



Private Event Contract

**** Contract is voided if not returned in with 14 days ****

Thank you for selecting The Barrel in Estes Park, Colorado for your private event. The Barrel is a Craft Beer Garden & Hall with sixty-four rotating taps focusing on craft beer, mead, cider, high-end distilled spirits and wines. We offer guest a friendly and social atmosphere where they can catch up with old friends and meet new ones while surrounded by Rocky Mountains.

It is our goal to provide our guests with an excellent Colorado experience and we appreciate you giving us the opportunity to do so.

I/We _____ have read and agree to the terms and conditions of The Barrel, LLC Private Event Contract.

I/We _____ agree to the payment of services in accordance with the terms set forth herein between The Barrel, LLC and _____



Event Name / Description: _____

Host(s): _____

Special Requests: _____

Date & Start Time: _____ Estimated End Time: _____

Estimated Number of Adult Guests: _____ Number of Children: _____

Reserving: _____ Closed to the public: _____

Mailing Address: _____

Mobile Phone #(s): _____

Email(s): _____

Signature(s)

Date

Print Name(S)



Terms of the Contract

Seating Capacity

Our patio seating capacity is 302 plus plenty of standing room
Our indoor seating capacity is 170 plus plenty of standing room
Our private reserve area seating capacity is 50

Reservation Fee Schedule

Reservation Fees are non-refundable

Closed to the public:

Entire venue: \$4,000
Beer Garden: \$3,000
Indoor Beer Hall: \$2,000

Not closed to the public:

Indoor Beer Hall: \$1,500
Private Room: \$500
Beer Garden: \$0

Bar Tab Minimum Requirements

The reservation fee is a separate charge and is not calculated into the minimum requirements but is in addition to. We do require a minimum of 20% gratuity for the staff, which is not calculated as part of the minimum bar tab, but is in addition to.

Bar tabs minimums apply to all private and semi-private events and may vary depending on the night of the week, time of the year and size of the party. Any event that does not reach the specified minimum will have the difference added to the final bill of their event. Bar tab minimums do not include sales tax

April – October Bar Tab Minimums

Closed to the public:

Entire Venue: \$8,000
Beer Garden: \$5,000
Indoor Beer Hall: \$2,500

Not closed to the public:

Indoor Beer Hall: \$1,500
Private Room: \$1,000
Beer Garden: \$1,000

November – March Bar Tab Minimums

Closed to the public:

Entire Venue: \$5,000

Not closed to the public:

Indoor Beer Hall: \$1,000
Private Room: \$750
Beer Garden: \$1,000



Decorations

Most decorations are allowed, but you must receive prior approval from management. You are more than welcome to drop off items, food and/or decorations, etc. the day before and/or earlier in the day of your event. All decorations must be removed immediately following the conclusion of the event. Any items left at The Barrel, LLC overnight will automatically become the property of The Barrel, LLC.

Items not allowed:

- No stapling, tacking, nailing, pinning or taping on the walls, tables, benches or other property
- No open flame. LED candles are allowed
- No glitter, confetti, rice or sparklers
- No flower petals except on the outside patio

Failure to comply with the decoration policies of The Barrel, LLC will result in a \$250 cleanup/damage fee. Host/Client Initial: _____

Room Set-Up and Vendors

If closed to the public, you and your vendors will be allowed to start decorating 2 hours prior and we will call Last Call 45 minutes prior to your start time.

If not closed to the public, you and your vendors will be allowed to start decorating 1 hour prior to your event.

You will have 1 hour after the conclusion of your event to pack-up your decorations and other items. Please make arrangements in advance as to who will collect your decorations and other items, if they are not going with you. The Barrel, LLC is not responsible for any vendor equipment or personal property left on premises after the event.

The Barrel, LLC management will determine the appropriate staffing, room set-up, space allocation/location according to the number of guests.

Music, Band and DJ

If you hire a band or DJ, you must exchange his/her contact information with The Barrel, LLC management. The band or DJ can start their set-up 1 hour prior to the start time of the event and will have 1 hour after the conclusion of the event to pack-up. The band or DJ are allowed to drop off items the day before or earlier in the day of the event.

Some bands and/or DJs require the Host/Client to provide them with a meal and drinks. While the meal will have to come from your catering, their drinks will count towards your bar tab minimum.

On a regular basis, The Barrel, LLC books live music acts Thursday – Sunday. It should be noted that the music calendar changes frequently and that this should not be construed as an entertainment commitment by The Barrel, LLC.



Confirmation of Reservation

All events are booked on a first come, first serve basis and are only considered reserved once a fully executed contract has been received by The Barrel, LLC. Further, if reserving the entire venue, the Indoor Beer Hall or private area, confirmation is not complete until the reservation fee has been paid.

