



URBANTREE

CIDERY



EVENT VENUE

1465 Howell Mill Road NW
Atlanta Georgia 30318
404-855-5546
www.urbantreecidery.com



URBANTREE CIDERY is West Midtown’s newest event venue! The entire facility is over 4,500 square feet and includes a cider manufacturing facility and tasting room. **URBANTREE CIDERY** is designed for cider tastings, tours and special events and is excited to become a part of your forever memories. Convenient to Midtown and Downtown, it is the perfect setting for both social and corporate events. Consider **URBANTREE CIDERY** for your wedding rehearsal dinner and reception; auctions and fundraisers; business luncheons; birthday, graduation and holiday parties!

Book your event during 2016 and take advantage of our special Grand Opening rates!!

Facility Rental Fees

<u>Day of the Week</u>	<u>Venue (w/o bev. pkg*)</u>	<u>Venue (w/ bev. pkg.*)</u>
Weekday Lunch	\$1500	N/A
Weekday Evening* (*not applicable during open business hours)	\$2500	\$2000
Friday Evening	\$3000	\$2500
Saturday Evening	\$3750	\$3250
Sunday Evening	\$3000	\$2500

Capacity

The capacity for events varies based on the style type of event, seating arrangements, dance area, entertainment, catering and audio/visual needs. Our beautiful facility can comfortably accommodate the following number of guests:

Reception	275
Seated Dinner	150

*Discounted rates apply when adding an alcoholic beverage package with the rental. All beverage packages are subject to a 20% service charge and 8% sales tax. Please see page 4 for beverage package options.



The venue rental fee includes:

- A four (4) hour event with one (1) hour to set-up and one (1) hour to break down. Additional hours may be added at \$450 per hour and cannot exceed 2:00 am.
- Up to 80 liters (21 gallons) of in-house hand crafted cider on draft (4-6 varieties available, depending on season).
- Use of four (5) farm tables (10ft x 2.5ft) with seating for 96. Additional table and seating options are available through our preferred vendors.
- Use of 60 on-site self-parking spots, use of adjacent parking lot consisting of 18 self-parking spots and some street parking. Valet services are available for an additional cost.
- One security officer on premise for your event. Additional security may be provided for five hours at \$150 per officer.
- Assistance of an on-site event/venue manager.
- Enhanced A/V elements including sound system with iPod capabilities or Pandora and slideshow presentation capabilities via projector or television.
- Guided tours of the manufacturing facility are available during your event if requested.
- Site visits available prior to your event and must be scheduled in advance.
- Rates for non-profit organizations vary from our standard rates, please request more information.
- Rates are subject to change without notice.
- **URBANTREE CIDER** works exclusively with our preferred caterers. Please look at our preferred vendor list and inquire if you have any questions.
 - A \$1000 outside catering fee applies to any caterer selected that is not on our preferred vendors list. If an outside vendor is chosen, **URBANTREE CIDER** must be notified at least ten (10) days prior to the event for approval of licensing and insurance. **URBANTREE CIDER** reserves the right to reject any vendor who has not received approval prior to the event.

Reservations

To inquire about a site visit or to book an event please contact Jackie Waice:
jackie@urbantrecidery.com



Deposit and Payment Policies

The rental fee is due with the return of the signed rental agreement. The date of the event is not reserved until this payment and the signed rental agreement are received. The rental fee is non-refundable.

Thirty (30) days prior to the event date, half of the beverage package is due.

Ten (10) days prior to the event date, final head count and remaining balance of beverage package is due.

Ten (10) days prior to the event date, a \$750 refundable security deposit is due for any damages that may occur.

Venue Code of Conduct/ Rules and Regulations

- **Our Venue** handles all of the beverage needs for your guests. No outside beverages may be brought on premise.
- No sign, picture, advertisement or notice shall be installed, affixed, inscribed, painted or otherwise displayed on any part of the facility without written permission from **URBANTREE CIDERY**
- All candles used must be enclosed in glass (votives or hurricanes and cannot present a trip or fire hazard).
- Smoking is not allowed in the facility.
- The facility will be in a clean condition prior to your event. Within one (1) hour following the event, you are required to return the space to the same clean condition in which it was found.
- All deliveries must be scheduled in advance with **URBANTREE CIDERY**.
- **URBANTREE CIDERY** reserves the right to approve vendors contracted prior to the event.
- Any publicity in the written or broadcast media must be approved by **URBANTREE CIDERY** and also reserves the right to request a sample of any invitation or announcement for the event.
- Neither **URBANTREE CIDERY** or **URBAN TREE HARD CIDER, LLC** is responsible for lost, damaged or stolen equipment or objects left on premise after an event, nor for any injuries sustained by any of your guests while on the Premises.



