

Rental Times/Rate:

Summer rental times are available 7pm-10pm May 1st-Labor Day. Non-summer 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. 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*

Set-Up & Breakdown:

- Standard set up time for summer rentals, Saturday/Sunday/Holidays is 7pm-7:30pm. Standard breakdown time is 9:30pm-10pm
- Standard set up time for non-summer rentals Monday-Friday is 4pm-4:30pm. Standard breakdown time is 6:30pm-7pm

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.

Food & Beverage

A food minimum of \$10 per guest *or* \$300 (whichever is greater) is required. Client can choose to use Brickmakers Café standard menu, private event 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. 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.

Final Guarantee

Client agrees to confirm the final guest count (“Guaranteed Number”) in writing via email atleast 5 days prior to the event. If the actual number of guests attending the event is less than the Guaranteed Number, Client will still be charged for the Guaranteed Number. If the actual number of guests is more than the Guaranteed Number, Client will be invoiced at the Brickmakers’ established menu rate per person, plus applicable tax and administrative fees for each guest over and above the Guaranteed Number. Payment is due in full no more than 5 days prior to the event date.

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.

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.