

## Occupancy

Rooms at Stem Ciders' properties are available for private (full room rental) and semi-private (partial room rental) events on a contracted basis. The amount of space that is reserved for your group will vary depending on the size of your group, applicable event minimums and the type of event. Rooms / spaces and their capacities are listed below for reference. For an additional fee, some of the current furniture (tables, chairs, stools) can be removed or rearranged to accommodate larger seated dinners up to 250 (additional furniture rental fees may apply), or large standing cocktail receptions up to 300 guests. Our team will work closely with you, or your event planner to coordinate the best setup of the room for your event.

Room Name	Capacity
Mountain View Room	75
Mountain View Veranda	75
South Lawn and Terrace	100
Apple Chapel	25
North Barrel Room	60
South Barrel Room	75

## Minimums

Food and beverage minimums apply to all private and semi-private events and vary depending on the night of the week, time of the year and size of the party. Minimums range from \$50 per person to \$20,000 plus for a full restaurant buyout. Any group that does not reach the specified food and beverage minimums will have the difference added to the bill for their event. Food and beverage minimums do not include applicable tax, service charges, gratuities, audio video rental fees, outside vendors, or other incidental charges. All charges will be clearly communicated in writing in the proposal which must be approved prior to booking your event.

## Decorating Restrictions

Glitter, confetti, rice, etc. are prohibited. All candles must be enclosed – tea lights, votive or floating candles are allowed. Acreage prohibits pillar and taper candles not enclosed in glass. No material shall be affixed to any part of the building by adhesive, tack, nail nor screw unless specifically approved by the Director of Events. The Event Director must approve all other décor plans. Failure to comply with these rules will result in a minimum \$250 cleanup/damage fee.

## Availability and Booking your Event

Stem Ciders' properties are available 24 hours daily! All events are booked on a first come, first serve basis and are only considered reserved once a fully executed contract has been received by Stem Ciders along with a credit card number/ deposit to guarantee the reservation. Unfortunately, we are not able to hold dates without a formal booking.

## Room Set-Up and Vendors

Please note that Stem Ciders is open daily and applicable space will only be reserved during the hours of your event. The facility will be accessible prior to the event and (1) hour after the conclusion of the event for you to pick up and drop off décor, however, other events and normal service may be taking place up until the time your event begins, and after the conclusion of your event. Deliveries and pickups not made within the designated times may result in additional fees to the client. All outside vendors must supply their own carts, extension cords and any other equipment needed. All event equipment must be removed from Stem Ciders premises at the event conclusion. Clients should make arrangements in advance as to who will collect centerpieces or any other personal property. Acreage is not responsible for any vendor equipment or personal property left on the premises. The event manager will determine the appropriate staffing, room set-up, space allocation/location according to the number of guests in the party, the occasion, and any other details discussed while booking. On occasion, Stem Ciders books live music acts. It should be noted that the music calendar changes frequently and that this should not be construed as an entertainment commitment.

## Menu Selection and Final Guest Count

We offer a variety of private event menus including multi-course dinners, passed hors d'oeuvres, display platters and buffets. To view our private events menus, please visit <http://acreageco.com>. You may also review our full list of beverages available for your event. All alcohol is billed based on the agreed upon format at the time of booking. Should you prefer a customized menu for food or beverage, our team would be happy to work with you to create that as well. All final menu selections and final guest counts must be received 7 days prior to the event. You will be billed the guaranteed number, plus any additional meals served, or the specified food and beverage minimum, whichever is greater. Menu selections and price are subject to change without prior

notice. Contact the Events Director or visit our website for the most current menus before making your final selections.

## Food and Beverage

All food and beverage shall be supplied and prepared by Stem Ciders / Acreage as contracted. No client nor his/her guests may bring or remove any food or beverage from the event without prior written approval by Acreage. A custom menu will be printed by Stem Ciders / Acreage for all seated dinners. The cake-cutting fee is \$3.50 person for all pastries brought in from an outside, licensed, commercial bakery. Due to health department regulations, no other food can be brought into the restaurant. Restaurant promotions are not valid during private events.

## Service Charges, Sales Tax and payment

All food, beverage, service and audio-visual charges are subject to City of Lafayette, Boulder County and State of Colorado Tax (the current rate is 8.485%). In addition, a 20% service fee will be added to all checks. One bill will be presented to the host, or to their designee, and must be paid in full at the conclusion of the function. In the event that host elects to have a cash bar, the 20% service fee will be applied to the entire contracted food and beverage minimum.

## Deposits

A 20% non-refundable event deposit and an event contract is required to confirm your booking at Stem Ciders / Acreage. All events are booked on a first-come basis and we are not able to "hold" space until the contract and deposit have been received.

## Cancellation Policy

The following fees will apply to those who cancel their event:

0-4 days prior.....75% of food and beverage minimum or all agreed-upon charges  
5-10 days prior.....50% of food and beverage minimum or all agreed-upon charges  
10-30 days prior.....25% of food and beverage minimum or all agreed-upon charges