



## Upper Thames Event Rental Contract

### Deposit

A deposit of \$250 plus hst is required for any event booking. We can only guarantee the date of your choice with a signed contract along with the required deposit. All dates are a first-come, first-served basis. Deposits are non-refundable; however, exceptions are made on a case-by-case basis.

### Payment

Final payment is due two weeks before the event. All accounts must be settled in full. All bar & additional charges must be paid at the end of the event. A 15-20% gratuity is recommended on open bars. We accept cheque, cash, and credit cards. There will be a \$50.00 charge for all returned checks. All sales are subject to the applicable sales taxes and service charge. Bar tabs must be paid by the end of the event. No exceptions.

### Guarantee

An approximate count of your guests must be given at the time you book your date. Should your guest count increase or decrease, please notify Upper Thames Brewing immediately. A final count is required 10 days prior to your event. You will be responsible for this number as a minimum and will need to cover the cost of any increase due to amount of guests or add-ons that apply.

### Set up and Take Down of Decorations and Music

Upper Thames Brewing must approve all decorations for use or placement in any room. Each group is responsible for the purchase and placement of any decorations. Tape, glitter, confetti, aerosol string, shelled peanuts, gum, gummy-based or taffy-based products, and rice are not allowed. All balloons must be anchored. You will be charged \$10 per loose balloon. If you need additional set-up or take-down time, a \$50 per hour fee will apply. Please confirm band or DJ set-up and take-down time required.

### Beverages

All beverages must generate a minimum of \$200 total sales or a surcharge of \$100 will apply. Should beverage sales exceed \$2000, there will be a full refund of the rental fee. If the beverage sales total over \$1500 there shall be a 3/4 refund of the rental fee. If the beverage sales total over \$1000 there shall be a ½ refund of the rental fee. If the beverage sales total over \$500 there shall be a ¼ refund of the rental fee to be reconciled within 10 days after the event. All event costs, rental fee and beverages are subject to applicable local & provincial taxes. Sales tax is included in all beverage sales. We have the right to refuse alcohol service to anyone during an event at our discretion. Host is responsible for persons under the age of 19. No person under 19 may consume alcohol on these premises. No outside beverage may be consumed on premises or in parking lot. If individuals are caught, we will alert the party who signed

the contract. If not corrected, the event will be stopped and guests asked to leave immediately without any refund with full payment expected.

**Food and Cake**

Upper Thames Brewing does not allow food items carried onto the premises, with the exception of wedding and birthday cakes, per local and provincial law. Food may be ordered from a list of approved food providers or on approval of the manager. All catering arrangements will be made directly by the rental client and the vendor. This includes arrangements for food set-up, food garbage removal, and food removal. Due to health regulations, Upper Thames Brewing does not allow any food or beverage to leave the premises with the exception of a wedding or birthday cake. Upper Thames Brewing will provide storage for cakes, but are not responsible for cake set-up, cake damage, or loss. The party is responsible for any and all parts that the bakery/caterer requires to be returned.

**Damages/Lost and Found**

Any damage or additional clean-up due to guests irresponsibility caused during a function will be charged to the renter. The brewery equipment, product, and facilities are included in this policy. In addition, Upper Thames Brewing is not responsible for lost, stolen, or damaged items. Venue must look the same as when you arrived with the exception of cup use and garbage. There is a \$100 fee if floors require excessive cleaning. You will be charged \$100 per hour after the included ½ hour designated cleaning time. Upper Thames Brewing is not responsible for dropped off items. All items left after event will be disposed of. It is a requirement of UTBC that the renter or a designate be present at all times during the event.

**MISCELLANEOUS**

Upper Thames is a smoke-free facility.

**PARKING & DELIVERIES/SET-UP**

Parking is available in the lot on the west side of Upper Thames Brewing. Overflow parking may be available behind the brewery subject to availability. Please check with staff the day of the event. Deliveries may be made to the rear of the building subject to staff availability.

**MUSIC/AUDIO VISUAL**

Bands and DJ's are welcome with approval of event manager.

I have read and understand the policies of Upper Thames Brewing Company Limited

Date of Event: \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upper Thames Brewing Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Price Quoted: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_ Due: \_\_\_\_\_



## Event Details

Date:
Organization:
Contact:
Address:
City:
Province, Postal Code:
Telephone:
Cell:
Email:

## Event Information

Type of Event:	Event Time (start finish):
Number of Guests:	Tour: Yes / No
Set up time:	
Caterer Information:	
Music/Equipment:	

Basic Price Quote:	Hour Add on:
Taxes:	Total Amount Payable:

Please add notes to back of form.