



## **BREW PUB EVENT INFORMATION & POLICIES**

**All event details must be finalized at least 2 weeks prior to the start date of the event. Arbor Brewing Company reserves the right to deny any changes or requests to an event that occur after the 2 week deadline.**

**A Credit Card Authorization form must be filled out for all events. If paying by cash, check or a different card at the end just let the events planner know and the card will not be charged. Final Payment is expected at the end of every event.**

**Hours:** Monday –Thursday 11:30am-12am • Friday 11:30am - 1am • Saturday 11am - 1am • Sunday 11am - 11pm

Events must be scheduled to end at least half an hour before the brewpub closing time.

**Tap Room: Seats 44 with an additional 8 bar seats and mingling room for 60 guests**  
-Sunday – Thursday the room rental fee is \$150 and the minimum spending requirement is \$1000  
-Friday and Saturday the room rental fee is \$200 and the minimum spending requirement is \$1500

**Game Room: Seats about 69 guests with mingling room for around 110 Guests**  
-The room rental fee is \$200 for all events and the minimum spending requirement is \$3000  
-The Game Room is only available for events to rent on Mondays, Tuesdays, or Wednesdays.

### **Reserving the Space:**

-A non-refundable room rental fee is required for all events to hold the date and time for both of our private rooms.  
-This fee must be paid in advance and will confirm the reservation of the room on a first come basis. This fee does not apply to the minimum spending requirement.  
-The room rental fee will cover up to a 4 hour time slot, additional time may be purchased for \$50 per hour. You are only entitled to the full 4 hour time slot if it is requested before paying the room rental fee.

### **Minimum Spending Requirement:**

-The minimum spending requirement must be negotiated prior to paying your room rental fee and cannot be changed or reduced after the room rental fee has been paid.  
-Negotiated minimums may reduce the amount of time that you are able to book the space.  
-The minimum spending requirement includes all catering and beverages purchased by everyone in your party during the event time. If you opt for a cash bar for your event, each individual bar tab will still count toward your minimum spending requirement.

- The minimum spending requirement does not include the room rental fee, tax or gratuity. However, these terms may be negotiated prior to paying the room rental fee.
- If you do not meet your minimum and would like to take the remainder home on a gift card it is your responsibility to request a Gift Card on the night of the event. Gift Cards will not be issued after the Final Bill has already been settled and cannot be requested at a later date.

### **Event Timing:**

- The pre-planned event start and end times must be strictly adhered to.
- Arbor Brewing Company graciously offers that set event representatives may arrive only 1 hour in advance to set up if the host of the party requests the use of this time at least 2 weeks in advance.
- Any additional time for set-up or tear down needs to be planned with the event coordinator at least 2 weeks prior to the event date. Parties that do not follow this policy are subject to a \$50 fee charged in hourly increments for the additional time.
- The Tap Room space and service will be available to party guests only beginning at the event start time. Guests will not be permitted access into the Tap Room until the event start time.

### **Children:**

- Children are welcome for events at ABC, however we do ask that we are informed in advance when events will have children present and an estimated count for the amount of children should be given in advance.
- Children must remain supervised by adults at all times.
- Children are not permitted in the Beer Cellar or Brewery and the darts and shuffleboard in the main restaurant are for adult use only unless playing with a parent.

### **Catering:**

- All Tap Room events requiring food must order from the catering menu, the regular Brewpub menu is not available for tap room events.
- Catering orders are due at least 2 weeks in advance if you plan to cater your event. Typically it is not possible to add or change catering to a party after the 2 week deadline.
- Arbor Brewing Company does not allow outside catering or vendors however we do allow guests to bring in their favorite desserts from a licensed vendor.
- All outside desserts must be ready to serve and the host must provide all serve ware for any items not catered by ABC
- The Brewpub does not have any refrigeration or freezer space for items brought in and our kitchen is not available for use.
- We do our best to accommodate special orders for desserts or other items that are not on the catering menu, if you have a special request ask your event planner if it is possible for your event!

Please note we only provide buffet style service. Your bartender will set-up the buffet for you and will clear plates during their free time if possible. For parties of 40 or less we provide one bartender, For parties of 40+ we provide 2 bartenders, and parties of 90+ we will provide 3 bartenders. If you would like an additional bartender or server for your event you must request this at least 2 weeks before the event date and there will be an additional \$100 fee for each added staff member.

