



## Tap Room Rental / Reservation Agreement

Private or non-private rental space can be reserved in the tap room during regularly scheduled business or non-business hours based on the below policies and procedures. Rates determine a minimum bar tab and can be adjusted for additional hours, if needed.

Tap Room reservation **minimum bar tab** rate:

0-2 Hours - \$10.00 per person

2-4 Hours - \$20.00 per person

\*tap room is open to the public, tables/space will be reserved

Private Tap Room rental **minimum bar tab** rate:

0-4 Hours - \$30.00 per person

\*tap room will be closed to the public

min. 50 people for rental during normal business hours

min. 40 people for rental during closed hours

- An 18% gratuity will be added to all rentals. You are welcome to pay additional gratuity if you feel it was deserved.
- Rental deposit: \$100 for non private / 20% of min. bar tab for private.
- Rental deposit is required to hold your party date and will be refunded to you after the event for non private rental and will be deducted from your final invoice for private rental.
- **Non private rental** minimum bar tab (plus gratuity) will be due in the taproom the day of the event. If the items purchased on your tab do not meet your minimum bar tab, the remaining balance due will be added to the renters bar tab as a rental fee.
- **Private rental** minimum bar tab balance (plus gratuity) will be due one week prior to the event. An invoice will be emailed with your deposit

amount deducted from your balance. Final head count must be submitted prior to final payment. Any additional bar tab incurred (after minimum paid) will be due the day of the event.

- **Tab options:** choose to have one bar tab to pay your bar minimum or individual bar tabs that collectively equal your bar minimum.
- If you need to enter the facility prior to normal business hours for decorating or set up, there may be a fee so that we can staff the facility.
- All events must end at finish time agreed on.
- Renter must clear the space of decorations, food, garbage and any other items that were brought into the facility for the event. Rented space should be left the way it was at the beginning of the event. Garbage bags and a dumpster are available.
- A \$100 cleaning fee will be charged and your deposit will be retained if the taproom is not left as found.
- Tables and chairs are not permitted to be taken from non rented space without Inner Groove permission.
- Extra tables provided for use of food must be cleared at event end time; guests are welcome to stay until the taproom closes.
- Outside food and non-alcoholic drinks CAN be brought in.
- Renter is responsible for any decorations, linens, silverware, and napkins.
- Renter will accommodate and get approval from Inner Groove Brewing to bring in any additional tables, chairs, or other furniture.
- **NO OUTSIDE ALCOHOL PERMITTED AND STRICTLY ENFORCED.**
- If you would like to schedule entertainment of any kind, it must be approved by Inner Groove Brewing.
- Smoking and/or Vaping is not allowed in the facility.

**By signing this document, I acknowledge and agree to the following:**

- I have read and understand Inner Groove Brewing's rental policy.
- Though I have rented space at Inner Groove Brewing, I have not rented the entire building/facility and the remainder of the facility may be open to other guests during the event, based on agreement.
- Semi-private rentals; I understand there may be other noise as a result of possible surrounding live music performances and members of the public present in areas surrounding the rented indoor space.

· I will uphold all Pennsylvania liquor laws and will not serve alcohol to the guests of my event if they are under 21 years of age, or visibly intoxicated. I also understand that Inner Groove must not serve visibly intoxicated individuals of any age and respect all policies as such.

I, as an authorized representative of the renting party shall, to the extent permitted by law, indemnify and hold harmless Inner Groove Brewing and their employees, representatives, agents and assign from and against claims, damages, losses, and expenses, including but not limited to attorney fees, arising out of or resulting from the Renter's event(s).

|               |               |             |
|---------------|---------------|-------------|
| SIGNATURE     | PRINTED NAME  | DATE        |
| DATE OF EVENT | TIME OF EVENT | # OF GUESTS |

|              |
|--------------|
| MIN. BAR TAB |
|--------------|