URBANTREE
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TERMS & CONDITIONS

RENTAL FEES. All rental fees and security deposit must be payable no later than ten (10) days in advance of event. Payment may be made by cash, check or utilizing certain credit cards. There is a three (3%) percent fee charged on credit card transactions. No work or activities will be allowed to commence until full payment is received. Any approved charges incurred on the day of event (extra guest fees, etc.) are due at the event.

HOUSE RULES.

- All site visits must be scheduled in advance with the events manager of **URBANTREE CIDERY**.
- Choices of caterer, rental companies, entertainment, decor companies, lighting companies or any other vendor must be submitted to **URBANTREE CIDERY** for approval at least ten (10) days before the event. **URBANTREE CIDERY** reserves the right to reject any vendor who has not received approval prior to the event.

DAMAGES. If **URBANTREE CIDERY**, in its sole discretion, determines that any cleaning or repairs are necessary beyond what is expected from reasonable normal use of the facility, the Client shall be responsible for all charges related to such cleaning or repairs.

LIABILITY. Client is solely responsible for insuring that none of its guests leaves the Premises in a state of intoxication or in any condition that impairs or affects the guests' ability to drive safely, or prevents the guests from complying with the laws of the State of Georgia. Client specifically and unconditionally agrees to indemnify, defend, and hold **URBANTREE CIDERY**, along with **URBAN TREE HARD CIDER, LLC**, its landlord, building owners, affiliates, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of, related in any way to, and/or resulting from the rental and use of the premises, including but not limited to, the service, dispensing, and consumption of alcoholic beverages by Client, and its guests, and further including Client's exit from the Premises and transportation to its home.

Client agrees to pay **URBAN TREE HARD CIDER, LLC**, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by **URBANTREE CIDERY** and/or **URBAN TREE HARD CIDER, LLC**, in any dispute arising out of, related in any way to, and/or resulting from this agreement or Client's indemnification obligation as set forth herein.

URBANTREE CIDERY shall have no liability to Client for its failure to provide the use of the Premises resulting from any cause beyond its reasonable control, including but not limited to weather events, Acts of God, breakdown of the facilities, accidents, or due to orders by any public authority. In the event of such failure, **URBANTREE CIDERY** agrees to fully refund to Client all payments made by Client to **URBANTREE CIDERY** under this Agreement, which Client agrees shall represent full and final satisfaction of all claims against **URBANTREE CIDERY** and **URBAN TREE HARD CIDER, LLC**.

Signature: _____ **Date:** _____



TERMS & CONDITIONS CONTINUED

CAPACITY. Client acknowledges that the maximum standing capacity of **URBANTREE CIDERY** is 275 people and will not exceed this limit. Additional security may be required for events exceeding 250 persons. Security is estimated at \$30-45/hr. based on capacity, and will be determined by **URBANTREE CIDERY** in its sole discretion. **URBANTREE CIDERY** may require Client to arrange for security to **URBANTREE CIDERY's** sole satisfaction and at Client's sole cost.

SITE DECORATION. **URBANTREE CIDERY** will permit Client to prepare decorations reflecting their creative requirements, subject to certain restrictions:

- No nails, screws, staples or penetrating items may be used on our walls.
- Any tape or gummed backing materials must be properly removed, and any wall damage will be billed back to Client.
- No glitter, confetti, or feathers (e.g., feather boas) allowed on site.
- All electrical cords and equipment must be installed as not to present a hazard for guests or staff.
- Any candles must be globed.

CONDUCT. Client acknowledges that there shall be absolutely no drug use or smoking of any kind tolerated on premises or within twenty-five (25) feet of the building. Disparaging remarks or any type of threatened or actual physical violence will not be tolerated and will be cause for immediate expulsion of the responsible guests. Client and its guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of **URBANTREE CIDERY** staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

NOISE AND ENTERTAINMENT. Client agrees to control the noise level at the event such that it shall not disturb neighboring occupants. In the event that Client's event creates a disturbance due to high noise volume, Client shall immediately reduce the volume. If repeated disturbances are created, at **URBANTREE CIDERY's** discretion, Client may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to Client. Entertainment must cease no later than fifteen (15) minutes prior to the event completion. All entertainment (such as bands, guest speakers, comedians, casino games, etc.) must be approved in advance by **URBANTREE CIDERY** and must be in accordance with local laws and statutes.