## **Bar Options:**

Here are the different options we offer for you bar:

**Cash Bar**- Guests pay for all of their own drinks as they receive them.

**Open Bar**- All drinks go onto the hosts tab, Host decides what is available on the main tab. Please specify if you would like to include top shelf liquor.

**Cap Bar**- Host sets a cap price that the bar tab shall not exceed, After cap is reached we move onto a cash bar for the rest of the party. Please specify if you would like to include top shelf liquor.

**Limited Bar**- We provide Wooden Nickles that are good for one drink. For parties requiring more than 100 Nickles we will provide tickets instead.

Host decides how many Nickles/Tickets they would like. After a guest uses all of their drink tickets they do have the option to continue drinking using the cash bar option. We estimate drink tickets to cost around \$7 a piece including beer wine and well liquor. However, this is just an estimate and the actual bill will be totaled based on consumption. Drink tickets cannot be paid for in advance. Please specify if you would like to include top shelf liquor.

### **Custom tickets available for limited bar to highlight your event:**

You can include a picture or a company logo, choose a color scheme, and add a custom name to the ticket as well such as "Heather's Baby Shower". There is a \$25 charge and we will print up to 200 tickets for you for that price.

*So you have an Idea on pricing the beer averages between \$6.50 and \$8 a pint, liquor averages about \$4.75 for well drinks and wine costs \$7 to \$10 a glass.*

## **All drinks are based on consumption & a set cap can be added to any type of bar**

### **Music**

- Music can be provided via the main restaurant if you do not wish to bring your own music
- Laptops may be brought in and hooked up to the Tap Room sound system via HDMI cable
- Live bands (acoustic or amplified), DJ's and Karaoke are not permitted.

### **Decorating**

- Most decorations are welcome for event with the understanding that everything that goes up must also come down and no excessive mess is left behind.
- Set event representatives are welcome to come in an hour prior to your event start time to decorate. Prior notice is expected to be pre-planned with your event coordinator and service will not be available until your actual event start time.
- We appreciate parties not decorating with tape on painted walls, confetti or glitter. Failure to comply with this policy or parties requiring any excessive cleanup will result in a \$50 clean up fee. A glue gun can be used to post signs onto the brick walls without damaging them.

Event host or planner will be held responsible for any damage caused to Arbor Brewing Company property during their event and may be held financially responsible for the repair of any damages caused by their party.

### **Additional Amenities**

- Arbor Brewing Company will provide cloth linens for the buffet table and dessert table at no additional charge
- If you would like linen to be provided for all the tables for the event there is \$25 charge and either white or black linens are available. Additional linens must be requested in advance.

-Arbor Brewing Company does allow parties to have special desserts provided by a licensed vendor. We do ask that you also bring your own serve ware for any desserts that not catered by ABC such as plates, utensils, and napkins.

-You are welcome to cut and serve your own cake or dessert, or if you would like ABC to cut and plate it for you we do charge \$1 per person.

-Arbor Brewing Company offers complimentary high speed wireless internet, use of a projector, screen and microphone if requested in advance.

### **Tours, Tastings and Pairings**

All Tours, Tastings and Pairings are contingent on the brewers availability and are not possible if the brewer is unavailable. Events must be booked at least 2 weeks in advance.

**Tours: Brewer takes group on tour of the brewery and explains the process of brewing and what he does everyday while answering questions.**

-\$50 per tour, maximum 20 guests per tour. For larger groups the tours are charged per group of 20 guests.

-Each tour takes about half an hour.

-You may do this with or without renting out the Tap Room. If you rent out the Tap Room the minimum spending requirement and room rental fee will apply but can be negotiated prior to the booking of the space.

**Tasting: Brewer will attend your event for about an hour and a half and explain 6 different beers of our choosing. His details typically include the history of the style of each beer, changes to how we brewed it or why we brewed it if it was for a special cause, appearance, mouthfeel, aroma, body, ABV, IBU, & OG. He will also answer any questions your group may have.**

-\$50 for the brewers time, 9++ per head for 6 4oz beer samples

-Room Rental fee still applies and varies depending on the day of the week (\$150 Sun- Thurs, \$200 Fri & Sat)

-Catering is a separate charge, minimum spending requirement applies to event (\$1000 Sunday through Thursday, \$1500 Friday and Saturday)

**Pairing: Brewer will attend your event for about an hour and a half and explain 6 different beers of our choosing while suggesting paired food from your buffet to bring out the best flavors in both the food and beers, and explain why he paired them. His details typically include, aroma, body, ABV, IBU, & OG. He will also answer any questions your group may have.**

-\$50 for the brewers time, 9++ per head for 6 4oz beer samples.

