

EVENT CONTRACT

# *Sister Lakes*

— BREWING COMPANY —

FOSTERING COMMUNITY, ONE PINT AT A TIME

# Sister Lakes

## — BREWING COMPANY —

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SISTER LAKES BREWING COMPANY  
92500 COUNTY ROAD 690, DOWAGIAC, MI 49047  
(269) 332-5135, WWW.SISTERLAKESBREWING.COM

### EVENT CONTRACT

#### CONTACT INFORMATION

CLIENT/HOST NAME \_\_\_\_\_

COMPANY/ORGANIZATION (if applicable) \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

LEAD CONTACT PERSON \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ SECONDARY PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

#### EVENT INFORMATION

Sister Lakes Brewing Company will host the following event at its facility, further discussed below, based on the following terms and conditions:

DATE OF EVENT \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

ARRIVAL/SETUP TIME \_\_\_\_\_ ESTIMATED GUEST COUNT \_\_\_\_\_

SERVICE TIME FOR FOOD \_\_\_\_\_ SERVICE TIME FOR BAR \_\_\_\_\_

DEPOSIT AMOUNT \_\_\_\_\_ DEPOSIT PAID \_\_\_\_\_

METHOD \_\_\_\_\_ CHECK # \_\_\_\_\_ CC LAST 4 DIGITS \_\_\_\_\_

ADDITIONAL INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FACILITIES, PRICING AND TERMS

### PRIMARY "TOWN HALL" EVENT SPACE

Rental includes a 3-hour private use of the Town Hall facilities, plus 1-hour of setup time.

- FRIDAY - SUNDAY: \$500 RENTAL FEE
- MONDAY - THURSDAY: \$400 RENTAL FEE
- ADDITIONAL TIME IS BILLED AT \$100 PER HOUR: ADDITIONAL HOURS\_\_\_\_\_ \$\_\_\_\_\_

### ADDITIONAL OUTSIDE SPACE

Rental includes private use of the outdoor Courtyard Biergarten or Backyard Biergarten.

- \$500 / hour: hours\_\_\_\_\_ \$\_\_\_\_\_

## TERMS OF AGREEMENT

This reservation agreement covers the rental space specified, as is, as well as access to the parking lot, private outdoor patio and designated private restrooms. All other areas not reserved in this contract will remain open for regular business activities during regular business hours.

CLIENT'S INITIALS\_\_\_\_\_

## PAYMENT AND DEPOSIT

A signed contract with a 50% deposit of contract agreement will secure your event and date. Deposits paid with credit card will be charged 3% to cover processing fees. Deposit will be applied to the final bill at the end of the event if no damage to the facility has occurred. The host understands that a deposit reserves their event date and refund of the deposit will only be given with a cancellation notice of 90 days prior to the event. Less than 90 days will result in loss of deposit.

The final guest count must be submitted to Sister Lakes Brewing Company 10 business days before the event, if selection is not made Sister Lakes Brewing Company reserves the right to cancel the event and the deposit will be forfeited.

CLIENT'S INITIALS\_\_\_\_\_

## RENTAL SPACE FACILITIES

Rental includes a 3-hour private use of the Town Hall facilities including; access to the parking lot, 1,600 square foot hall, private outdoor patio and designated private restrooms, plus 1-hour of setup time prior to the event. Events are allotted for the specific time in the contract with an additional charge for every hour thereafter. All events must conclude by 12am unless otherwise agreed upon in writing. All items brought on premise will be removed by the hosting party. Clean-up must be completed within one hour of event end. All decorations and application of decorations must be approved by Sister Lakes Brewing Company prior to the event and removed by hosting party after the event. Guests are to remain in the specific areas rented and not to interfere with patrons and service in the Sister Lakes Brewing Company adjacent facilities.

CLIENT'S INITIALS\_\_\_\_\_

## DINING SERVICES

All food and beverage must be purchased through the Sister Lakes Brewing Company or an approved vendor. Refer to the 'Menu Agreement' for specifics on menu items and pricing for your event. Special menus or modified menus and associated pricing available upon request.

A 20% service charge and 6% Michigan sales tax will be applied to all food purchased. No food is allowed from outside sources except for an event cake made from a state certified establishment/kitchen. Sister Lakes Brewing Company will not transport wedding cakes and is not responsible for cake left at the premises.

Final menu selection and guest count must be submitted to Sister Lakes Brewing Company in writing 10 business days before the event. Menu prices are not guaranteed until a selection has been submitted. If event is based on guest count, you will be charged for guaranteed guest count or actual guest count, whichever is higher.

CLIENT'S INITIALS\_\_\_\_\_

## BAR SERVICE

Beverage service is based on 3 hours of service time. A 20% service charge and 6% Michigan sales tax will be applied to all beverages purchased. It is a strict violation of the Sister Lakes Brewing Company's brewing license to consume or hold any alcohol on the premise that was not purchased through Sister Lakes Brewing Company. The hosting party will be subject to a \$250 fine per item for any alcoholic beverage found that was not purchased through Sister Lakes Brewing Company. Sister Lakes Brewing Company will also enforce their right to confiscate all outside alcohol and remove any guest who violates the facility's liquor policy. All guests consuming alcohol must be 21 years or older and are required to have their legal identification on the premises. Sister Lakes Brewing Company reserves the right to refuse service if there is a legitimate reason to do so. All bar service options require a bar setup fee of:

### BAR SETUP

- \$100 SETUP FEE FOR EVENTS WITH 0-40 GUESTS, TO BE PAID BY HOST
- \$200 SETUP FEE FOR EVENTS WITH 41-90 GUESTS, TO BE PAID BY HOST

### DRINK PACKAGES

- BEER + WINE + N/A BEVERAGES (ALL GUESTS OVER 21):  
Package includes beer, wine, hard cider, iced tea and soft drinks  
\$25 PER GUEST, GUEST # \_\_\_\_\_ \$ \_\_\_\_\_
- SOFT DRINK PACKAGES (GUESTS UNDER 21)  
Package includes juice and soft drinks  
\$10 PER GUEST, GUEST # \_\_\_\_\_ \$ \_\_\_\_\_

### OPEN BAR

Host is required to pay the difference between actual bar tab and any required contract minimum remaining

### CASH BAR

Each guest to pay for their own drinks as ordered  
Host is required to pay the difference between actual bar tab and required contract minimum

CLIENT'S INITIALS \_\_\_\_\_

## DAMAGE LIABILITY

The host is renting the space and expected to return it as found, aside from usual cleanup. The host is responsible for any damages, loss or liability incurred on the premises by the host or their guests and/or by any persons contracted by the host to provide services prior to, during or after the event, and shall reimburse Sister Lakes Brewing Company for any of the above mentioned. As well as any cleanup deemed excessive by the Manager on Duty, will be subject to additional clean up fee, depending on severity of cleanup needed.

CLIENT'S INITIALS \_\_\_\_\_

Sister Lakes Brewing Company shall not be responsible for damages, loss or theft of personal articles left on premise prior to, during or after the event. Cars left on the property over 24 hours will be subject to towing unless prior arrangements have been made with management.

CLIENT'S INITIALS \_\_\_\_\_

CLIENT/HOST SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SLBC EVENT COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_