



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

**BIG EVENT SPACE AGREEMENT**

Name	Phone
Company	Email
	Address

Date of event	Number guests	Time frame of event
Sunday thru Thursday <b>\$500</b> (+ tax) Room Fee Minimum of <b>\$500</b> 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: <b>\$200</b> per hour, regardless of balance of check		
Please check if you wish to use the microphone <b>\$75 fee</b> + tax		
Please check if you wish to use the projector and screen <b>\$150 fee</b> + tax		

**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](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
Brew port Representative	Date