



**B x M**

## **PRIVATE RENTAL**

Brick x Mortar is a members-only workspace & social lounge that is available for private events. Members are given priority to reserve the space and the first right of refusal when multiple parties are interested in the same date. Each event must be approved by The Board.

## **RENTAL RATES**

SUNDAY-THURSDAY: \$4,000

FRIDAY: \$5,000

SATURDAY: \$6,000

*\*Members receive a 20% discount*

*\*All holidays are subject to Saturday pricing*

Rental Rates include use of the space for up to 6 hours; with at least 1 hour on each end designated for setup and cleanup; with the option to add hours at \$500/hr. The space must be reset, back to the way it was found, by the end of the rental period.

The space comes fully furnished with high-end finishes including lounge seating, a large bar, full residential kitchen, executive conference room, access to our in-house AV system with microphone and TV screens. Door security, and an on-site venue manager.

## **BOOKING**

50% of the rental fee is required to reserve your date. The remaining balance will be due 2 weeks prior to the event. Events must be confirmed 2 weeks prior to the event date.

## **DEPOSIT & INSURANCE**

BxM requires all private rentals to supply both a damage deposit and event insurance.

The damage deposit (up to \$1,000) will be refunded post-event assuming no significant damage was done in relation to the event.

One-Day Event Insurance can be easily obtained online. We require that the insurance list BxM as additionally insured for coverage of up to \$1,000,000.

## **DECOR & FURNISHINGS**

- No confetti, glitter or rice
- All candles must be contained (no open flames).
- No glue, tape, nails or other adhesives are allowed on any surface unless approved.
- We can connect you with the appropriate decor companies for add-ons.

**FURNITURE & THE FLOOR:** We take special care of our historic 100+ year old floor. If you are requesting to move any of the furniture from its original location, please let us know in advance. We will ask that we have help to lift it and move it to the desired location. Under no circumstances should the furniture be pushed or dragged across the wooden floor. If damage is done, the client will be charged accordingly.

## **CATERING**

All Food & Beverage services must be provided by one of our preferred caterers:

### **Atlas Catering**

Contact: Ken Cole  
[ken@atlasgrill.com](mailto:ken@atlasgrill.com)

### **CRAVE Catering**

Contact: Sarah Gruber  
[sgruber@cravecatering.com](mailto:sgruber@cravecatering.com)

### **Create Catering**

Contact: Nicky Metchnek  
[nicky@createcaters.com](mailto:nicky@createcaters.com)

### **Damico Catering**

Contact: Jason Brown-Hoesing  
[Jhoesing@damico.com](mailto:Jhoesing@damico.com)

### **Fabulous Catering**

Contact: Eden Fitzgerald  
[eden@fabulouscatering.com](mailto:eden@fabulouscatering.com)

### **Food Gallery Catering**

Contact: Sarah Enrico  
[sarah@foodgallerycatering.com](mailto:sarah@foodgallerycatering.com)

### **Surdyk's Catering**

Contact: Natalie Bowers  
[nbowers@surdyks.com](mailto:nbowers@surdyks.com)

*\*Note that we charge all caterers a 10% venue fee on their final bill with you. They may or may not pass this along to you.*

## **BAR**

For events that require bartending services, please contact our exclusive provider.

### **Liquid Motion**

Contact: Brian Zachau  
[brian@4liquidmotion.com](mailto:brian@4liquidmotion.com)

## **VALET**

A valet service can be scheduled through our event captain. For initial quotes, you can reach out to:

### **Christopher Forest**

[christopher@yourvaletguys.com](mailto:christopher@yourvaletguys.com)

## **VENUE STAFFING**

With the rental of BxM, there will be an experienced Event Captain at your disposal.

The Event Captain can also recommend the appropriate vendors if any additional elements, including tables/chairs, linens, florals, photography, etc. are needed.

Depending on the scope of your event, additional staff from BxM can be added at a rate of \$20/hour/staff. Additional staffing needs are often the following:

### **Host for Set-Up/Clean-Up Assistance Host for Back Door Access Furniture Movers**

If a non-member event is supplying their own event coordinator, they are expected to work with our general manager to get all on-site aspects of the event approved (ie. timelines, vendors, rental equipment being brought in, etc.).

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