts after any deductions for items described, will be refunded within 10 days following the date of the event.

Miscellaneous

1. Wedding parties and other complex events must supply an on-site coordinator to work with our staff on the day of the event.
2. We are not responsible for ordering, delivering, assembling or installing decorations or equipment.
3. We will receive a cake if so noted on the “special instructions” portion of the event contract. We will receive rented linens from a party supply company if so noted on the “special instructions” portion of the event contract.
4. Lessees are welcome to visit the facilities for measurements and planning purposes during the weekdays from 10am-3pm with notice.
5. Public parking is available by Rite Aid at Comstock-Hadley and on a lot at Bailey-Bright.

For further information contact info@fourbrickswhittier.com or call 562 693 4626. All prices and policy details are good for 60 days from when the document is provided to the client or potential client.

