

Schlafly Tap Room

Club Room Events

Thank you for considering Schlafly Tap Room for your event!

The following pages will tell you everything you need to know about having an event in the **Club Room** at the **Schlafly Tap Room**. If you have never seen the space before, you may set up a viewing with our private event space coordinator to come check it out. To schedule a viewing of the Club Room with our event space coordinator contact TapRoomParties@schlafly.com or 314.241.2337 x 1.

If you are familiar with the room from attending our beer festivals and/or other events, and have found the answers to all your current questions in the following pages, contact our private event space coordinator to check room availability. Direct all questions to TapRoomParties@schlafly.com or 314.241.2337 x 1.

Once you've talked to our event coordinator and your date has been approved there are 3 easy ways to submit your contract (found at the end of this packet) and Room Charge.

- Scan and email the contract to TapRoomParties@schlafly.com with a credit card number listed for payment of your room charge.
- Mail your contract with your room charge. The room charge can be paid by check or credit card. If you are paying by check please make it out to "Schlafly". Our mailing address is:

The Saint Louis Brewery
Attn: Private Events
2100 Locust St
Saint Louis, MO 63103

- Or Drop off Monday through Friday between 9am-5pm.

Please note:

-Your room charge and contract must be submitted together. No room will be held until both these items have been received together.

-The contact info on your contract must be the main contact for planning the event, not the person paying.

-The Room Charge is not a deposit, it is a room charge. Within 72 hours of submitting your contract and room charge you will receive an email (at the email address listed on your contract) with receipt for your room charge as well as a copy of your initial Banquet Event Order (BEO).

As you begin to make decisions, our Event Space Coordinator is available for any and all questions and will record the evolution of your event on your BEO. Email correspondence is the easiest form of communication, as we can track our dialogue on updated BEOs, floor plans, invoices, etc., as things evolve. A final meeting can be scheduled for 15 to 30 days prior to your BEO Deadline, which is two weeks prior to your event, in order to solidify all your details. You will need to reach out to the event Coordinator to arrange this should you desire. Everything is final by your BEO Deadline. Nothing can be changed after this date.

Our Event Space Coordinator is here to help in any way possible but is not an *Event Coordinator*. Our main concern is your food and drink and making sure you have all the necessary items to enjoy both. We can provide some services, along with recommending outside vendors, to help make your event a success but it is your responsibility to organize all the details of your occasion.

Room & Rental Set Up

The Club Room can handle up **156 guests for a buffet dinner or up to 250 guests for a cocktail event.**

Floor plans for each of these styles can be found in this packet. Due to the nature of the Club Room, which is old and quirky, these floor plans are minimally adjustable. They have been tried and tested and have proven themselves to be the most successful.

*A note about cocktail events...When having a cocktail reception we do not provide seating for all guests. Your room set up will allow for seating for 120 people without live music, and 96 people with live music. The idea is that guests will eat, drink and mingle in no specific order. It is important when having a cocktail reception that all details support this theme. Timings, room set up, food set up must all support the idea that your event is not a formal dinner, but rather a cocktail event.

