

PRIVATE EVENT RENTAL AGREEMENT FOR MEMBERS

Basic Information

Customer: _____ Event Date: _____
Organizer: _____ Day of the Week: _____
Email: _____ Event Type/Title: _____
Phone: _____ Set up Time: _____
of Guests: _____ Event Start Time: _____
Deposit: _____ Event End Time: _____
(paid)

The BLUEPRINT Room
4 hour rental. 75 capacity

Mon-Thurs (10am-10pm, Friday before 5pm): \$350
Friday (after 5pm), Sat + Sun 11am-11pm: \$450
+1 case of wine per hour

The CELLAR
3 hour rental. 75 capacity

Mon-Wed (10am-10pm): \$400
Thurs-Sun (7:30pm-11:30pm): \$700
+1 case of wine per hour

The CELLAR + LOVE BEATS PAGNE
3 hour rental. 105 capacity

Mon-Wed (10am-10pm): \$550
Thurs-Sun (7:30pm-11:30pm): \$850
+1 case of wine per hour

**FULL BUY OUT of
BLUEPRINT Room**
4 hour rental. 75 capacity

Mon-Thurs (10am-10pm, Friday before 5pm): \$1200
Friday (after 5pm), Sat + Sun 11am-11pm: \$1500
*Some restrictions apply. Includes, but
not limited to: outside alcohol*

Please note that set-up and clean-up time is included in your rental period

Please read this section carefully and initial to acknowledge understanding of each statement

I understand that the rental time begins with set-up and ends when the last person has left the event space. Prices are given based on a 3-hour rental. Events that extend past that are subject to an additional rental fee of \$100 plus 1 case of wine per hour, rounded to the half hour

I understand that a non-refundable deposit of \$250 is due to hold the date of the event. If the event is completed upon the agreed upon date, then the deposit will be applied to the final total. If the event is changed to a different date or canceled, the deposit is not refundable and cannot be applied toward sale of wine or future events.

WINE PORTFOLIO

Pick your favorite 4-5 wines that will be poured throughout your event.
 No need to determine the quantities. We pour what your guests love!
 At the end, we will count the number of bottles consumed. If you have not met your minimum, you can chose ANY bottles to take home with you!

<input type="checkbox"/>	OCULUS VIOGNIER	\$25	<input type="checkbox"/>	FOUNDATION RHONE BLEND	\$35
<input type="checkbox"/>	PILOTI CAB FRANC	\$28	<input type="checkbox"/>	FOUNDATION CAB FRANC	\$40
<input type="checkbox"/>	NEWEL RED BLEND	\$27	<input type="checkbox"/>	FOUNDATION SYRAH	\$35
<input type="checkbox"/>	BAUHAUS SYRAH	\$28	<input type="checkbox"/>	FOUNDATION CAB SAUV	\$40
<input type="checkbox"/>	CRAFTSMAN CAB SAUV	\$30	<input type="checkbox"/>		\$
<input type="checkbox"/>		\$	<input type="checkbox"/>		\$
<input type="checkbox"/>		\$	<input type="checkbox"/>		\$

Please read this section carefully and initial to acknowledge understanding of each statement

- I understand that any wine unopened at the event is the property of the renter/guest.
- I understand that additional wines may be sold to individual guests to take home with them, but these sales do not apply toward the stated wine minimum.
- I understand that beer and champagne may be purchased by advanced order. No other alcohol is permitted for consumption during the event. If there is evidence of outside alcohol, the event will be stopped immediately. There will be no refund or deposit and the renter will still be liable for all wine minimums and catering orders.
- I understand that while minors are allowed at the event, any evidence that a minor is consuming alcohol, the event will be stopped immediately. There will be no refund or deposit and the renter will still be liable for all wine minimums and catering orders.
- I understand that there will be a 15% Operational Fee that covers the time for event planning and production. This fee is retained by employer and NOT gratuity.
- I understand that there is an automatic 18% gratuity that is 100% retained by server. Additional gratuity is left at the discretion of the guest and 100% will be given specifically to the people who worked the event.

CATERING MENU

QTY	<i>Please check all boxes that apply</i>	
<input type="checkbox"/>	MEAT + CHEESE BOARD (priced per person)	\$9 (per person)
<input type="checkbox"/>	ANTIPASTO CRUDITÉ (20 servings)	\$72
<input type="checkbox"/>	JALAPEÑO ARTICHOKE DIP served with crackers (10 servings)	\$40
<input type="checkbox"/>	HUMMUS DIP served with pretzel chips (10 servings)	\$35 10 servings)
<input type="checkbox"/>	BOWL-O-CHIPS served in large bowl	\$15
<input type="checkbox"/>	BEER (GEORGETOWN BREWING) selection of Pale Ales & IPAs from Georgetown Brewing	\$7 each
<input type="checkbox"/>	SPARKLING WATER VARIETY	\$3 each
<input type="checkbox"/>	CHAMPAGNE/SPARKLING WINE (must be pre-ordered) give us a price range & desired quantity	
<input type="checkbox"/>	PROVIDING OUR OWN CATERING You are welcome to bring in your own food and catering. This means you provide the plates, utensils, etc., whatever is needed. We follow the camping rule: if you pack it in, you pack it out!	\$100 (cleaning fee)

ROOM SET-UP

QTY	<i>Please check all boxes that apply</i>	
<input type="checkbox"/>	STILL WATER DISPENSER	INCLUDED
<input type="checkbox"/>	PROJECTOR + SCREEN <i>(only available in The Cellar)</i>	\$25
<input type="checkbox"/>	3 x 6 BANQUET TABLES	\$10
<input type="checkbox"/>	BLACK TABLE LINENS	\$7
<input type="checkbox"/>	ADDITIONAL RENTALS	\$TBD

COST WORKSHEET/TOTALS

to be filled out by Structure staff



STRUCTURE
CELLARS

*Wine: _____

*Catering: _____

*Beer/Non Alc Beverages: _____
(no outside beer & sparkling water allowed,
we can provide that for you, just ask in advance!)

Wine, Catering & Other Beverages Subtotal: _____

15% Operational Fee: _____
(this covers the time for event planning and production.
this fee is retained by employer and **NOT gratuity**)

SUBTOTAL: _____

Room Rental: _____

Tables: _____

Linens: _____

Equipment: _____

Outside Catering Fee: _____

Other: _____

SUBTOTAL: _____

Member Discount on Wine: **15%** **20%** **25%** < _____ >
(circle the discount that applies)

Deposit: < _____ >

SUBTOTAL: _____

18% Auto Gratuity: _____
(100% of this retained by server)

Optional Additional Gratuity: _____

SUBTOTAL: _____

Tax: _____

FINAL TOTAL: _____

I understand and agree to this contract as written.

Printed Name: _____

Signature: _____

THANK YOU FOR TRUSTING US WITH YOUR BIG EVENT