

# **EVENT HOSTING AGREEMENT**

45689 Hayes Rd, Shelby Township admin@sherwoodbrewing.com sherwoodbrewing.com/catering

READ OUR POLICIES BELOW. YOU WILL BE RESPONSIBLE FOR ENSURING ALL GUESTS ABIDE BY THEM.

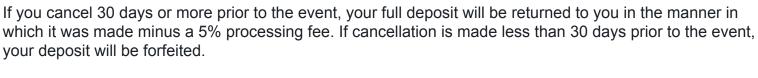
Please initial next to each policy indicating your understanding and agreement.

NAME	DATE OF EVENT
PHONE	EMAIL
EVENT SPACES	
	te that seats up to 24 guests. If more than 24 guests, we'll keep the dining room and section it off with a partition wall.
The Nightcap - Tucked away at the W speakeasy-style vibe. Room max is 1	ood, this room offers dim lighting, vintage furnishings, and a guests.
Dining Room – Host parties of up to 1	145 guests in our main dining area.
Full Brewery – On Mondays we're clo	sed to the public so you can have the entire place to yourselves!
The brewery is also available outside meetings, and seminars.	of regular business hours to host private breakfasts, luncheons,
	day event is 50 guests and there is a 4 hour time frame for set up, the me over 4 hours will be billed at \$100 per hour or portion of. There is
We understand that things happen an than 5 guests do not show you will be	nd will allow your count to drop by 5 on the day of the event. If more charged \$15 for each.
	or any event will be mutually agreed upon between SBC and the host in. Only 4 guests will be allowed in to set up prior to the event. Bar is, until the event start time.
more information. Check your SPAM	TION POLICY rm you will receive a draft of your event order or an email asking for folder and contact admin@sherwoodbrewing.com if you do not ft can be changed as needed up until approximately 2 weeks from the

A \$100 deposit is needed to confirm the booking of your event and to hold the date. Payment options are listed at the end of this document. Your deposit will be deducted from the final payment which is due at the

event date. At that time a final food order and more accurate count is due.

conclusion of your event.



## TAX & GRATUITY

A 6% state sales tax will be added to all taxable items. Gratuity is appreciated and will be disbursed to staff working the event.

# FOOD

Food is served approximately 15 minutes after the event start time unless noted differently on your order form. Food portions are pre-measured and will not be restocked. Additional food may be ordered during the event but is subject to availability and charges will apply. You will be billed for the additional food and beverages (as outlined in your final event order) at the conclusion of your event. This may be paid with a credit card or cash. No checks.

Leftover food will not be refunded. We will provide carry out containers for non potentially hazardous foods (according to health department food safety standards). We are happy to make recommendations regarding quantities as we plan your event, but will not be responsible for how much your guests actually eat.

#### OUTSIDE FOOD & DRINK

Due to licensing restrictions, outside food is not allowed to be brought into the brewery. Exceptions may be made for occasion cakes. We do not provide any cutting services, nor do we provide plates, napkins, or plasticware for the cakes...you must provide your own. Please let us know if you are interested in bringing an outside dessert. If you need a referral for a baker we can help!

## SMASH CAKES

Adorable, but messy! Please bring a floor covering (disposable tablecloth, shower curtain, drop cloth) to put under the baby's chair.

# ALCOHOLIC BEVERAGES

We brew all of our beers and make all of our wines, ciders, meads, and hard seltzers. We do not offer open bar packages. Each beverage may be added to your tab or placed on individual guest tabs.

Alcoholic beverages are not available in pitchers. They are available by the glass only at menu price.

You may limit the number of drinks added to your tab and we can provide you with drink tickets for this purpose. Our selection changes frequently and our current beverage menu can be found here https://www.sherwoodbrewing.com/beermenu

All guests drinking and/or ordering alcoholic beverages must have a valid ID proving they are 21 years of age. If a minor or anyone without valid identification is caught attempting to order or drink alcohol they will be asked to leave. You, as the host, may also be required to pay for all food and drink served, thus far, and leave. No refunds will be given. No exceptions will be made.

## NON-ALCOHOLIC BEVERAGES

We proudly serve Detroit City Soda which are available in a variety of flavors and sizes. Made with pure cane sugar, no GMO's, and gluten free. Freshly brewed and flavored iced teas, mocktails, hot tea and coffee are also available.

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Damage/excessive clean up includes bu	t is not limited to:
<ul> <li>Labor to clean up unnecessary messes cleanup</li> </ul>	s such as vomit, smash cakes, confetti, etc or for extra restroor
<ul> <li>Damage to the facility in any form inclu</li> </ul>	iding tape placed on walls or holes from the use of push pins.
• •	tables or the floor are welcome. Nothing may be hung on the ons with air are fine. Please ask prior to your event if you have
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•	vent hosting policies, please initial all sections, sign below
and return this document (or a photog	graph of it) to admin@sherwoodbrewing.com.
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` .	graph of it) to admin@sherwoodbrewing.com.
` .	graph of it) to admin@sherwoodbrewing.com.
PRINTED NAME OF HOST/RESPONSING Signature of Responsible Party  DEPOSIT: To pay deposit by credit card: (please	praph of it) to admin@sherwoodbrewing.com.  BLE PARTY:  Date  circle) AMEX, VISA, MC, Discover
PRINTED NAME OF HOST/RESPONSII  Signature of Responsible Party  DEPOSIT: To pay deposit by credit card: (please Account:	praph of it) to admin@sherwoodbrewing.com.  BLE PARTY:  Date  circle) AMEX, VISA, MC, Discover
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You may also stop into the brewery and pay by cash or credit card.