LOST AND FOUND. Client acknowledges that **URBANTREE CIDERY** takes no responsibility for any items or possessions left on Premises during or after any event. **URBANTREE CIDERY** does, however, maintain a lost and found and will hold recovered items for up to sixty (60) days. Every reasonable attempt will be made to return any recovered item to its rightful owner.

Signature: _____ **Date:** _____



Beverage Packages

Cider, Beer and Wine Hosted Bar

4 Hour Open Bar- \$25.00 per guest

\$5.00 per guest for each additional hours

Includes:

In-house hand crafted by **Urban Tree Hard Cider, LLC** on draft (4-6 varieties available, depending on season)

Beer: Red Brick, Sweetwater, Reformation, Red Hare, Eventide (styles depend on season)

Wine: Mountain View Chardonnay, Gordon Merlot, Trim Cabernet Sauvignon

Non-alcoholic beverages: Coca-Cola products, Bottled water

Cider, Beer, Wine and Spirits Hosted Bar

4 Hour Open Bar- \$30.00 per guest

\$6.00 per guest for each additional hours

Includes:

In-house hand crafted **Urban Tree Hard Cider, LLC** on draft (4-6 varieties available, depending on season)

Beer: Red Brick, Sweetwater, Reformation, Red Hare, Eventide (styles depend on season)

Wine: Mountain View Chardonnay, Gordon Merlot, Trim Cabernet Sauvignon

Spirits: Independent Rum, 13th Colony Southern Gin, 13th Colony Southern Vodka, 86th Co. Cabeza Tequila, American Spirit Whiskey, Lazy Guy 5th Article Rye Whiskey

Non-alcoholic beverages: Coca-Cola products, Bottled water

Cider, Beer, Wine and Georgia Hand Crafted Spirits Hosted Bar

4 Hour Open Bar- \$35.00 per guest

\$6.00 per guest for each additional hours

Includes all of the above options as well as:

In-house hand crafted **Urban Tree Hard Cider, LLC** on draft (4-6 varieties available, depending on season)

Beer: Creature Comforts, 3 Taverns, Second Self, Monday Night Brewing, Wild Heaven, Orpheus, Jekyll and Terrapin

Wine: Saintsbury Chardonnay, 1975 Sauvignon Blanc, Point North Pinot Noir, Turnbull Cabernet Sauvignon

Spirits: Richland Rum, Old 4th Distillery Gin, Old 4th Distillery Vodka, Still Pond 99 Proof Vodka, Goza Tequila, 13th Colony Southern Corn Whiskey, 13th colony Southern Rye Whiskey, Moonrise Distillery Bourbon

Non-alcoholic beverages: Coca-Cola products, Bottled water

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Consumption Hosted Bar*

This option is based on consumption during the event and has a \$2500 minimum on any event.

The pricing per drink is listed below:

Urban Tree Hard Cider: \$7.00

Specialty Cider Cocktails: \$11.00

Bottled Beer: \$6.00

Red Wine: \$12.00

White Wine: 10.00

Spirits: \$9.00

Non-Alcoholic Beverages: \$2.00

*A credit card authorization form must be completed prior to the event for this package option

Non-Alcoholic Hosted Bar

\$8.00 per guest per 4 hours

Non-alcoholic beverages: Coca-Cola products, Bottled water

Staff Charges

A fee of \$150 per Bartender and per Bar Back is applicable for the above bar service options. One bartender is required for every 75 guests and one bar back is required for every two bartenders.

Additional Information:

All beverage packages are subject to a 20% service charge and 8% sales tax applies to beverage and service charges and a 3% tax applied to spirits.

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Preferred Caterers



Dennis Dean Catering

www.dennisdeancatering.com



Proof of the Pudding

www.proofpudding.com



Figs and Honey

www.figsandhoneycatering.com



Talk of the Town

www.talkofthetownatlanta.com



URBAN TREE HARD CIDER, LLC
CREDIT CARD AUTHORIZATION FORM

Name on credit card:	
Credit card number:	
Security code:	
Expiration Date:	
Credit Card Billing address:	

I have read and agree to the above terms understand that by signing this Credit Card Authorization form that this credit card will be charged in accordance with our terms.

Cardholder's Signature:

Print Name:

Date: