



## MICROBREWERY 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. This card will be charged for all expenses and cancellation fees if necessary. If paying by cash 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.

Corner Brewery is a 21 and up establishment. Guests under 21 are permitted with a parent until 9pm.

**Hours:** Monday–Thursday 12pm-12am • Friday and Saturday 12pm - 1am • Sunday 12pm - 10pm

### 1/3<sup>RD</sup> of the Lounge

(required for parties of 24 or less, seats 24, Can seat up to 32) – 3 or 4 Tables based on size

Monday - Thursday: \$20 per hour      Friday - Sunday: \$45 per hour

### 2/3<sup>RDS</sup> of the Lounge

(required for parties of 50 or less, typically seats 48) – 6 Tables

Monday - Thursday: \$30 per hour      Friday - Sunday: \$55 per hour

### Full Lounge

(seating for up to 72 with a capacity of 100 people) – 9 tables

Monday - Thursday: \$50 per hour Friday - Sunday: \$100 per hour

### 1/3<sup>RD</sup> of the Beer Garden

(required for parties of 50 or less, seating for 56)

Monday - Thursday: \$30 per hour      Friday - Sunday: \$55 per hour

### 2/3<sup>RDS</sup> of the Beer Garden

(seating for up to 136 with a capacity of 150 people)

Monday - Thursday: \$100 per hour      Friday - Sunday: \$150 per hour

**Full Beer Garden Not Available**

Rental of the Beer Garden includes a hold on the Lounge as back up space in case of undesirable weather but will not be held for inclusion of event space provided that the weather permits use of Beer Garden. If you wish to move your event inside you must notify the events planner at least 4 hours prior to the start time of your event.

Management reserves the right to remove unused tables for main bar use in the event of needed seating. Refunds will not be provided in this instance and ABCM requests private rentals understand the need to utilize all available seating.

### **Reserving the Space**

- A non-refundable room rental fee is required for all events to hold the date and time for both of our semi-private spaces.
- This fee must be paid in advance and will confirm the reservation of the room on a first come basis.
- Rental fees are charged by the hour and include a 2 hour rental minimum.
- Parties must have a guaranteed guest count of at least 20 guests in order to book any space at the microbrewery.
- We regret that our Tasting/Bar area may not be rented as we always want to have space for our patrons.

To see all available dates visit us at [www.arborbrewing.com](http://www.arborbrewing.com) and click on the event calendar!

### **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 reserved space and service will be available to party guests only beginning at the event start time. Guests will not be permitted access into the space until the event start time.

### **Catering**

- All events requiring food must order from the catering menu, the regular menu is not available for private 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 (Meaning they cannot be home-made), The party is responsible for all cutting and serving of desserts brought in from outside vendors.
- All outside food items must be ready to serve and the host must provide all serve ware for any items not catered by ABC
- The Microbrewery 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. We will set-up the buffet for you and the staff will clear plates during their free time if possible. All bar service is through the main bar unless you opt for a private bar.

### **Bar Options**

The bar may be handled in a variety of ways, all of which are based on consumption. All beverages must be purchased on site.

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

**Open Bar-** All drinks go onto the hosts tab, host has the option to limit which drinks will go on their tab. Wristbands will be provided.

**Limited Bar-** We provide drink tickets or you can design your own that are good for pre-specified drinks, host decides how many drink tickets they would like per guest and what drinks will be available for redeemed tickets. After a guest uses all of their drink tickets they do have the option to continue drinking using the cash bar option. Drink tickets cannot be paid for in advance.

**Cap Bar-** Host sets a cap price that the bar tab shall not exceed, after that cap is reached we move onto a cash bar for the rest of the party. A cap can be added to any type of bar.

**Private Bar-** A private bar is available for open-bar service during a private event that has reserved at least 4 hours. There is a \$100 charge for private bar set-up due at the same time as the room rental fee. All beverages and kegs must be ordered separately and at least 3 weeks in advance so that we can be sure they are available on the night of the event. Beverages are paid for separately at the end of the event and party is responsible for all opened products and tapped kegs. A maximum of 4 sixtels may be chosen. If you would like a private bar for more than 4 Hours it will be an additional \$50 per hour and the bar manager will determine if this is possible and charge on the night of the event.

