

City Acre Brewing FAQs

Can I bring my own dessert?

Yes, desserts are allowed with no additional charge. If you would like City Acre to provide the plates and forks, there is a small charge per person. However, if you supply your own plates and forks, there is no charge. Desserts being delivered to our site must be met by a representative of your party and only during the rental period. Refrigerated dessert storage is not available without prior arrangement. Storage in an air-conditioned space is available inside the house (if renting).

Is outside food or alcohol allowed?

No, with the exception of cakes, cupcakes or cookies. All other food and alcohol must be purchased through us as we are a licensed bar and restaurant. Liquor is not allowed on the premises. Outside alcohol will result in fines and potentially expulsion.

When do we need to have our timeline and layout approved?

For **full backyard** rentals, layouts and event timelines must be ready and approved by two weeks out which means they must be sent to City Acre a week before that. For **full buy-out** rentals, layouts and event timelines must be ready and approved by four weeks out which means they must be sent to City Acre a week before that. For **smaller events** renting only the pavilion or biergarten, an email with your event contact person stating the times for appetizers and dinner service are sufficient. Those must be received no later than two weeks out.

If we rent the backyard, how many beers can we choose for the outside bar?

If your party is greater than 50 people, or you rent out the entire backyard, you get a dedicated bartender. For parties up to 99 people, you can choose two standards beers to have on tap. For parties of 100 or more, you can choose three beers to have on tap.

Will I have early access to the rental space for decorating or dropping off?

Generally your party will only have access to the rental area for the allotted time as there are often back-to-back events for half-day rentals or no staff available beyond our regular hours for full day rentals. Additional rental time may be available on an hourly basis subject to availability and approval.

What alcoholic drinks besides beer do you have available?

We typically stock a pinot noir, pinot grigio, champagne and cider. These typically run about \$7 per glass. If you would like to order a wine that we do not normally stock, we can get a price for you. Other wines besides what we carry will require you to purchase an entire case but any remaining wine can leave with you. If your group is particularly wine-heavy, please inform us so we can make sure to have plenty for your guests. We can also make custom kegs of beer-based cocktails. Ask us what's available this season.

What non-alcoholic drinks do you have available?

We make our own sodas to order in house. If you would like a keg of one of our regularly offered sodas for an event, we can provide a quote for that. If you would like to get a custom soda flavor, we'd be

City Acre Brewing FAQs

more than happy to work with you to figure out what that is. We also offer an iced tea or coffee service bar for your event.

What about the rental of tents, chairs, linens, fans or heaters?

All additional equipment rental must be through City Acre. For the most part, last minute rentals can be secured the Monday morning before a weekend if necessary but is subject to availability or permitting (if required). Rental of a tent will require us to do your table set up. You must have an approved layout showing the location of equipment no later than two weeks out from your event. Once the equipment is in place for the event, City Acre is not responsible for moving it to different locations during the rental period unless you secure movers prior to the event.

We have the ability to rent small amounts of equipment from a local supplier on a last minute basis:

- **Heaters:** up to four can be rented with as little notice as two days. More will require a special quote.
- **Fans:** up to two drum fans can be rented with as little notice as two days. More will require a special quote.
- **Folding/Ceremony Chairs:** up to 24 black and brown chairs can be rented with as little notice as two days. More will require a special quote. White chairs are also a special quote.
- **Linens:** up to 14 black linens are available for our large 9' tables with as little notice as two days. Different colors will require a special quote.
- **3' square tables:** up to eight can be rented with as little notice as two days. More will require a special quote.

What's the largest tent that can be rented for the site?

The largest tent that can fit in the backyard is 40'x40' however, at this size the City of Houston requires permitting and Fire Marshal approval. Either two, 20'x 20' tents side by side or a 30'x40' tent are recommended for ease or cost-effectiveness.

Does the rental of equipment count towards the minimum tab?

Only food and beverage purchases go towards reaching the minimum tab.

Do you have items like, tape, zip ties, scissors, ladders and extension cords?

We typically do not have these items on hand. We do have a few extra extension cords available to rent but we encourage everyone to assemble a bag of tools and accessories before the event. There is a Home Depot and a dollar store very close to City Acre (at Little York and Hwy 59) for any last minute items.

What are our options for music?

Full backyard events have the option to use the music available on the house system, rent an outside DJ, or rent our PA speaker system which comes with a microphone and an auxiliary cord connection. We would be happy to provide recommendations for DJs we've worked with previously. DJs must contain their music to the rental area (i.e. we shouldn't hear your music at the taproom) and music must go off

City Acre Brewing FAQs

at 10:30 on a Friday or Saturday and 7:30 on a Sunday. **Smaller events** renting only the pavilion or biergarten are limited to the house music or the use of small personal speakers. Your music must stay contained in your area and not encroach on other parties. **Full buyout** rentals can either rent a DJ, rent our PA speaker system which comes with a microphone and an auxiliary cord connection, or use our house music system at no charge.

What about hot stuff (candles and sparklers)?

Candles are not permitted inside the house. Smoking, including e-cigs and vapes are not allowed in the house. Smoking is allowed on the grounds. Candles are allowed outside in the backyard area but they must be in a container such as a glass vase and must not leave wax on tablecloths or tables. Sparklers are obviously not allowed in the house. Sparklers are only allowed over areas without vegetation (i.e. concrete and gravel) and the renters must provide a bucket of sand for their guests to extinguish the sparklers.

What's the payment schedule?

If an event is more than 12 weeks away, 25% of the minimum tab is due to reserve the date. Another 25% is due 12 weeks out from the event. On the day of your event, you will get credit on your tab for those two deposits. Larger events renting out the backyard (with or without the house) are required to supply a security deposit in the amount shown on their quote no later than two weeks from the event. The security deposit shall be in the form of a paper check that will be destroyed or returned in the event that there is no damage.

What if I don't meet the minimum tab?

Failure to meet the minimum tab set for food and beverage will result in an extra charge in the shortfall between the actual tab and the minimum tab in pre-tax dollars. Using the remaining amounts at a future date is not an option.

When do I need to have my final headcount?

Large changes in guests (10% or more) for parties must be known as soon as possible and no later than two weeks out and may result in a change to the minimum tab required. Large reductions in headcounts may not reduce your minimum tab requirement. Small changes (3-5 people) for parties above 50 people are not generally a problem but a final headcount is due no later than one week out. Because most events fall on a weekend, please be sure to send the counts by the Friday before a week before the event.

When are appropriate times to meet to talk about my event?

Generally your event contact person can be available Wednesday through Sunday by appointment. Please email them to set something up. If food beyond the standard menu (custom buffet) needs to be discussed, please let your contact know so they can include the chef.