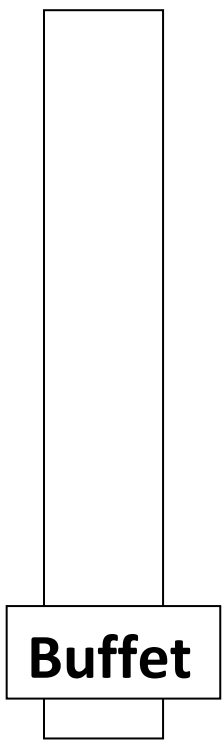
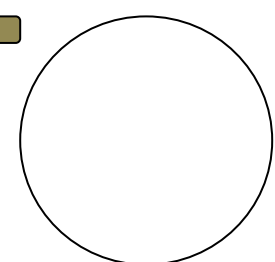
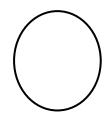
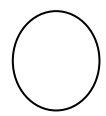
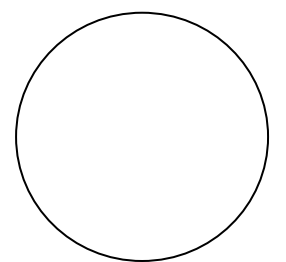
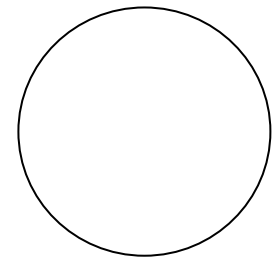
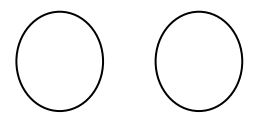
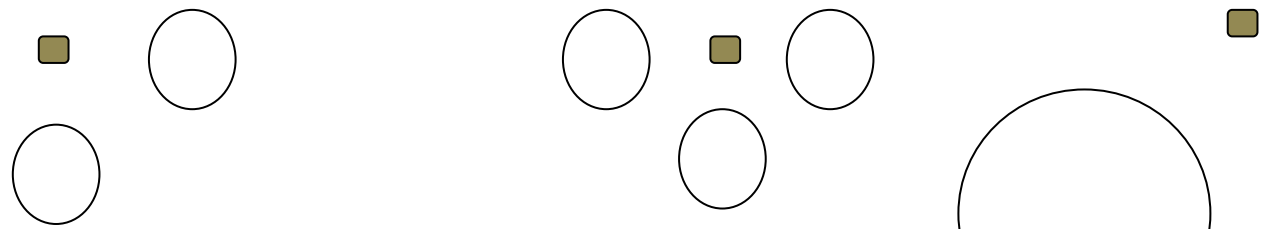
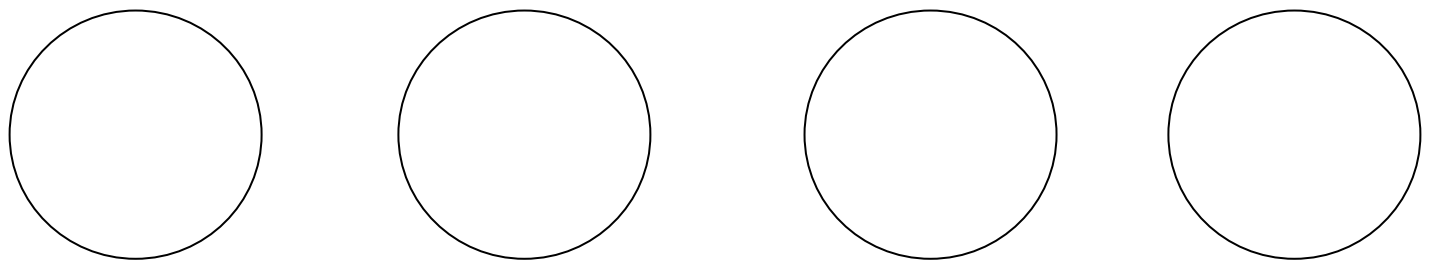
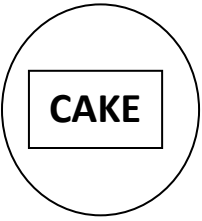
Included in your rental are the following:

- Tables, chairs and white linens on all tables in either your dinner set up or cocktail set up. Dining tables are 72 inch rounds, cocktail tables are 36 inch rounds, cake table is 60 inch round, gift table and sign in table are 24 by 96 inches and the buffet table is 36 by 288 inches
- All necessary flatware and stoneware for appetizers, dinner and dessert.
- Real dinner napkins in Schlafly Green (hunter) for dinner events or white disposable cocktail napkins for cocktail events.
- Access to the event space one hour prior to your event to decorate
- 4 hours of event time ending no later than 12 midnight and starting no earlier than 4pm.
- A wireless microphone (for toasts or announcements) and an I-pod hook up if you choose to use a personal playlist as the soundtrack for your evening. DJ's and Bands are also welcome but would need to provide their own sound.
- Unlimited email correspondence with the room coordinator and 1 finalization meeting scheduled for 15 to 30 days prior to your event should it be needed. You will be responsible for reaching out to schedule a finalization meeting.

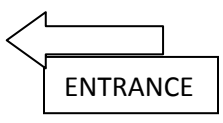
The following add-ons are available to you:

- \$25 dessert fee should you decide to bring in an outside dessert. We will cut and plate it for you.
- \$300 early set up fee should you need more than the hour before your event to decorate. This will gain you access to the room, already set with tables, chairs, and linens at 1pm the day of. (1pm is the earliest the Club Room can be available as there are several things that must happen between the previous night's events and your event. Should you choose to have an early evening event, you may have less time for set up.)

*Because we are not a full time banquet facility **we do not offer tastings.** The Catering menu however is designed and managed by the same executive chef that manages the restaurant menu. A meal in the dining room will give you a great feel for the style and quality of food we provide. Come on down, and have a beer while you are here!



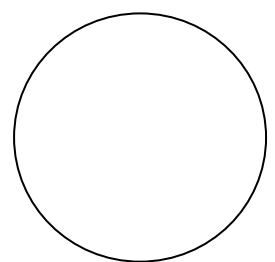
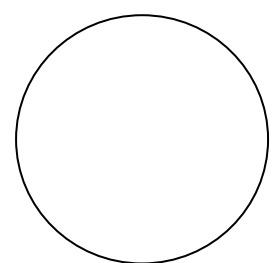
COCKTAIL SET UP (without live entertainment)
10 COCKTAIL TABLES & 9 tables of 12

