Event Agreement

Hop Valley Tasting Room
990 W. 1st Ave

The Barrel Room Rental

Thank you for choosing Hop Valley to host your event, we are excited to have you! We hope to make your event as exciting, convenient and enjoyable as possible. The more information we get from you prior to your event, the better we can serve you.

Following, are the terms that are required for a room rental of our private space, the Barrel Room. Any questions you may have we are happy to answer, please direct your correspondence to our reservations email- reservations@hopvalleybrewing.com. We look forward to having you.

1. Rental space information

    a. The Barrel Room has a max capacity of 80 people.

    b. The patio space holds an additional 60 people at tables and standing room. The patio space can be added to rental space for an extra charge of $200.00.

    c. Full screen pull down projector available for use if needed.

    d. Room is allowed to be arranged, decorated and accommodated to the needs that suit your party best. If furniture needs to be significantly rearranged, we ask the party host to please assist with this prior to beginning of event. Hosts are allowed to come in 30 minutes before the start time of the event to setup/decorate. If guests want to set up decorations, please use masking tape or painters' tape only

    e. If the host and guests arrive early, we are more than happy to provide you with a table in our Green Room or Tasting Room while you wait for your event to begin. If you wish to begin service in the Barrel Room ahead of schedule, we are more than willing to accommodate and extend your rental time (sec. 2.d.) (sec. 4.c.). Subject to space availability.

    f. We have televisions in the Barrel Room that are available for use and also have Bluetooth capable speakers + mic.

    g. We do not allow personal audio monitors.

    h. The bar in the Barrel Room is a private bar and will be staffed for your rental. The bar will be staffed with 2 bartenders for groups with 50+ guests.

    i. We are open from 11:30am – 9pm every day.

2. Rental charges

    a. We require a room rental fee in order to close the space for a private party. The room rental fee varies depending on the date and time you are hosting your event.

    b. **We require a non-refundable $100 rental fee deposit**. This deposit secures the space for you. The deposit will be credited towards your room rental fee.

c. We require a minimum food and beverage charge for all groups who are renting out the barrel room. This charge can be applied to pre-ordered catered food. If the minimum food and beverage is not met, the remaining balance will be added to the bill. This amount is subject to day and guest count.

d. The space is rented out for a 3-hour time period. Additional per hour charges apply for parties lasting longer than 3 hours. Extended rental times are dependent on space availability and hours of operation. If guests want to extend the time, it is $150 per extra hour.

f. If any items in the room such as: projector, microphone, etc. break, guests will pay for damages within 24 hours.

h. For late cancelations (48 hours prior to the event) the host will be charged the catered food cost plus the catering fee. **This will be applied to the card used for the rental fee deposit.**

3. Catered Food

a. For parties looking to rent the Barrel Room, we offer a catering menu to have food prepared for guests upon arrival, or upon requested time. Food is served buffet style. To ensure food quality, guests are advised to adhere with the time set for service.

b. For parties of 25 or more that are looking to order food, we require the food be catered and pre-ordered. We want to ensure your party is served promptly.

c. Guests are required to pay a 20% catering fee based on the total catered food bill. Server gratuity is not included in this fee.

d. We kindly ask that guests do not bring in outside food or beverages. For specialty items that we do not offer i.e. desserts, please ask ahead of time for approval. We charge a $25 cakeage fee and a $15 corkage fee.

e. **Guests are required to submit their catered food order at least two weeks prior to event date to guarantee we have all menu items available. If we do not receive a catered food order within one week of the event, we will cancel the event.**

4. Service Staff

a. We will always make sure there is a friendly member of our staff to serve your party. We kindly ask that for parties renting the space, they place their food and/or beverage order with their designated server(s) only and avoid ordering from the bar in the Tasting Room. This will ensure organization for our staff and allow easier check out when guests are ready to leave.

b. Guests will pay a Server Fee of $100 per server. (see section 1.h.)

c. Guests that extend their rental time will pay an additional $50 per server, per hour.

5. Payment

a. Payment can be handled prior to the event or day of.

b. Payment is accepted in cash, or any major credit/debit card. Checks are not accepted. Exception (sec 5. c.)

c. In certain instances where invoice payment is the only option, we are able to make accommodations. If you are paying with an invoice there is a $50 invoicing fee. Invoices must be paid within one business week after the event with check, credit card, or cash. There will be a 10% late fee (of total bill) added for each week payment is late.