

# PRIVATE EVENT GUIDELINES



## THE BASICS

- Must book for a minimum of 30 people.
- Reservations are 2 hours minimum and 4 hours maximum.
- 20% gratuity will be automatically applied to all tabs for your party.
- Depending on the date of your event, it may be subject to an event admin fee and/or a minimum spend deposit. See below for details.
- Your requested date/time are not confirmed until BRB receives your signed event waiver and event admin fee - if applicable.

## REFUNDABLE MINIMUM SPEND DEPOSIT & EVENT ADMIN FEE INFO

- **Event Admin Fee**
  - Typically ranges from \$250-\$500
  - Only applied to events booked between **April 1 - September 30** unless otherwise stated by BRB.
  - This is a one time fee. It is not refundable unless covered under our cancellation policy terms (see below).
  - The fee amount is determined by a variety of factors such as: event size, date, time, length, special requests, and other considerations.
- **Refundable Minimum Spend Deposit**
  - All events are subject to a minimum spend deposit unless otherwise indicated by Break Rock. The deposit amount is determined at the sole discretion of Break Rock and varies depending on event size, date, time, length, special requests, and other factors.
  - Minimum spend deposit must be provided the day of your event. If the deposit is not provided, your event will not be permitted to continue and you will be asked to leave.
  - Deposit can be submitted as cash, bank check, money order, or credit card. We do not accept personal checks. Upon your arrival, check in with the bar to provide this deposit to the manager on duty.
  - This deposit will be returned to you/your card at the conclusion of the event provided your group hits the minimum spend and no damage has been inflicted on the space.
  - The minimum spend deposit can be reached by any in-house product sales, merchandise sales, gift cards, snacks (food sold by pop ups do not count toward your minimum), non-alcoholic drinks such as soda/water/juice, and to-go products purchased on-site at Break Rock Brewing's taproom. Essentially, anything for sale at the brewery by Break Rock purchased by you or your guests during the event - goes toward your minimum spend. We encourage you and your guests to buy all non-alcoholic products at Break Rock as this will also count toward your minimum.
  - Event admin fee does not count toward your minimum spend!
  - Your party can either all be under one "open tab" or we can track each individual tab opened by guests in your party to work towards achieving your minimum. We do this by providing you with a hand stamp for your guests to identify who is a member of your group. We also ask that you encourage guests to identify as part of the party when ordering - this will help our staff and ensure their purchase counts toward the minimum spend.
  - If your minimum spend is not achieved by a combination of guests purchases, the difference will be subtracted from your deposit submitted at the start of your event. Then, any remaining balance from the deposit will be returned to you.

## WHAT WE PROVIDE

- We offer draft beer, hard seltzer, red/white/rose wine, and hard cider. By law, no outside alcoholic beverages (beer, wine, champagne, seltzer, spirits, or anything else) are allowed into the taproom. **This policy is zero tolerance!** If you or your guests bring in outside alcohol, your deposit and fees are forfeit and you will be asked to leave.
- We offer a selection of non-alcoholic beverages including non-alcoholic beer, bottled water, seltzer, sodas, & juice.
- We are not a restaurant and do not serve food. But we encourage you to cater your event however you see fit! Your party organizer is responsible for coordinating ordering, delivery, and clean-up. Please let us know if you are looking for local catering recommendations we are happy to help with a list of preferred caterers. Please note, we do not provide paper goods or cutlery. *\*\*If we have a food vendor booked on-site during the hours of your party we will require that your party uses them as the first option for food. If the vendor is unable to accommodate you, you may cater however you see fit.\*\**
- We can provide up to two 6-foot folding tables and one 4-foot folding table for food/dessert/etc. If tables are needed, please let us know. We recommend bringing tablecloths if you choose to use one of our folding tables.
- If you require early access for decorating, please request this so we can book/plan accordingly.

## WHAT WE NEED FROM YOU

- Please fill out the Event Request form under "Events" ---> "Private Parties" on our website for consideration. We book events on a first-booked basis. **Date is not secure until we receive your event waiver and if applicable, event admin fee.**
- If you have any specific needs or requests, please let us know when you fill out the form. This includes catering recommendations, table set-up needs, music requests, audio/visual requests, etc.

CONTACT: [EVENTS@BREAKROCKBREWING.COM](mailto:EVENTS@BREAKROCKBREWING.COM)

# EVENT WAIVER/RELEASE



## TERMS, CONDITIONS, AND ACKNOWLEDGEMENTS

- Management reserves the right to cancel an event at any time, for any reason, in its sole discretion, on notice to you at the contact information provided by you. In the instance that management cancels the event, any submitted deposits/fees will be returned in a timely manner.
- Cancellation policy: We require at least seven (7) calendar days prior notice of cancellation of your event for you to receive a full refund of your deposit and/or fee; if you cancel with under seven (3-6) calendar days until event, we will refund 50% of your deposit only; and if you cancel with less than forty-eight (48 hours) notice, you will forfeit 100% of your deposit and/or fee.
- Snow / Storm Policy: If the roads are safe to drive, we expect the party to continue. Specifically, if the State of Massachusetts and/or The City of Quincy declare a storm emergency specific to Quincy on the date and time of your party, we will work with you to identify a new date. If this is not possible, your fee/event deposit(s) will be returned.
- Prohibited Items/Activities: In addition to **any outside alcohol**, the following is prohibited from Break Rock Brewing: smoking/use of vaporizers, possession or use of: illegal drugs, weapons, firearms, fireworks, or similar. No popcorn allowed. No open flames. Sternos and birthday candles allowed with prior written approval from management.
- Leashed, licensed and responsible pets are permitted on the premises. As the responsible party for your group, you are responsible for ensuring that any pets on premises does not threaten the comfort or safety of other guests. You are also responsible for any damage that pets in your group may cause.
- As the responsible party, you agree that you are responsible for the behavior of your guests, their pets, and their children at all times. Please be respectful of our other guests, musicians, vendors, and staff. You are expected to encourage responsible drinking and behavior among your guests.
- Management reserves the right to ask any unruly or disruptive guests to leave the premises, or to have them removed, at its sole discretion.
- Valid state-issued ID may be requested of any person at any time during your event. All guests must have a valid ID if they plan to consume alcoholic beverages during your event.
- Any person who, in the opinion of Break Rock Brewery staff, is or appears to be impaired will not be served. **This is state law.**
- The responsible party voluntarily assumes a duty to monitor and control your party to aid in the elimination of underage drinking and overconsumption within your party.
- The responsible party assumes the responsibility to supply safe transportation for any guest at your function who may require assistance.
- Break Rock Brewing is in no way responsible or liable for the actions of your event guests before, during, or after your private event, and you release and agree to indemnify, defend, and hold harmless Break Rock Brewing and its staff from any liability or damages arising from or related to any acts or omissions of you or your event guests.
- Any decorations must be tasteful and approved in advance by BRB Management. **ALL DECORATIONS MUST BE REMOVED BY YOU AT THE END OF THE EVENT. NO WALL DECORATIONS ARE PERMITTED WITHOUT BRB APPROVAL. No glitter/confetti/small glitter stars/balls, silly string. You are responsible for removing all balloons off site after your party.**
- You agree to pay for any damage to the premises caused by you or your guests.
- You agree to pay for any shortfall occurring with regard to your assigned minimum event deposit, if applicable.

I, \_\_\_\_\_ (*print name*), understand and accept all of the event guidelines, terms, and conditions set forth by Break Rock Brewing.

**SIGNATURE:** \_\_\_\_\_

**YOUR EVENT DATE/TIME:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_