



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>\$600</b> (+ tax) Room Fee Minimum of <b>\$750</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>\$250</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 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](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 #: \_\_\_\_\_ Exp: \_\_\_\_\_ (MC, VISA, Amex) CV code: \_\_\_\_\_

Guest Signature	Date
Brew port Representative	Date

## Party Room Extras

	Dessert fee – you supply desserts \$100 small room, \$250 warehouse & large room
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	Cocktail server \$75 per extra server
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	Party planner \$750
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	Meatballs full tray \$125
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	Popcorn chicken with dipping sauce full tray \$125
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	Stuffed Breads \$15 per loaf (pepperoni, broccoli , spinach, ham &cheese )
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	Hot chocolate bar with assorted toppings \$ 7P.P
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	Ice cream or Italian ice bar \$7 P.P.
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	Build your own Bloody Mary bar \$12 P.P
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	Build your own Sangria bar \$12 P.P
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	Charcuterie board, fruit and dips \$7 P.P
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