

East Rock Brewing Company Facility Rental Agreement

This Facility Rental Agreement (“Agreement”) is made between **East Rock Brewing Company** (“Venue”) and the undersigned individual or entity (“Renter”). By signing below, the Renter agrees to comply with all the policies, procedures, and terms outlined herein.

1. DEPOSIT

A non-refundable deposit of **33%** of the room rental fee is required to secure the requested date and time. The party may exceed the scheduled time only with prior written consent from Venue management, pending space availability. Additional hourly rates will apply to any extended time.

2. GRATUITY

An automatic **18% gratuity** will be added to the final room rental cost.

3. PAYMENT

If the cardholder will not be present on the day of the event, payment arrangements must be made and approved no later than **three (3) days** before the event.

4. CANCELLATIONS

Cancellations made **seven (7) or more days** before the scheduled event date will be refunded, minus the non-refundable deposit. Cancellations made **six (6) days or fewer** prior to the event may be rescheduled within **180 days**. The deposit may be applied to a future available date.

5. CHILDREN

All individuals under the age of 21 must be accompanied by a parent or legal guardian. Children must be diligently monitored at all times. Failure to monitor children may result in guests being asked to leave. East Rock Brewing Company is not liable for any injuries or damages involving unattended minors.

6. FOOD

Outside food may be brought in. Please allow **7–14 days** prior to the event for coordination of catering services if being used. For a list of recommended local caterers, contact a Venue representative.

7. ALCOHOL

Unopened and sealed alcohol may be accepted only as a **gift** to an attendee. **No outside alcohol may be consumed** on premises. Any open containers not provided by East Rock Brewing Company will be confiscated, and the offending party may be asked to leave.

8. INTOXICATION & CONDUCT

Venue staff reserves the right to discontinue alcohol service to any guest deemed intoxicated and may eject any individual exhibiting unruly, disrespectful, or unsafe behavior.

9. BEVERAGE OPTIONS

- **Open Tab:** The host covers all drinks, and an 18% gratuity applies. The tab must be closed at the end of the event.
 - **Drink Tickets:** The host determines the quantity of tickets which are redeemed at the bar for drinks. An 18% gratuity applies, and the tab must be closed at the end of the event.
 - **Cash Bar:** Guests pay individually for their drinks.
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10. DAMAGES

The Renter is responsible for any damage to the premises exceeding normal wear and tear. Any such damage will be billed to the Renter.

11. CLEANING

Guests are expected to leave the space in a similar condition to those found at the beginning of their rental. Waste should be disposed of in designated receptacles. A cleaning fee may apply if a substantial mess remains.

12. PERSONAL PROPERTY

The Venue is not responsible for any lost, missing, or stolen items. Guests are responsible for their own belongings.

13. SETUP & BREAKDOWN

Access to the space is permitted **30 minutes prior** to the event start time. Guests must vacate the space within **15 minutes after** the event concludes.

14. DECORATIONS

- No loose glitter or confetti.
 - Open flames require prior approval.
 - No items may be affixed to electrical fixtures, conduits, plumbing, or artwork.
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15. MUSIC

The Venue offers a wide range of music via its in-house system. Live music or DJs are allowed but must be discussed and approved prior to booking.

16. THIRD-PARTY SERVICES

East Rock Brewing Company is **not responsible** for any third-party purchases, agreements, or service arrangements made independently by the Renter. This includes, but is not limited to:

- Food and catering services
- Entertainment services (e.g., DJs, musicians)
- Décor or furniture rentals
- Delivery, transportation, or photography services

The Renter assumes full responsibility for the performance and reliability of any third-party vendors. The Venue is not responsible for the failure of, cancellation of, or any disputes involving outside vendors. All third-party services must comply with Venue policies, and the Venue reserves the right to deny access to vendors that violate safety or conduct expectations. **All renters must notify East Rock Brewing Company of any third-party vendors they intend to use upon booking.** This includes providing the name, nature of the service, and up-to-date contact details for each vendor. Failure to disclose vendor information in advance may result in denial of vendor access.

Facility Rental Details

Detail	Information
Name	
Email	
Phone Number	
Event Date	
Start Time	
End Time	
Rental Fee	
Gratuuity (18%)	
Total Due	
Deposit Paid	
Balance Due	
Card Info (if cardholder is not present)	

Acknowledgment

By signing below, the Renter acknowledges and agrees to comply with all East Rock Brewing Company policies and procedures outlined in this Agreement.

Renter Name (Print):

Signature:

Date: _____

East Rock Brewing Company Representative:

Signature:

Date: _____