**Beer Cellar Special Event Contract**

**Room Rental Fees:**

Room rental fees are not a deposit. These are fees you pay to reserve the cellar. You will not get a credit or a refund on your final bill.

Room rental fees are submitted upon booking your event, to reserve the beer cellar for a specific date which is listed on the last page. Room rental fees can be paid by check, cash or credit card. All returned checks will have an additional $50.00 fee added to your final payment. If checks are returned you will then need to pay with cash or a credit card. Checks will not be accepted. On the day the room fee was submitted the client is responsible for assuring that the room fee goes towards the correct date and correct time. No refunds will be given under any circumstances if there was a miscommunication or invalid information.

Room Fees are based on the total number of guests in attendance for your event. Additional fees will be applied if any additional guests attend that were not counted to be there. Examples are: After dinner guests, guests that brought an extra guest, unaccounted for children, etc. This will be added to your final bill. Room rental fees will not be adjusted down less than fourteen days before your reservation, but will be increased due to increased guest numbers.

Room rental fees are fully refundable up to 90 days before your reservation date. Cancellations received after 90 days but before 60 days prior to your reservation date are up to 75 percent refundable. Cancellations received after 60 days but before 30 days prior to your reservation date are refundable up to 50 percent. Cancellations received less than 30 days before your reservation date will cause your rental fee to be retained in full by Moon River Brewing Company, LLC.

Room Rental Fees are based on a 5 hour rental period. Additional hours may be added for $100 per hour during our normal business hours. Sunday through Thursday Moon River Brewing Company closes at 11:00 pm. Friday and Saturday Moon River Brewing Company closes at Midnight. Last call for food and alcohol is done 30 minutes prior to close. Guests are required to exit the building no later than 11:05 pm weekdays and 12:05 am on the weekend. This must be stated at least 14 days in advance.

If for any reason there was false information given regarding the type of event or any other invalid information was given, then Moon River Brewing Company, LLC. , will retain the entire rental fee in full and we have the right to deny any service.

**Additional Rental Fees:**

For groups of 80 or more guests, it may be necessary to rent additional tables, chairs, cups, plates etc. Rental Fees and Delivery Fees are in addition to the room rental fee. This fee is determined by your choice of service, bar and menu.

**Late Fee/Early Arrival:**

Staffing, event set-up, and kitchen resources are scheduled by Moon River management for your event based upon the start time you provide to us. Having all of your guests arrive on time is critical to a successful and enjoyable event. To encourage an on time, start to your event please know that we may add an additional $50.00 fee to your room charge if 80% of your party arrive more than 30 minutes after the scheduled start time for your event. If for any reason your event has not started 75 minutes after the scheduled start time, we will consider your event cancelled. The banquet room will be open to your guests at the scheduled start time. Guests that arrive early are welcome to wait either in the bar area inside or outside in our Beer Garden. If the manager opens the banquet room to you and your guests before the scheduled start time, then the 5-hour rental period will commence at that time. Early arrival for decoration is at the discretion of your booking manager and contingent on whether or not there are other events before or after your event. Out of town guests sometime experience travel delays- Please call and speak to a manager so we can make necessary adjustments for our staff and kitchen resources, should you experience these problems. To summarize: we essentially expect all of your guests to arrive and be at Moon River between 10 minutes prior to and 30 minutes after your start time.

Please call if you are running late.

**Accessibility:**

The Beer Cellar does not have elevator access. The only entry and exit to the Beer Cellar is through our front stairs located in the main dining room. Please take note when inviting guest who require wheelchair access. Please also note that our restroom facilities are located on our main floor. There are not restrooms located in the Beer Cellar

**Gratuity:**

An automatic 20% gratuity OR a minimum of $150.00 whichever is greater will be applied to all final bills. Additional gratuities may be left at your own discretion. For parties that qualify for separate checks, if the minimum gratuity of $150.00 is not met then the host of the party pays the difference. Service charges will have a state tax applied.

**Food and Beverage Minimums:**

Minimum: $20.00 per person, before tax and gratuity.

Examples:

20 ppl X $20=$400 minimum

30 ppl X $20.00=$600.00 minimum

40 ppl X $20.00=$800.00 minimum

**Person Minimum**

**You must have at least 20 guests upon booking in order to reserve the cellar.** If you do not have 20 guests upon booking then you will pay the minimum dollar amount that your banquet coordinator chose for your event to equal the full 20 guests. If your number drops from the time of booking and you now have less than 20 guests, you will pay the minimum dollar amount that your banquet coordinator chose for you for 20 people. If you were not given a minimum upon booking, then you will automatically pay $20.00 per the absent people reaching 20 people. That is $400.00.

**Banquet Food:**

You may not pay for your food before the day of the event.

Tax is not included in the food prices and will be added to final bill.

We will prepare all buffet items based upon the number of guests submitted fourteen days before the event date. We cannot guarantee product for last-minute additions to the guest list or additional attendees.

When counting people for eating off a buffet please make sure to include everyone. It is very common that people forget to include themselves, DJS, photographers, children etc.

Moon River Brewing Company makes every effort to ensure that the prices and items listed on our menus are up to date and correct. However, the prices and items listed on our web site or media are NOT guaranteed, and are subject to change without notice.

**Entrée Buffett Food:**

You must have at least 30 people to order off the entrée buffet menus. If you have an entrée buffet menu and you do not have 30 people you will be paying for 30 people.

Our entrée buffet service menus are NOT “All you can eat.” Our buffets are based on one entrée per person. Once everyone has gone through the line once and received one entrée item, then if seconds remain they can go through the line for seconds.

