

# City Acre Brewing Company Rental General Policies

- 1) A deposit for the rental is due at the time of reservation unless otherwise agreed upon in writing. Security deposits for potential damages are due one month prior to the event. See the payment schedule portion of your quote for details. Failure to pay the required amounts by the appropriate dates may result in cancellation or delay of the event.
- 2) If the event is more than 30 days away, food pricing is an estimate and will not be firm until 30 days prior to the event. Large changes in estimated attendance may not decrease your cost on a per person basis or the agreed-upon minimum tab and may result in a complete requote. Numbers exceeding the estimated attendance may raise the renter's required minimum required tab or invoke fines starting at \$150.
- 3) The unused portion of the security deposit will be returned within 30 days after the event.
- 4) If renting the entire yard and house area, a site plan and schedule must be agreed upon 30 days prior to the event. Food service time must be agreed upon and managed with the restaurant's normal customer load.
- 5) Cancellation or date change for an event may result in a loss of part or all the deposit. In some cases, the deposit may be applied to an event in the future within 90 days and at the discretion of City Acre Brewing. If a date change is approved, it is only allowed once. Any deposit used to reserve a date is non-refundable once paid.
- 6) All alcohol and food must be purchased through City Acre Brewing. Liquor is not allowed on the premises. Outside beverage fines begin at \$50 and go higher depending on the severity. Outside desserts are allowed with prior written approval but flatware and plates are not provided unless City Acre is providing your cake service. Any food, even food for children must be approved before it is brought onsite.
- 7) For parties over 100 guests, the use of rented security personnel is required.
- 8) City Acre will provide drinkware, plates, flatware and paper napkins for your event as long as they are providing food. Cloth napkins are available at an additional charge and with notice. Linens are included for the bar and food service areas. Additional linens for the guest tables may be rented through City Acre. If the customer brings in outside dishes or glassware for event use, it must arrive clean and ready to use. Any cleaning required by City Acre for service may result in a charge of \$1 per item.
- 9) Electricity is supplied to the renters for minor use such as sound systems and lighting. Additional lighting beyond what is permanently installed on the grounds or in tents in the area must be rented through City Acre or supplied by the renters. Any extension cords required must be rented through City Acre or supplied by the renters. Electrical accessories installed by the renters must be neat and covered as required to prevent tripping hazards.
- 10) Some tables and benches are included for the rented outdoor areas. Any furniture, pictures or other City Acre property may be moved around to suit the event but they must be returned to their original position and condition (no staples allowed) by the end of the event. Additional equipment must be rented through City Acre. Rented chairs must be folded and stacked and all decorations removed. If City Acre is providing your set-up and take-down, they will remove simple decorations that can be easily untied or cut. Stickers and tape that are difficult to take off must be completely removed by the renters or they risk a \$5 charge per affected chair.
- 11) City Acre is not responsible for any issues arising from Force Majeure and therefore problems created from weather, utility outages, war, disease and other acts of god are not reason for a cancellation or a refund.
- 12) Trash pick-up and table bussing from normal service will be handled by City Acre staff. Excessive litter from items like glitter, confetti, fake flower petals, balloons or anything else that is non-biodegradable is the responsibility of the renters and must be removed by the end of the day or they risk losing a portion of their security deposit. All decorations and personal items must be removed by the end of the rental period. This includes large trash such as boxes. Failure to remove items by the end of the rental period may result in a loss of the security deposit.
- 13) Renters must keep their party, decorations and music contained in the area they are renting. Please be courteous to our neighbors and other guests.
- 14) Each rental carries a minimum tab for beer and food depending on the portion of City Acre that is rented. The details shall appear on the quote. Bar tabs are paid on the day of the event unless otherwise arranged. If the minimum tab is not reached, the renters will be charged the agreed upon amount. A 20% gratuity will be added to the final food and beverage tab. Equipment and merchandise does not count towards total. The minimum tab quoted is exclusive of sales tax and gratuity. Sales tax for the entire food and beverage bill is calculated and charged at the end of the event.
- 15) All music must end by 10:00 pm on Fridays and Saturdays and 9:00pm Sunday through Thursday. A/V equipment or DJs may be provided by the renter but coordination of their set up must be within the rental hours and with notice to City Acre.
- 16) Unless otherwise agreed upon, the day-long rental period is from 11:00am – 10:00pm for the day of the event. Half-days are 11:00am - 4:00pm or 5:00pm – 10:00 pm. Staff support may be available for a shorter period of time. Please consult your quote and the agreed upon schedule for the event. Events that are outside of normal hours may require additional fees if staff is required to be onsite. Rental periods reflect the time you must leave the property. Extra time may result in charges for keeping staff later.
- 17) Rowdy guests that refuse to calm down, may be asked to the event and denied re-entrance.
- 18) By signing this document, you and your guests agree to have images from your event shared on social media and promotional materials unless requested otherwise in writing.
- 19) Children must be watched by their parents or guardians at all times. The property is expansive and is impossible to make completely child-safe due to its natural state. City Acre is not responsible for injuries to you or your guests.
- 20) Any known food allergies must be disclosed to the City Acre staff before the event starts.

**I agree to the policies set forth in this document by City Acre Brewing Company, LLC**

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Signature

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Printed Name

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Date