



Email: [brewport2016@gmail.com](mailto:brewport2016@gmail.com)

**Private Party Room Agreement**

Name	Phone
Company	Email
	Address

Date of event	Number guests	Time frame of event
Sunday to Thursday \$250 (+ tax) Room Fee Minimum of \$300 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.*

*\*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 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](mailto: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
Brewport Representative	Date