



## Upper Thames Event Rental Contract

Name:

Event Date:

### Deposit

A deposit of \$250 +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. See Cancellation policy below.

### 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. Open bars are subject to a 15% minimum gratuity. 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.

### 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 the amount of guests or add-ons that apply.

### Set-Up and Take Down

Set-up and clean-up time is included in the rental fee. 30 min. before and after the event. Events that require additional set up time will be charged at a flat rate of \$100/hour.

Our staff will arrange the tables and chairs according to specifications at the time of booking. However, our staff is not responsible for tear down of decorations, table cloths or any garbage. A \$50 surcharge may be applied at our discretion, should extra clean up be required. 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. Please confirm band or DJ set-up and take-down time required. Additional tables and folding chairs are available, should you require them. Please make sure this arrangement is made ahead of time. Linens are not included.

### Beverages

We provide all services related to the bar. **You do not need an event liquor licence permit.** Our staff are Smart Serve certified. We have the right to refuse alcohol service to anyone during an event at our discretion. The 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. *Our passion is beer, however when the facility is rented, we offer house red and white wine as well as a basic liquor bar rail with mix. Special requests can be made when reserving the space.*

### 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 guest’s 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 is not responsible for dropped off items. All items left after the event will be disposed of.

**Miscellaneous**

Upper Thames Brewing Company is a smoke-free facility. Smoking laws prohibit smoking within 9 meters of entrance/patio.

**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 (Door 8), subject to staff availability.

**Music/Audio & Visual**

Bands and DJ’s are welcome with approval of the event manager. The facility includes a Bluetooth compatible sound bar, with microphone. There is also a 88” flat screen over the fireplace that has an HDMI cable ready for your slide show/presentation.

**COVID-19 Regulations**

All COVID-19 public health measures and advice must be strictly adhered to, including following the Ontario Governments COVID-19 response framework. Upper Thames Brewing Company is a business operating under this framework and will enforce all applicable regulations under the designated zone (i.e., Green- Prevent), that the Ontario Government, Southwestern Public Health and the City of Woodstock, are under at the time of rental. Upper Thames Brewing Company reserves the right to enforce house rules related to COVID-19 that they feel fit for rentals, as it pertains to the health and safety of staff and guests.

Renter will provide a listing of all guests including name and phone number as required by the provincial framework. All guests are required to complete the self-assessment tool at <http://covid-19.ontario.ca/self-assessment/> prior to rental. Face coverings are mandatory, in accordance with provincial regulations and may only be removed while seated and eating or drinking. Face coverings must be worn when in close contact with our employees, while ordering at the bar, using the restroom facilities, touring the brewery and while standing in the taproom.

**Cancellation Policy**

Upper Thames Brewing Company Limited reserves the right to cancel any rental and close any function if deemed necessary and/or retain full or partial security deposit provided. If at any point an event is cancelled due to weather, facility issues or COVID-19, the renter will be notified and every effort will be made to accommodate the event at a time best suited for both parties. If the event cannot be rescheduled due to weather, facility issues or COVID-19 related reasons, a full refund of all rental fees will be returned to the renter.

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

\_\_\_\_\_
Renter Signature

\_\_\_\_\_
Date

\_\_\_\_\_
Upper Thames Brewing Company

\_\_\_\_\_
Date



## Facility Rental Information

Established in 2016, our brewery is located at 225 Bysham Park Drive, Unit 9. With several handcrafted beers made right at our location and a full service bar, Upper Thames Brewing Company is the perfect spot for your unique rehearsal dinner, wedding reception, corporate event, holiday party, birthday party and more!

All rentals include 5 hours of rented time, up to 100 guests, a tour of the facility (Upper Thames Brewing reserves the right to not include a tour based on type or size of the event), table and bar set-up and take down of items, bartenders and a retail operator, 88" TV with local programming and HDMI input, easy loading and unloading access for large items, free parking, and full handicap accessibility. Open year-round for your special event.

Maximum Seating Capacity - 65 people, Maximum Occupancy - 100 people (Inside) + 30 people (Outside)

### **Basic Rental Pricing**

Day	Start Time	Rate
Monday	5:30 pm	\$410
Tuesday, Wednesday	7:30 pm	\$410
Thursday, Friday, Saturday	7:30 pm	\$495
Sunday	6:30 pm	\$150/hour or \$410 for 5 hours

All rental pricing is subject to applicable taxes. Rental pricing is available outside of the times mentioned above but will require a specific quote that caters to the rental needs. Prices do not include food or beverage. A signed contract and security deposit of \$250 are required to hold your requested date. Additional fees may be charged, based on specific requests- to be outlined at the time of quoting. i.e., projector rental.

### **Wedding Pricing**

The venue is ideal for small cocktail reception style weddings or small seated weddings (under 50 guests). Separate pricing and packages will apply. Please ask for information and availability.

### **Preferred Caterers & Decorators**

In an effort to best serve our clients, we have composed a list of Preferred Caterers. We work closely with these caterers and trust that they will provide you with the best food and service. Should you wish to use another caterer of your choice that is not an issue, but they must have a Board of Health inspected and approved kitchen facility. All catering arrangements will be made directly between the rental client and the vendor. See caterer below:

**BRICKHOUSE BREWPUB** 190 Fairway Rd. Woodstock, 519-290-5347 admin@upperthamesbrewing.ca



## Event Rental Details

<b>Rental Date:</b>
<b>Rental Contact:</b>
<b>Organization (if applicable):</b>
<b>Address:</b>
<b>City, Province:</b>
<b>Postal Code:</b>
<b>Email:</b>
<b>Telephone:</b>
<b>Cell:</b>
<b>Rental Fee Incentive (if applicable) issued to:</b>

## Event Information

<b>Type of Event:</b>	<b>Event Time (Start/Finish):</b>
<b>Number of Guests:</b>	<b>Set-Up Time:</b>
<b>Caterer Information:</b>	
<b>Music/Equipment:</b>	
<b>Tour:</b>	

FOR UTBC OFFICE USE ONLY

### EVENT FEE SUMMARY

EVENT BREAKDOWN	DETAILS	COST
Event Rental Fee		
Hour Add-on		
Misc. Fees		
<b>SUB-TOTAL</b>		
HST		
<b>GRAND TOTAL</b>		

DATE	DESCRIPTION	AMT PAID	HST	TOTAL PAID	REMAINING BALANCE w/o TAX
	<b>STARTING BALANCE</b>				
	Deposit (\$250 + HST)				
	Final Payment				