



Private Event Guidelines

Rental Times:

Rental times are available Monday-Friday from 4pm-7pm and Saturday/ Sunday/Holidays from 7pm-10pm. During the private rental time, the client will have exclusive use of the outdoor café patio & indoor dining area.

Set-Up & Breakdown:

Standard set up time for Monday-Friday events is 4pm-4:30pm and for Saturday/Sunday/Holidays is 7pm-7:30pm. Standard breakdown time for Monday-Friday events is 6:30pm-7:00pm and for Saturday/Sunday/Holidays is 9:30pm-10pm.

During the set-up time, the Café staff will rearrange the table set up inside of the café based on the agreed upon floor plan due 5 days prior to the event date.

Rental Rates:

The private event rental rate is \$200 + tax for Monday-Friday events. The private event rental rate is \$250 + tax for Saturday/ Sunday/Holidays events.

Extended rental time is available at a rate of \$50 per half hour + tax

Food & Beverage

A food minimum of \$10 per guest *or* \$300 (whichever is greater) is required. Client can choose to use the existing Brickmakers Café menu or a custom menu proposal can be created. All food must be obtained through Brickmakers Café with the exception of cakes or specialty desserts. These items require pre-approval and must be obtained through a licensed restaurant, bakery, or caterer. All beverages (non-alcoholic and alcoholic) must be provided by Brickmakers Café. Beverage packages are available for purchase prior to the event or clients can opt to have all guests purchase on their own during the event

Décor & Amenities

Any additional tables, chairs or linens are subject to a rental cost which will be passed onto the client.

All decorations must be pre-approved by Brickmakers Café staff. Confetti, glitter or similar tossed-items are not permitted. Helium balloons are not permitted.

Restrooms are adjacent to the Brickmakers Café and will remain open to the general public. Private event signs will be placed at the entrance of the Café.

Brickmakers Café offers Pandora for Business with a mix of top music genres which cannot be changed to client's selection. Music volume is set by Brickmakers Café and is restricted to specific volumes. Clients are permitted to bring in a DJ or Band *indoors only*. Volume of vendors is at the discretion of Brickmakers Café staff.



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Proposal & Agreement

All events require a signed proposal & agreement for services. Events with more than \$1,000 in food & beverage will also require a catering contract for services.

Event Exclusions

Brickmakers Café does not permit wedding ceremonies or wedding receptions. These options are available through The River View Event and Great Blue Heron Catering.