



# 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**

The Hop Room – A cozy private space that seats up to 24 guests. If more than 24 guests, we'll keep the sliding doors open into the back of the dining room and section it off with a partition wall.

The Nightcap - Tucked away at the Wood, this room offers dim lighting, vintage furnishings, and a speakeasy-style vibe. Room max is 18 guests.

Dining Room – Host parties of up to 145 guests in our main dining area.

Full Brewery – On Mondays we're closed to the public so you can have the entire place to yourselves!

The brewery is also available outside of regular business hours to host private breakfasts, luncheons, meetings, and seminars.

## \_\_\_\_\_ **GUEST MINIMUM & TIME CONSTRAINTS**

The minimum guest count for a **Monday event** is 50 guests and there is a 4 hour time frame for set up, the event, and clean up. Any amount of time over 4 hours will be billed at \$100 per hour or portion of. There is no minimum guest count on the days we are open to the public.

We understand that things happen and will allow your count to drop by 5 on the day of the event. If more than 5 guests do not show you will be charged \$15 for each.

\_\_\_\_\_ **SET UP TIME** Set up time for any event will be mutually agreed upon between SBC and the host and indicated on the event order form. Only 4 guests will be allowed in to set up prior to the event. Bar service will not be available, however, until the event start time.

## \_\_\_\_\_ **DEPOSIT AND CANCELLATION POLICY**

Once you submit the online inquiry form you will receive a draft of your event order or an email asking for more information. Check your SPAM folder and contact admin@sherwoodbrewing.com if you do not receive one within 48 hours. This draft can be changed as needed up until approximately 2 weeks from the event date. At that time a final food order and more accurate count is due.

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 conclusion of your event.

If you cancel 30 days or more prior to the event, your full deposit will be returned to you in the manner in which it was made minus a 5% processing fee. If cancellation is made less than 30 days prior to the event, your deposit will be forfeited.

### **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.

### **DAMAGE/EXCESSIVE CLEAN UP**

Sherwood Brewing Company reserves the right to add a \$25 damage/clean up fee to the host's final payment for extraordinary cleanup or destruction of any property located in, on, or around the premises.

Damage/excessive clean up includes but is not limited to:

- Labor to clean up unnecessary messes such as vomit, smash cakes, confetti, etc or for extra restroom cleanup
- Damage to the facility in any form including tape placed on walls or holes from the use of push pins.

### **DECORATING**

Decorations that can be easily placed on tables or the floor are welcome. Nothing may be hung on the walls. No glitter or helium balloons. Balloons with air are fine. Please ask prior to your event if you have questions or concerns.

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Upon review and acceptance of our event hosting policies, please initial all sections, sign below, and return this document (or a photograph of it) to [admin@sherwoodbrewing.com](mailto:admin@sherwoodbrewing.com).

PRINTED NAME OF HOST/RESPONSIBLE PARTY: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Responsible Party*

\_\_\_\_\_  
*Date*

### **DEPOSIT:**

To pay deposit by credit card: (please circle) AMEX, VISA, MC, Discover

Account: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

To pay by Venmo (do not send as a purchase): @sherwoodbrewing.com

You may also stop into the brewery and pay by cash or credit card.