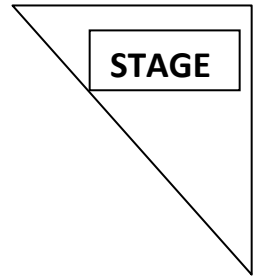
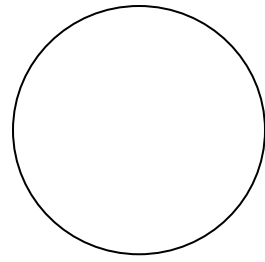
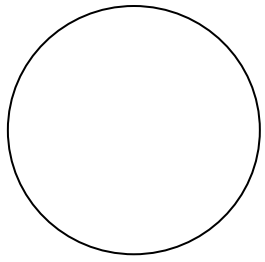
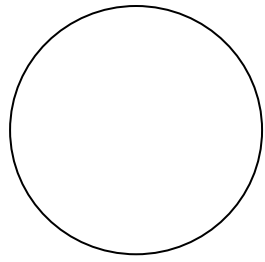


Men

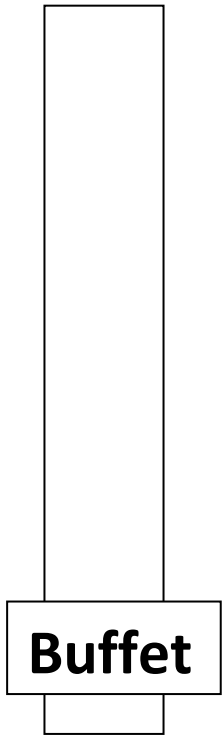
WEST

Women





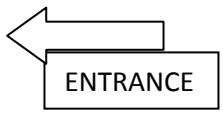
DANCE FLOOR



GIFT TABLE

COCKTAIL SET UP (with live entertainment)
10 COCKTAIL TABLES & 7 tables of 12

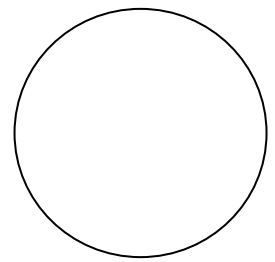
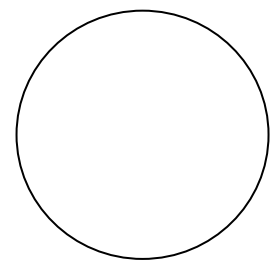
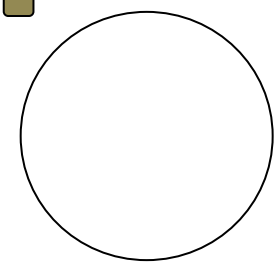
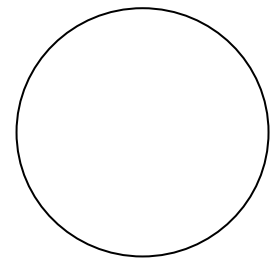
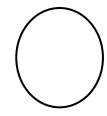
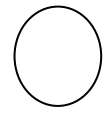
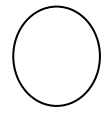
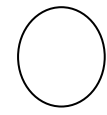
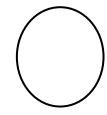
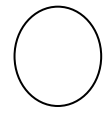
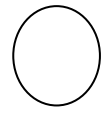
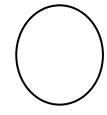
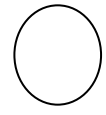
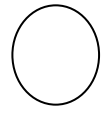
BAR

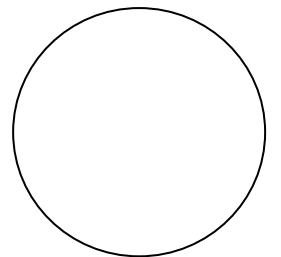
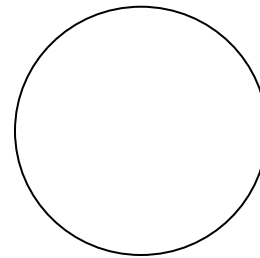
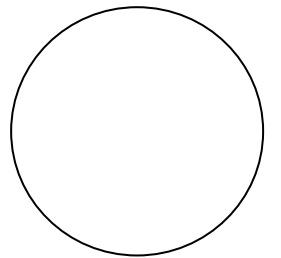
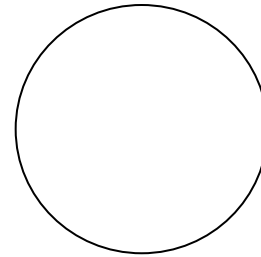
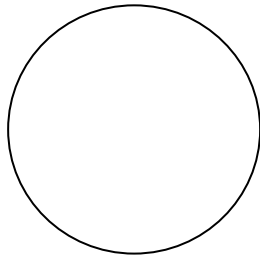
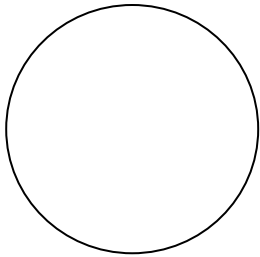
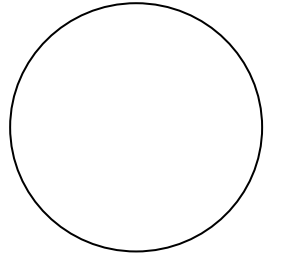
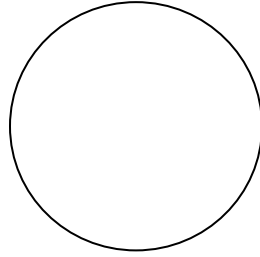
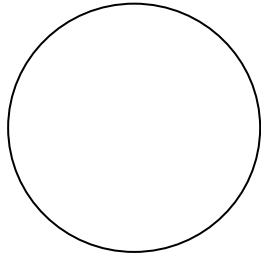
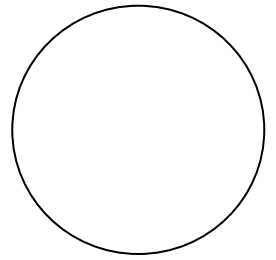
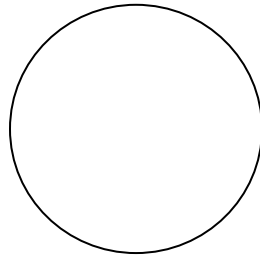
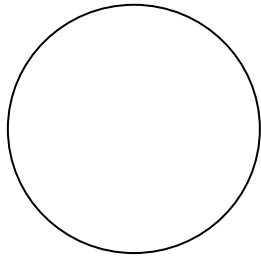
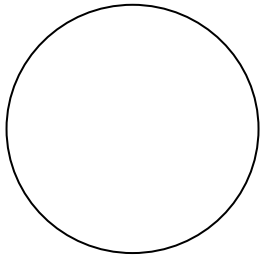
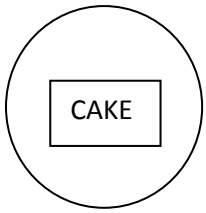