Unfortunately, we are not able to hold dates.

Service Charges and Sales Tax

All food, beverages, merchandise, and service are subject to a sales tax rate of 8.45%. In addition, we require a minimum of 20% gratuity for our staff.

The Host/Client will be responsible to pay for any repairs caused by destruction and/or damage of The Barrel, LLC property by the Host/Client, guest of the Host/Client or third party vendor hired by the Host/Client. Host/Client Initial: _____

Payment and Method of Payment

If your event guest count estimate is at and/or exceeds 100 people, then a security deposit of 25% of the estimated cost of the final bill will be required to secure your reservation and will be applied to your final bill. The balance will be due at the close of the event.

For payment of reservation fee and/or deposit, we accept cash and credit/debit cards.

Final Payment

Final payment is due at the conclusion of the event and we accept cash and credit/debit cards.

Cancellation and Deposit Forfeiture Policy

Cancellations must be provided to management in writing.

The following cancellation and deposit forfeitures apply to parties at or greater than 100 guests:

- Event cancelled 25 days to 45 days before the event: 100% refund of deposit
- Event cancelled 15 days to 24 days before the event 50% refund of deposit
- Event cancelled 14 days or less before the event: 0% refund of deposit

Days are measured in 24 hour increments counting backwards from the start time of your event.

Host/Client Initial: _____

Final Guest Count

A final head count for both adults and children must be provided 7 days prior to your event.



Amenities and Additional Services Provided

At the request of the Host/Client, additional items and services may be available and provided. The client must check with management 4 weeks prior to the event to find out if such items are available. Additional costs may arise from such items and services, but will be discussed with the Host/Client prior to placing any orders.

Deliveries

All deliveries must first be arranged and approved by management. The Barrel, LLC will not be responsible for lost and/or stolen items brought in by the Host/Client, guest of the Host/Client or third party vendor hired by the Host/Client. Floral arrangements, other decorations, musical instruments, wedding/specialty cakes, food trays, etc. may all be delivered the day before or earlier in the day of the event, but only during normal business hours. Host/Client Initial: _____

Alcoholic Beverages

The Barrel, LLC has a full on premise only liquor license. By law no alcohol may be brought onto the property or taken from the premises. In the interest of protecting our patrons and the general public, The Barrel, LLC and it's employees have the right to refuse service of alcoholic beverages to any patron or guest who by his or her own behavior or appearance is believed to be incapable of tolerating further alcohol consumption. Host/Client Initial: _____

Smoking

No smoking or vaping is allowed on the premises. Patrons are asked to go to the sidewalk and must be 20 feet from the Indoor Beer Hall entrance. Host/Client Initial: _____

Parking

There are two all day parking lots on either side of The Barrel, LLC: Moraine/Wiest Parking Lot and David Parking Lot. There is also 3 hour parking across the street and it becomes unlimited after 6pm.



Disclaimers

The Barrel, LLC is not to be held responsible if, through fire, flood or any other emergency weather conditions, it is unable to fulfill the agreement for the scheduled date of the event. In the case of any of the above events occurring, the deposit will be held by The Barrel, LLC and the event will be rescheduled for a date that is agreed upon by both the Host/Client and The Barrel, LLC.

The performance of this Contract is subject to any circumstances making it illegal or impossible to provide or use The Barrel, LLC facilities, including the event of a national emergency, war and/to responses thereto, government regulations, disasters, strikes, civil disorder or curtailment of disruption of transportation facilities. This Contract may be terminated only for any of the above reasons by written notice from either The Barrel, LLC or the Host/Client to the other.

The Barrel is not responsible for lost or stolen articles. I/We _____ hereby agree to indemnify and hold harmless The Barrel, LLC from and against any and all liabilities, claims, expenses, losses and damages, including reasonable attorney's fees and costs arising out of or related to your guests' negligence or willful acts, including but not limited to the destruction property or bodily harm caused by the consumption of alcohol.

This Contract will be governed by the laws in effect in the State of Colorado. Neither party will commence or prosecute suit, proceeding or claim to enforce the provisions of this Contract, nor otherwise arising under or by reason of this Contract other than in federal or state courts situated in Colorado. The parties hereby consent to the jurisdiction and venue of such courts in connection with any action arising under or in connection with this Contract.

This Contract may be executed in any number of counterparts and each such counterpart will be deemed an original instrument, but all such counterparts together will constitute one Contract. To expedite the process of entering into this Contract, the parties acknowledge that executed copies of this Contract transmitted by email will be equivalent to original documents.