



Private Event Contract

Occupancy

The restaurant is available for a private, full room rental on a contracted basis. Warehouse Tap Room can host private functions with a minimum of 50 guests and not exceeding 100.

Minimums

For private events, Warehouse Tap Room's minimum amount of guests is 50. Any group that does not reach the specified food and beverage minimums will have the difference added to the bill for their event. Food and beverage minimums do not include applicable tax, service charges, audio/video rental fees, valet (outside vendor), or other incidental charges.

Decorating Restrictions

All decorating and décor plans must be approved by the general manager prior to the event and shall be removed immediately after the conclusion of the event. Glitter, confetti, rice, flower petals, bubbles, etc. are prohibited. All candles must be enclosed – tea lights, votive or floating candles are allowed. Warehouse Tap Room prohibits pillar and taper candles not enclosed in glass. Prohibited items or failure to remove decorations will result in a \$100 cleanup fee.

Availability and Booking your Event

Warehouse Tap Room is available to rent on Sundays. All events are booked on a first come, first serve basis and are only considered reserved once a fully executed contract and room fee have been received by Warehouse Tap Room. Dates will not be held prior to receiving deposit.

Food and Beverage

All food and beverage shall be supplied and prepared by Warehouse Tap Room as contracted. No client nor his/her guests may bring or remove any food or beverage from the event without prior written approval by WTR. A menu will be created based on the standard menu at Warehouse Tap Room and the food will be served buffet style. These menus will consist of all-you-can-eat pizza and salad. Due to health department

regulations, no other food can be brought into the restaurant. One glass of beer OR wine is included per guest and some exclusions may apply on certain beers and/or wine. A corkage fee of \$20 applies to any 750ml of wine and \$40 for a 1.5L bottle. Restaurant promotions are not valid during private events.

Price, Service Charges, Sales Tax and payment

The price per person at Warehouse Tap Room is \$30 per guest for private events. A room fee of \$250 is also associated with all WTR private events and shall be paid as deposit to reserve the space. All food, beverage, service and audio-visual charges are subject to Maryland State Tax (the current rate is 6% for food and 9% for alcohol). Private parties will be on one check. In addition, a 20% gratuity will be added to all checks. One bill will be presented to the host and must be paid in full at the conclusion of the function. In the event that the host elects to have a cash bar, the 20% gratuity will be applied to the entire contracted food and beverage minimum.

Cancellation Policy

The following fee(s) will apply to those who cancel their event:

0-7 calendar days prior: 100% deposit

8-14 calendar days prior: 50% deposit

Name: _____

Email Address: _____

Phone Number: _____

Name on Credit card: _____

Credit Card #: _____

Expiration Date: _____

CVV: _____

Zip Code: _____

Signature: _____