Men

WEST

Women





MAXIMUM DINNER SET UP
(without live music)
13 TABLES OF 12

BAR

Men

WEST

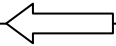
Women

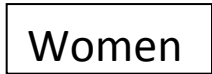
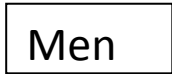
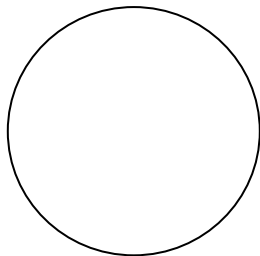
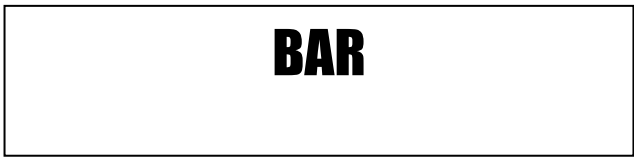
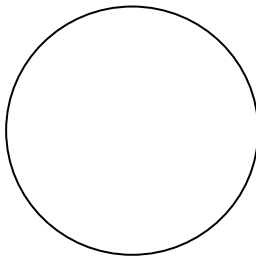
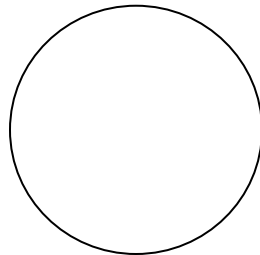
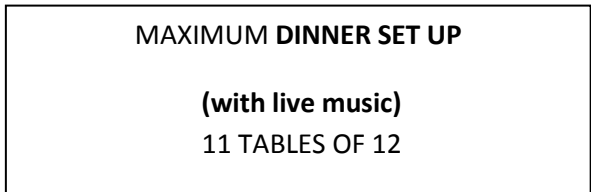
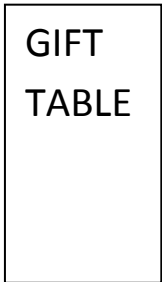
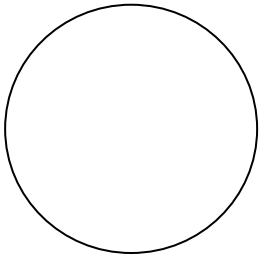
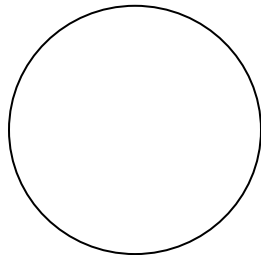
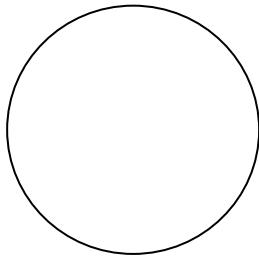
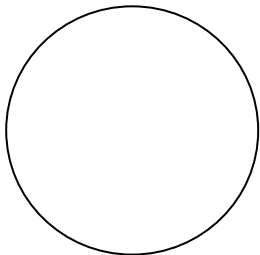
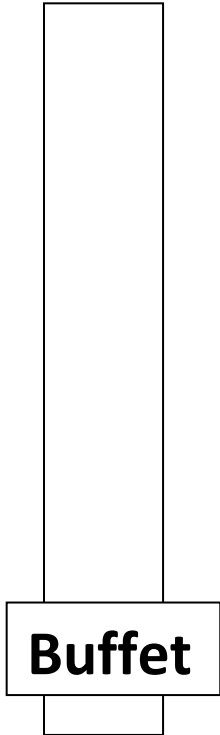
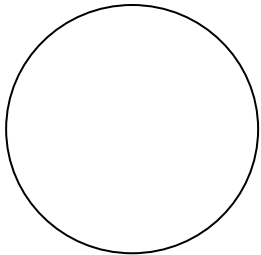
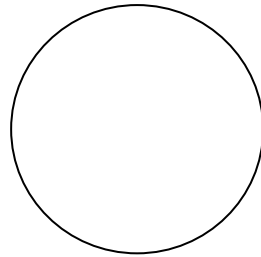
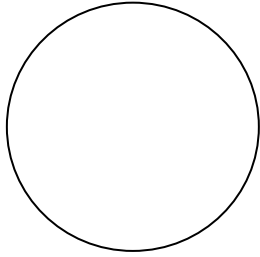
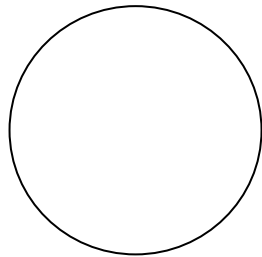
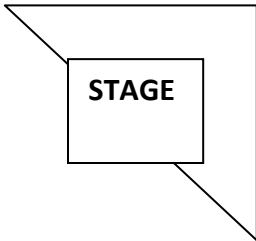
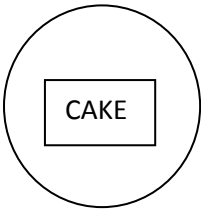
Buffet