Food may only be allowed to be taken home with a banquet manager’s permission. Limited to 3 Moon River sized boxes.

**Ordering off the menu:**

If your party is less than 30 guest you are required to order off of our main menu, unless choosing a buffet and paying for 30 guests.

Guests are allowed to take home their uneaten food.

Food could take anywhere from 25-45 minutes and not all guests may receive their food at the same time.

**Banquet Food Continued:**

**Appetizer Buffet Food:**

You must have at least 25 people to order off the appetizer buffet menu.

We put food out based on your number of guests.

Food may only be allowed to be taken home with a banquet manager’s permission. Limited to 3 Moon River sized boxes.

**Outside Food and Beverage:**

Outside food and beverages are not allowed under any circumstances. We are a fully operational restaurant and brewery. However, we do allow clients to bring a dessert of their choice. This must be approved by our banquet manager no later than 14 days prior to the date of your event. Examples of outside food and beverages: Champagne, bar snacks, etc.

**Decorations:**

Moon River Brewing Company does allow outside décor. It must be **approved** by the banquet manager no later than the 14 day finalization date. Moon River staff will set up minimal décor on your behalf. However, there may be an additional charge for set up and break down of outside décor. This fee is determined by the banquet manager.

We do not allow: confetti, glitter, silly string, new nails or anything that can pull paint off the wall. There will be a cleanup or repair fee based on the damages if the above were used.

You can come in as early as 12 pm to decorate on the day of your event **IF** there is no other event booked before yours. IF there is an event before yours, then you can come in one hour before your event to decorate. If you cannot set up an hour before, and need to set up the day before a $80.00 early set up fee will be assessed. Provided there is no event prior. We schedule staff one hour before the scheduled event time, so tables and chairs will not be up until this time.

**Bar and Alcohol Consumption:**

A minimum of 30 guests is required to reserve a bar for your function. 30 or less guests will have tableside service and no bar.

You will only receive happy hour pricing as long as you offer our house beer in your bar selection.

31 or more guests will mandatorily obtain all drinks (alcoholic and non- alcoholic drinks from the bar). Waters will be placed on the tables.

Tax is not included in all alcohol prices.

We have the right to confiscate ID’s if they are false, expired or passed off to another person.

We will not serve alcohol to anyone under the age of 21.

Some functions may require additional staff to bounce at the door and will be charged an additional $65.00.

We will serve one alcoholic beverage per customer at a time; no one will be served multiple alcoholic beverages. Every customer that holds an alcoholic beverage will be assumed to be consuming that beverage and if that person is not 21 they will be instructed to leave the premises immediately.

We will refuse to serve anyone that is obviously intoxicated. Any such person will be asked to leave the premises immediately. Bar service for everyone else will be suspended until that person has left the premises.

Any person that gets sick will be asked to leave the property immediately. Bar service for everyone will be suspended until that person has left.

Anyone that is harmful or destructive of/to Moon River Brewing Company property will be asked to leave the property immediately. Bar service for everyone will be suspended until that person has left the building.

Your group will be responsible monetarily for any damages. Anyone that is abusive or rude to any Moon River Brewing Company personnel will be asked to leave the building immediately. Bar service will be suspended for everyone until that person(s) leaves the building.

**Bar and Alcohol Consumption Continued:**

Any person(s) fighting for any reason or no reason: All service stops immediately, everyone has to leave, no money is refunded. Any time that anyone is asked to leave the building and does not do so immediately, the police will be contacted to remove that person from the premises.

**Music/ TV’s/Live entertainment:**

We offer Muzak satellite radio. There are different channels to choose from. Once the channel has been chosen it is set for the night.

There are 2 TV”s in the beer cellar. We have one DVD player that works on one TV. The TV’s are unmovable. TV channel selections run off of what we are showing in our main dining room and channels may not be able to be changed. We do not have HDMI cords, extra cords or cables.

We have an auxiliary cord that allows you to hook up an IPOD, phone or mp3 player. In order to have access to this you must inform your banquet manager 14 days in advance. If you want to use this you must have your playlist set up to run through the whole event. It is located in an area that you will not be able to access.

You are allowed to hire a band or DJ for your function. Live entertainment is subject to separate contract agreement and is only allowed for functions smaller than 60 people. Live entertainment will need to arrive and set-up during a designated time period chosen by the banquet manager. This is non-negotiable. They must also perform a sound check with a manager before the starting time of the function. The DJ or band will not have access to our sound system. They must come prepared and use their own equipment. The band or DJ must be done with music at last call. They must be out of the building no later than 11:00 pm M-TH and 12:00 am Sat and Sunday.

Name of group/entertainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entertainers Contact Information :(\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Planners:**

You are more than welcome to use an outside event planner. However, the planner must be licensed and approved by the banquet manager. All outside event planners will be required to sign the contract and work with our banquet manager to plan all details of the function. We will work with only your event planner and you when you are with your event planner to eliminate confusion. No exceptions.

Name of event Planner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Planner Contact information :\_\_(\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of event Planner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract Signatures and Event Information**

**Event Date: Day of Week:( ) / /**

**Mandatory Approximate Event Arrival Time:**

***We will book events before or after your event based on your arrival and end time stated on this contract***

**Mandatory Approximate Event End Time:**

**Type of Event and Group Name:**

**Person paying at the end of the event:(must be present)**

**Person Paying Contact Phone Number:**

**Event Contact Person (must be present):**

**Event Contact Phone Number:**

**Event Contact Person Signature:**

**Service will not commence until both parties (contact and payee) have checked in.**