



Email: brewport2016@gmail.com

Private Party Room Agreement

Name	Phone
Company	Email
	Address

Date of event	Number guests	Time frame of event
FRIDAY OR SATURDAY \$400 (+ tax) Room Fee Minimum of \$500 food and beverage purchase plus 20% gratuity + tax. Must be on one check. Max of 3 hours unless otherwise stated. Hourly rental fee after 3rd hour: \$100 per hour, regardless of balance of check		

PARTY ROOM GUIDELINES:

** We will need a pre-order of pizza, salad, beer and wine you would like available emailed to us 24 hours prior to your event.*

**We will try to make the room available an hour prior to event for set up*

**Brewport does not allow the consumption of alcohol of minors on premise under any circumstances.*

**No outside food or alcohol permitted in the restaurant; this includes those being given as gifts. We do make an exception for cakes or cupcakes. No extravagant dessert tables, keep it simple.*

**We do not allow "shots", we are a family friendly restaurant and can offer mixed drinks, neat or rocks.*

**The furniture in the room must remain as is unless permitted by management and may only be moved by Brewport staff.*

**No outside entertainment, sound equipment or DJs, unless permitted by management prior to signing contract.*

** No pets are allowed on premise.*

Please Email us at info@brewportct.com and let us know how you enjoyed your party!

Room Fee is a non- refundable payment due at signing, this is a separate payment that does not go toward the minimum food & beverage purchase. Payment for food & beverage is due in full the day of the event.

Credit card info: _____ (MC, VISA, Amex)

Guest Signature	Date
Brew port Representative	Date