Patio

GIFT TABLE

ENTRANCE





Bar Packages

When deciding the bar package for your event you must first consider if you want a **cash bar** or a **host bar**. A cash bar would allow guests to purchase their own drinks; whereas, the host bar would prepay for guests drinks for the evening. Your bar package must run the length of your event. We do not offer a “running tab” option.

Schlafly Brand Beer Bar

Includes Schlafly Brand Beers, House Wines, Juice, Fountain Soda, Tea and Coffee.

- 2 Hours \$15
- 3 Hours \$20
- 4 Hours \$25

Schlafly Brand Beer Bar Plus

Includes Schlafly Brand Beers, Calll Liquor, House Wines, Mixers, Fountain Soda, Tea and Coffee.

- 2 Hours \$19
- 3 Hours \$24
- 4 Hours \$29

Schlafly Brand Beer Bar Premium

Includes Schlafly Brand Beers, Premium Liquor, House Wines, Mixers, Fountain Soda, Tea and Coffee.

- 2 Hours \$23
- 3 Hours \$28
- 4 Hours \$33

Additional Bar Policies

- All bars will pour 10-12 Schlafly brand beers. The selection will include a combination of up to 6 of our year round beers and seasonal beers. The Seasonal selection is entirely dependent on our Brew Schedule.
- A current list of beers on draft at the Tap Room can be found at www.schlafly.com/tap-room/on-draft/ and is always subject to change.
- Beers with 8% or higher alcohol by volume (ABV) are not served on host bars.
- All guests under the age of 21 will be charged half price for the host bar. All guests under 12 are free. This includes juice and fountain drinks.
- Being that we are a craft brewery known for great locally brewed beer, we offer a beer toast in lieu of a champagne toast for wedding receptions. We will pour your choice of available Schlafly Beer for the bride and groom or the wedding party. This service is not available for all guests.
- We do not pour shots on Host Bars.
- No outside beverage of any kind will be permitted into The Schlafly Tap Room by the patron(s) or their guests.
- All alcoholic beverages served at The Schlafly Tap Room are served under state liquor laws.
- The Schlafly Tap Room will not deviate from any state or city regulations.

Cocktail Party Packages

The Schlafly Hefeweisen, 19.95 per person

Choice of 3 platters plus Bavarian Pretzel Sticks with Cheddar Cheese Dipping Sauce.

The Schlafly Kolsch, 24.95 per person

Choice of 3 platters, Bavarian Pretzel Sticks with Cheddar Cheese Dipping Sauce, and 2 of our Hot Appetizers.

The Schlafly IPA, 29.95 per person

Choice of 3 platters, Bavarian Pretzel Sticks with Cheddar Cheese Dipping Sauce, and 3 of our Hot Appetizers.

Appetizer Platters

- Vegetable Crudit  Platter
- Cheese Board
- St. Louis Meat Board
- Antipasti Platter
- Dip Trio-Pub Cheese, Olive Tapenade and Hummus with fried pita and toast
- Smoked Salmon Canapes
- “Kolsch” Boiled Shrimp Cocktail

Hot Appetizers

- Chicken Skewers; Curry, Jerk, Peanut Satay. Pick one marinade.
- Beef Skewers in garlic soy marinade
- Bacon wrapped honey mustard shrimp
- Mini Crab Cakes
- Spinach Artichoke stuffed Mushroom Caps
- Smoked Bacon wrapped meatballs with pepper jelly glaze
- Pretzels with white cheddar cheese sauce

all food served buffet style

A La Carte Appetizer Pricing

You may add additional appetizers to any package via A La Carte. Below are our prices. All of our cold platters are priced by 60 pieces, and all of our hot appetizers are priced by the dozen.

