# Hale’s Ales Palladium Information

Thank you for your interest in renting Hale’s Palladium for your special event! We host many rehearsal dinners, birthday and retirement parties, company meetings and trainings, holiday gatherings, fund raisers and receptions AND theatre, with great success!

The Palladium is in Hale’s Brewery warehouse which can accommodate up to 300 guests in a theatre style arrangement; or seated at round tables with linens and a center piece 150 guests, or a Beer Hall style which seats up to 200. The maximum occupancy is 350.

We take a $500 **non-refundable** deposit OR total costs of event to book the date and time for your event. This fee is applied to your final bill and is NOT an additional charge. ***Complete the last page of this email to submit the deposit; this amount will also be used as a DAMAGE DEPOSIT.*** ***There is no commitment to hold the Palladium until the deposit is received and Agreement signed by both parties.***

* DAMAGE DEPOSIT: Any damages to the facility caused by client or their guests will be deducted from the above deposit amount AND considered a cost. Damages will be determined at the end of the event, the same day. Costs are not refunded.
* You may cancel your reservation and receive full refund with 30 days or more notice EXCEPT for any costs related to booking entertainment. A deposit for entertainment is non refundable.

The **minimum** costs to rent the room is $525 or the negotiated amount, for up to 5 hours of time and is $200/hour or part thereof for any time after that. Closing time for this event is 11:00 P.M. We are not able to extend any event past 11:00 P.M. close. There is no tax added to the room rental fee. **You will receive a separate sheet with an amount due prior to the event. If there are charges to add due to bar sales, damage, any addition charge, you will be expected to pay that amount immediately after the event.**

FOOD SERVICE & CONCESSION STAND SERVICE: We serve beer and wine at the concession bar, Hale’s beers, hard cider, red and white wine, and non-alcoholic beverages. The beverages range in price from $2-$6. Other non-alcoholic beverages can be made available in advance with your menu. Set up for a cocktail bar is an additional $100 fee.

Our kitchen & staff is fully equipped to prepare and present a full sit down service or buffet. Food and beverage minimum is $20 per person or $2,000. We are happy to special order a cake or flowers through our offsite vendors. And if we don’t have what you want we can rent it. Of course there will be additional charges for rentals.

Please let me know if I can answer any other questions for you. You may call me Tuesday-Friday at 206 706 1544, or email specialevents@halesbrewery.com.

Thanks again for your inquiry and interest in hosting your special event at Hale’s Ales!

Koshtra Tolle Special Events Coordinator

ADDITIONAL INFORMATION, AGREEMENTS AND INSTRUCTIONS

CONTACT PERSON:

EVENT DATE:

BEGINNING TIME:

ROOM FEE: $525 (includes 1 server)

HALES SOUND TECHNICIAN: $150 (anything involving mixers/music performances vs. ipod plug in)

THEATRICAL LIGHTING: $150 (if theatrical gel stage lighting is needed vs. dimmable chandeliers

FOOD AND BEVERAGE MINIMUM SALES: $20 per person, there is a $2,000 minimum to be met

LINEN & SETUP FEE: $160

DANCE FLOOR: $100 if needed

EXTRA SERVING STAFF: $75/server

LIABILITY

Hale’s shall not be liable for any damage in the event that performance shall be delayed or prevented by fire, flood, riot, strike, labor dispute, or act of God. Hale’s does not assume or accept any responsibility for damages to or loss of personal articles or broken or unreturned rentals by the Client. Hale’s is not liable for any performer injuries while performing on Hale’s property.

PERFORMANCE STANDARDS – FAMILY FRIENDLY AND LOUDNESS:

All acts and performances must be “Family Friendly” or General Audience. The Client’s Bands or entertainers must not be so loud or amplified that they are heard in the pub. The loudness of the band will be determined and controlled by Hale’s House Manager – NOT THE BAND. Hale’s reserves the right to close down the event at anytime without refunding any monies should any part of this agreement be out of compliance and/or Hale’s decide there are security issues (defined by Hale’s).

**ADDITIONAL AMOUNTS WILL BE DUE IMMEDIATELY AT THE END OF THE EVENT FOR CONCESSION SALES, FOOD AND BEVERAGE SALES, ADDITIONAL SERVICES, OR DAMAGES.**

Unless other arrangements are made, the above amount(s) will be placed on the credit card information provided at the time the deposit is made.

Credit Card#: Expiration date

CVV Code: # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_ 2015, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Client”) agrees to the above stated agreement with Hale’s Ales Ltd.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Koshtra Tolle

(name of client) (name of Hale’s person)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_

\*If needed for bigger set-ups/decorating/theater etc.