



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. <b>Must be on one check.</b> 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. 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](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** (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