Appetizer Platters

- Vegetable Crudité Platter \$35.95
- Cheese Board \$47.95
- St. Louis Meat Board \$59.95
- Antipasti Platter \$99.95
- Dip Trio-Pub Cheese, Olive Tapenade and Hummus with fried pita and toast \$29.95
- Smoked Salmon Canapes \$65.95
- “Kolsch” Boiled Shrimp Cocktail \$129.95

Hot Appetizers

- Chicken Skewers; Curry, Jerk, Peanut Satay. Pick one marinade. \$17.95/dozen
- Beef Skewers in garlic soy marinade \$21.95/dozen
- Bacon wrapped honey mustard shrimp \$28.95/dozen
- Mini Crab Cakes \$25.95/dozen
- Spinach Artichoke stuffed Mushroom Caps \$14.95/dozen
- Smoked Bacon wrapped meatballs with pepper jelly glaze \$23.95/dozen
- Pretzels with white cheddar cheese sauce \$19.95/dozen

Dinner Packages

The Schlafly Pale, 21.95 per person

Choice of 1 Tier 1 Entrée, 1 vegetable, 1 starch and 1 salad. *(all guests will enjoy the same selection)*

The Schlafly Lager, 27.95 per person

Choice of 1 Tier 2 Entrée, 1 vegetable, 1 starch and 1 salad. *(all guests will enjoy the same selection)*

The Schlafly APA, 39.95 per person

Choice of 1 Tier 1 Entrée, 1 vegetable, 1 starch and 1 salad. Plus 2 appetizer platters and 2 Hot Appetizers.

(all guests will enjoy the same selection)

The Schlafly Stout, 42.95 per person

Choice of 1 Tier 2 Entrée, 1 vegetable, 1 starch and 1 salad. Plus 2 appetizer platters and 2 Hot Appetizers. (

all guests will enjoy the same selection)

*add an additional Tier 1 entrée to any package for \$9.95 per person for your full guest count

* add an additional Tier 2 entrée to any package for 14.95 per person for your full guest count

** add an additional side to any package for 3.95 per person for your full guest count

Tier 1

- Italian Grilled Chicken
- Pale Ale Pulled Pork
- Pasta Primavera
- Meat Loaf
- Roasted Pork loin in orange currant sauce

Tier 2

- Chicken Parmesan
- Spinach and mushroom Lasagna
- Prime Rib with au-jus and horseradish mayo
- Citrus Marinated Grilled Salmon
- Roasted Tenderloin with a Schlafly Oatmeal Stout Demi Glaze
- Pork Chop in a Brandy peppercorn sauce

all food served buffet style

Vegetables

- Roasted Asparagus
- Steamed Broccoli
- Brussels Sprouts
- Cauliflower Gratin
- Braised Green Beans

Starches

- Baked Mac and Cheese
- Au Gratin Potatoes
- Mashed Potatoes
- Chilled bowtie pasta salad

Salads

- Mixed Greens, Parmesan Cheese, Dried Cranberries, Croutons, White Balsamic Vinaigrette
- Caesar, Chopped Romaine, Caesar Dressing, Garlic Croutons
- Spinach, Red Onion, Crisp Bacon, Almonds, Citrus Vinaigrette

*All salads are tossed in the dressing.

Desserts; an additional 6.95 dollars per person

Sticky Toffee Pudding, *a Traditional Schlafly Dessert*, Scottish cake served with Caramel Sauce and Whipped Topping

*You're more than welcome to bring your own desserts. We charge a \$25 fee for cutting and plating cakes.

Kids Menu

Children under 12 may choose from the following for \$9.95.

Chicken Finger and French Fries

Grilled Cheese and Fries

Macaroni and Cheese (can be ordered as a side to your main entrée)

****All children meals must be one choice. ****

all food served buffet style

Banquet Event Order (BEO)

Your Banquet Event Order (BEO) is the single most important document surrounding your event. You will get a copy at the time you get your rental confirmation and we will begin to record your menu, bar, event timings, set up details, music details, EVERYTHING, on your BEO. We will reference this document for every detail of your event so if you want something to happen that night, it MUST be on your BEO. It is also what our chef and event staff will work from the night of your event. This document is the manifestation of all our planning.

When we finalize your BEO at your deadline (2 weeks before your event), and it is by you, it will become our contract for the evening. Everyone involved in orchestrating your event should be familiar with your BEO.

ALL BEO DETAILS ARE FINAL 2 WEEKS PRIOR TO YOUR EVENT.

NO CHANGES CAN BE MADE AFTER THIS DEADLINE.

Attached are sample BEOs.