**Guests are not permitted behind the bar at any time or for any reason. We reserve the right to remove guests who do not comply with our policies.**

Availability is always changing so please ask for current selections  
Descriptions are available at [www.arborbrewing.com](http://www.arborbrewing.com)

### **Standard Selection 1/6th barrel \$135**

*Bollywood Blonde, Euchre Pilsner, Sacred Cow IPA, Faricy Irish Stout , Ypsi Gypsi Pale Ale, Bliss Wheat*

### **Premium Selection 1/6th barrel \$155**

*Buzzsaw IPA, Strawberry Blonde, Treebeard IPA, Jackhammer Old Ale, Espresso Love Stout, Pollination Sensation, Violin Monster Ale, Mr Delicious Ale, Mackinaw Island Fudge Stout, Figjam Quadruple*

**10oz beers range from \$3.50 - \$5.50, the 1/2 liters range from \$5 to \$6, and the beers that are available in liters are \$10.**

### **Cider**

Northville Winery Hard Cider available by the carafe \$23, or 10oz Mug \$6

### **Wine**

Treehugger Wine by the bottle for private bars (served by the glass at the main bar)

Cabernet Sauvignon \$24

Pinot Noir \$24

Chardonnay \$24

Pinot Grigio \$24

### **Nonalcoholic Beverages:**

You can choose to just let these items be available on the main tab or we can set up a faygo station for you per request and you would be charged for all opened and missing faygos.

Faygo soda in cans are available in cola, diet, twist, and diet root beer - \$1.50

12oz Faygo bottles are available in root beer, cream soda, rock n rye, orange pop, and red pop - \$2.50

16 ounce bottled juices are available in orange juice, apple juice, and cranberry juice - \$2.50

Iced tea and lemonade can be served in banquet style servers ordered in 3 gallon increments -\$30 each

Coffee can be served in 10 cup increments in regular or decaffeinated- \$15 each

### **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.

### **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.

-We unfortunately no longer allow candles due to it being a fire hazard, you are welcome to bring battery operated tealights.

- 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, dessert table and any banquet tables at no additional charge

- If you would like linen to be provided for all the tables for the event there is \$5 charge per linen and black linens are available. Additional linens must be requested in advance.

- Additional banquet tables are available for use for gift, cake and welcome tables at no charge

-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.

- Tents are available for a \$500 charge if ordered at least a month in advance for the 2/3<sup>rd</sup> Beer Garden rental only
- Arbor Brewing Company offers complimentary high speed wireless internet, use of a projector, screen, speaker and microphone if requested in advance. (Projector hookup available via HDMI cable)

### **Music and Entertainment**

- Outside music is only permitted in the Lounge and all live music and entertainment must be approved in advance, there may not be any vulgar language or inappropriate lyrics.
- You are welcome to bring your own playlist for lounge events and can hook up to our speaker via Auxiliary cord.
- .-Any entertainment with DJ lights, Brass/Horns, Karaoke, explicit language or excessive bass is strictly prohibited
- Bands and DJ's must provide all equipment, extension cords, and power strips.
- An adequate sound check will be performed with an on-site manager to ensure the volume is at a reasonable level to not hinder service and conversation at the main bar.
- ABCM reserves the right to stop any private entertainment if deemed necessary by on-site manager.
- We are a 21 and up establishment and exceptions are not made for Bands and DJ members.

### **Ceremonies**

Ceremonies are priced for an hour time frame. Your guests can arrive up to half an hour early to begin seating and the ceremony must begin and end in the hour time frame. If need additional time for a ceremony that can be negotiated for an additional charge. Our Events Manager will personally coordinate your ceremony for you. If you need to decorate you may assign a decorator who may come up to an hour before the start of the ceremony to do so.

Lounge Ceremony - Full Lounge will be yours for the hour time frame and our Events Manager will personally coordinate for you.

Monday — Thursday: \$200 for an hour time slot

Friday — Sunday: \$300 for an hour time slot

Beer Garden Ceremony - 2/3rds of the Beer Garden will be yours for the hour time frame, However we do still have 1/3rd available for our regular guests. We will separate the space with our white picket fencing. The Full Beer Garden is not available.

Monday — Thursday: \$300 for an hour time slot

Friday — Sunday: \$400 for an hour time slot

### **Tours and Tastings**

All Tours and Tastings are contingent on the brewers availability and are not possible if the brewer is unavailable, Tours 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.***

- \$25 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 must rent out a portion of either the lounge or beer garden for a minimum of 2 hours in order to book a tour for more than 20 guests or if you would like catering.

**-Tour and Tasting: Brewer takes group on tour of the brewery and explains the process of brewing and what he does every day while answering questions. He will also attend your event for about an hour and a half and explain 5 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.**

\$25 per guest. Includes the tours, 5 4oz beer samples, the tip and catering that consists of appetizers and sandwiches chosen by us.

-Tax will be charged in addition to the \$25 per head unless you are tax exempt.

- In addition to this you would need to pay the room rental fee for the space you would like for a minimum of 2 hours.

### **Payment**

- Final payment for food and beverages is expected at the end of the event.

- 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.

-The Corner Brewery accepts Cash, Visa, MasterCard, American Express, Discover or check (we require 2 pieces of identification with checks).

### **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 within less than two week's notice, full payment of food is required.

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

EST. **ARBOR** 1995  
BREWING COMPANY