-Catering order is a separate charge and must have at least 6 items in which we can pair beer. You may ask for a suggested menu if you are interested or you may pick your own and the brewer will pair the beer. You may be asked to add items that can be paired if your catering order does not allow for 6 pairings.

-Minimum spending requirement applies to event (\$1000 Sunday through Thursday, \$1500 Friday and Saturday)

-Room Rental fee still applies and varies depending on the day of the week (\$150 Sun- Thurs, \$200 Fri & Sat)

-Labels with paired beer for food will be provided.

**Tour and Tasting: Brewer takes group on tour of the brewery and explains the process of brewing and what he does everyday while answering questions. He will also attend your event for about an hour and a half and explain 6 different beers of our choosing. His details typically include the history of the style of each beer, changes to how we brewed it or why we brewed it if it was for a special cause, appearance, mouthfeel, aroma, body, ABV, IBU, & OG. He will also answer any questions your group may have.**

- \$50 for Brewer's time, \$50 per tour, Plus \$9++ per head for 6 4oz beer samples
- Catering not included, Minimum Spending requirement applies to event (\$1000 Sunday through Thursday, \$1500 Friday and Saturday)
- Beer samples and catering count toward minimum spending requirement
- Room Rental fee still applies and varies depending on the day of the week (\$150 Sun- Thurs, \$200 Fri & Sat)

**Tour, Tasting, & Pairing: Brewer takes group on tour of the brewery and explains the process of brewing and what he does everyday while answering questions. He will also attend your event for about 2 hours and explain 6 different beers of our choosing while suggesting paired food from your buffet to bring out the best flavors in both the food and beers, and explain why he paired them. His details typically include the history of the style of each beer, changes to how we brewed it or why we brewed it if it was for a special cause, appearance, mouthfeel, aroma, body, ABV, IBU, & OG. He will also answer any questions your group may have.**

- \$100 for Brewer's time, \$50 per tour, Plus \$9++ per head for 6 4oz beer samples
- Catering order must have at least 6 items in which we can pair beer you may ask for a suggested menu if you are interested or you may pick your own and the brewer will pair the beer.
- Minimum Spending requirement applies to event (\$1000 Sunday through Thursday, \$1500 Friday and Saturday)
- Beer samples and catering count toward minimum spending requirement
- Room Rental fee still applies and varies depending on the day of the week (\$150 Sun- Thurs, \$200 Fri & Sat)
- Labels with paired beer for food will be provided.

### **Service Charge**

- Catering prices do not include tax or gratuity. 6% sales tax and 20% gratuity on the pre-tax total or minimum is added to all catering orders and bar tabs for events.

### **Payment**

- Final payment is expected at the end of the event for the total of the event if it meets or exceeds the pre-negotiated minimum spending requirement
- The pre-negotiated minimum spending requirement must be met by the end of the event. If it is not met the remainder will be charged to the guest and they are welcome to take it on a gift card.
- If you are not going to be at the event please fill out the attached credit card form and send it back to your event planner so that they have it ready for your event. The credit card authorization form must be completed in order to process the final payment if there is not an assigned contact to pay for the bill at the end of the event.
- If you are Tax Exempt please provide us with your tax exempt number before your event so that we are able to remove the tax.
- Guests are welcome to run individual tabs with the Tap Room bartender. If you opt for the cash bar option, tax and gratuity will be added to each individual tab. Each individual tab does count toward the minimum spending requirement.

**- Cancellation Policy -**

-Rental fees are non-refundable

-We require two weeks advance notice for any catering cancellations. If food was ordered and your party is cancelled with less than two weeks' notice, full payment of food is required.

-Parties that do not cancel within 30 days of their event date may also be held responsible for all or part of the Minimum Spending Requirement.

To book your event please call or email our Event Sales and Catering Manager Ashley Knick.

Cell phone number: (734) 301-5691 Email: [aknick@arborbrewing.com](mailto:aknick@arborbrewing.com)

Office Hours: Monday through Friday 9am to 5pm