Banquet Event Order

Status: Prospective

Booked: 7/1/2008

Last Revised: 9/12/2012

Client/Organization Blank Club Room BEO	Event Date 1/1/2020 (Wed)	Telephone (555) 555-5555	Booking Email Parties@schlafly.com	Event # E01033
Address 1234xxx		Booking Contact Kate Burrus	Site Contact Kate Burrus	Guests 120 (PIn)
Party Name Dinner Party Sample	Theme Dinner Party	Sales Rep Kate	Pay Method	

Description	Arrival	Start	End	Serving	Bar	Banquet Room	Setup Style
New Sub-Events		6:00 pm	9:00 pm			Club	Dinner
Food/Service Items				Prep Area			Qty
-Club Room							1
<p>Guest Count- Over 21, Under 21, Under 12, Total ???</p> <p><u>Timings</u> Start Time Bar from ??? to ??? Cash, Basic Regular or Premium??? Appetizers at what time??? (Suggest having apps out as guests arrive) Dinner at what time??? (suggest 30 minutes after start time or 30-60 minutes after appetizers) Dessert at what time??? (suggest 45 minutes after dessert) End Time (We will need to note timings on Special Guests Entrances, Toast, etc)</p> <p><u>Room Set Up</u> Dinner Set Up= tables of 10 or 12, 10 tables max. Cocktail Set Up=6 tables of 12 and 10 cocktail tables. Club Room also has a cake table, gift table and sign in table should you need them. Music- House Satellite, Customers I-Pod, DJ, or Band???</p> <p><u>Other Vendors and Details</u> AV- Yes, No??? (The Club Room does not have any AV, you will need to provide should you choose to have an AV aspect to your evening) Cake/Outside Dessert- Yes, No, Drop off time??? Florist Drop off- Yes, No Drop off time??? Host Drop off (this is referring to any decorating you will be doing yourselves)- Yes, No, Drop off time??? (with your rental comes the hour before to set up. Should you need more time you may pay the Early Set Up Fee and gain access to the room at 3pm) Other Vendors ??? Special Requests/Instructions???</p>							



Banquet Event Order

Status: Prospective

Booked: 7/1/2008

Last Revised: 9/12/2012

Client/Organization Completed Club Room BEO	Event Date 1/1/2020 (Wed)	Telephone (555) 555-5555	Booking Email Parties@schlafly.com	Event # E01033
Address 1234xxx		Booking Contact Kate Burrus	Site Contact Kate Burrus	Guests 120 (PIn)
Party Name Dinner Party Sample	Theme Dinner Party	Sales Rep Kate	Pay Method	

Description	Arrival	Start	End	Serving	Bar	Banquet Room	Setup Style
New Sub-Events		6:00 pm	9:00 pm			Club	Dinner
Food/Service Items				Prep Area			Qty
-Club Room							1
<u>Dinner Party Package 1-Choice of One Tier</u>							120
<u>1 Entree, One vegetable, One starch and</u>							
<u>One salad</u>							
Breaded Chicken Parmesan							120
Buttered and Grilled Asparagus							120
Twice Baked Potato							120
Caesar Salad							120
Basic- 3 Hour Host							120
Guest Count- Over 21-120, Under 21-0 Under 12-0, Total 120							
<u>Timings</u>							
Start Time-6							
Basic Bar from 6-9							
Appetizers -none							
Dinner at 630							
Dessert-none							
End Time-9							
<u>Room Set Up</u>							
Dinner Set Up= 10 tables of 12							
Music- House Satellite							
<u>Other Vendors and Details</u>							
AV- no							
Cake/Outside Dessert- no							
Florist Drop off- Yes, at 5 with 10 centerpieces							
Host Drop off (this is referring to any decorating you will be doing yourselves)- Yes, at 5 with guest gifts for each setting							
Other Vendors-none							
Special Requests/Instructions-none							

THE SAINT LOUIS BREWERY

SCHALFLY TAP ROOM & BOTTLEWORKS

As of September 1st, 2012 all parties booked must follow these guidelines.
Parties booked prior to September 1st will be grandfathered in with a choice
between the new and old private party menus and guidelines.

