



Email: brewport2016@gmail.com

BIG EVENT SPACE AGREEMENT

Name	Phone
Company	Email
	Address

Date of event	Number guests	Time frame of event
FRIDAY OR SATURDAY \$850(+ tax) Room Fee Minimum of \$1250 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: \$350 per hour, regardless of balance of check		
Please check if you wish to use the microphone \$75 fee + tax		
Please check if you wish to use the projector and screen \$150 fee + 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. Party extra we need to know 5 days 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 cake or cupcakes. No 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.*

** NO Confetti, Glitter, Sequins of any size or any kind!! This includes confetti/sequins filled balloons*

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 #: _____ Exp: _____ (MC, VISA, Amex) CV code: _____

Guest Signature	Date
Brew port Representative	Date

Party Room Extras

(Party extra we need to know 5 days prior to your

event).

Dessert fee – you supply desserts \$100 small room, \$250 warehouse & large room (this is if you have multiple desserts)

Cocktail server \$75 per extra server

Party planner \$750

Meatballs full tray \$125

Popcorn chicken with dipping sauce full tray \$125

Stuffed Breads \$20 per loaf (pepperoni, broccoli , spinach, ham &cheese)

Hot chocolate bar with assorted toppings \$ 7P.P

Ice cream or Italian ice bar \$7 P.P.

Build your own Bloody Mary bar \$12 P.P

Build your own Sangria bar \$12 P.P

Charcuterie board, fruit and dips \$7 P.P