GENERAL POLICIES

- Parties are contracted for **up to 4 hours**. If you would like to extend your party, there is a fee of \$150/per hour. All party extensions must be scheduled and paid for in advance. No matter how far you extend your event, host bars will run for no more than 4 hours.
- We ask that guests vacate the private room following the event end time. Your guests are permitted to visit the restaurant bars if they wish to continue drinking.
- You are permitted to access your private room **one hour before your event**.
- For a **\$300 early set-up fee**, you are allowed access to the room at 1pm the day of the event, if you would like more time and there is no scheduled afternoon event.
- The Schlafly Tap Room is on the National Registry of Historic places. Therefore, we **do not allow** any decorations that require nails, tacks, staples, glitter, or confetti. Nothing can be hung from any part of the ceiling or any fixture that is in the ceiling. Nothing requiring a ladder can be installed. Centerpieces and candles are encouraged. All decorations must be removed immediately following your event.
- Decorations, displays or entertainment (including singing telegrams or any other personal appearances) **must have approval** prior to the confirmation of your event. The Schlafly Tap Room is not responsible for the arrangement of deliveries or entertainment. Deliveries of goods and/or services must be coordinated with our banquet coordinator.
- Food and beverage prices are subject to a 19% service charge. This service charge is a labor charge and not a gratuity. Staff working your event receive an hourly wage and therefore expect no additional gratuity. Additional gratuity is not mandatory but is at your discretion and is much appreciated. We reserve the right to place tip jars on the bar in our private spaces.
- State and city sales tax will be charged on all food and beverage items. State and city laws require that sales tax also be charged on service fees.
- All food items from a buffet style set-up, with the exception of desserts, may not be taken in “to go” boxes from the premises.
- No outside food is allowed to be brought on the premises except for specialty desserts made by a licensed vendor.
- IT IS AGAINST THE ESTABLISHED POLICY OF SAINT LOUIS BREWERY RESTAURANTS TO SERVE ALCOHOLIC BEVERAGES TO “VISIBLY INTOXICATED” PERSONS. NO SHOTS WILL BE Poured ON HOST BARS.

RESERVATIONS, ROOM CHARGE AND PAYMENT

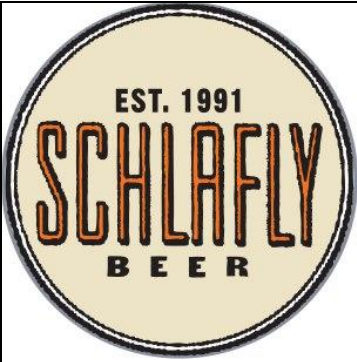
- Parties cannot be penciled in. In order to secure your date, please send the room charge as well as a completed contract.
- Room charges for Schlafly Tap Room are as follows:
The Club Room seats 156 for a buffet dinner, holds 250 for a cocktail party and requires a \$750 room charge to rent. The Club Room has its own bar.
- The \$750 room charge includes:
Tables, chairs, a gift and sign in table, white linen tablecloths, hunter green linen napkins (dinner only), silverware, china, satellite radio, iPod hookup for sound system, microphone
- A minimum guest count must be specified at the time of booking. **Final guest count and menu choices are required two weeks prior to event.**
- Final payment is required one week prior to your event date. In the event of non-payment, the credit card number that we have on file will be charged the remaining balance.
- Past Due accounts will be charged 1.5% on a monthly basis.
- If your party is a tax-exempt entity, you must provide a MISSOURI STATE Use and Tax Exempt Form at the time the contract and room charge is turned in. If the tax-exempt form is not provided at that time, your group will be held accountable for all taxes applied to event.

CANCELLATION POLICIES

- In the event of a cancellation **within two weeks or less** of the event, The Schlafly Tap Room reserves the right to keep **all charges applied to the party.**
- In the event of a cancellation **within 6 months or less** of the event, The Schlafly Tap Room reserves the right to keep **the amount of the room charge.**
- In the event of a cancellation with **more than 6 months'** notice, you will receive a refund within 30 days after deduction of a **\$100 administration fee.**

PARKING, SECURITY, AND LIABILITY

- Free parking is available in the lots to the south and west of our building. Additional free parking is available Friday and Saturday in the lot to the east of our building. There is also metered parking along Olive and Locust streets.
- The Schlafly Tap Room reserves the right to inspect and control all private functions
- The customer agrees to be responsible for any damage done to the premises.
- The Schlafly Tap Room will not assume responsibility for damage to or loss of any articles and merchandise brought onto the premises.
- No outside beverage of any kind will be permitted into The Schlafly Tap Room by the patron(s) or their guests. All alcoholic beverages served at The Schlafly Tap Room are served under state liquor laws. The Schlafly Tap Room will not deviate from any state or city regulations.



PRIVATE EVENT ROOM RENTAL CONTRACT

Name _____
(main contact that will be planning the event)

Event Name _____
(used for signage the night of your event)

Mailing Address _____

Daytime Phone _____

Email (required) _____

Event Details:

Date of Event _____

Start Time _____

End Time _____

Approximate Guest Count _____

Please select 1 of the following:

- Happy Hour Style Event (see packet for details)
- Catered Cocktail Party
- Catered Dinner Party

Room Desired:

- Club Room @ The Tap Room
- Crown Room @ Bottleworks
- Are you a non-profit hosting a social event
- Are you a non-profit hosting a fundraiser

Payment of Room Charge:

(if paying by check, enclose check with contract)

Card Type _____

Card # _____

Exp Date _____

***By signing this contract you are agreeing to rental policies of The Saint Louis Brewery, LLC,
as well as all other information in The Party Packet this contract was included in.***

Signature _____ Date _____

Print Name _____

Please scan and email to TapRoomParties@schlafly.com, fax to 314.241.8101, or mail to The Saint Louis Brewery-Attn: Private Events-2100 Locust Street-Saint Louis, MO 63103 *Within 72 hours of receiving your contract you will receive confirmation via email.