



**Contact Information**

Renter 1: \_\_\_\_\_  
Renter 2: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Date of Rental: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Rental Time: \_\_\_\_\_  
Rental Space Request: \_\_\_\_\_  
Rental Fees: \_\_\_\_\_  
Type of Event: \_\_\_\_\_

\*\*Please fill out this page after reading entire document

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**RENTAL SPACE DESCRIPTION:** There are three event areas available for rent at The Farm Brewery, they are listed as follows.

**THE BARREL NOOK:** The Nook sits within the main taproom at The Farm Brewery, located at the end of the brewery production area, the Nook features two large tables able to seat up to 20 personnel, and/or more when using the adjacent brewery countertop space. While the Nook rental itself pertains only to the two aforementioned tables, due to the Nooks location inside the taproom, clients are able to utilize any additional tables/seating if unattended at the time of the event. *Additional tables and seating are not guaranteed outside the Nook, and will be on a first-come, first-get basis.*

Reservation Fee of \$100 with no beer/wine minimum purchase requirement, four hour increments only

**THE ROOST** Newly constructed event space, wholly separate from The Farm Brewery taproom itself. Maximum occupancy inside The Roost is 45, weather permitting there is an additional outdoor space for 40 personnel. This area contains a large fire pit, relaxed seating, and a large outdoor kitchen. Inside the Roost, there are 4 beers on tap as well as two red and two white wine options, (a list of the current available wine and beer will be given at the time of the rental agreement meeting).

Three-hour rental minimum

Monday-Thursday rental fee \$125/hour plus minimum beer/wine purchase  
Saturday and Sunday rental fee of \$150/hour plus minimum beer/wine purchase

**TASTING ROOM RENTAL:** Our large tasting room is available to be rented in its entirety on specified days and times listed below. This space works best for large private events/parties such as networking events, employee/customer appreciation parties and Christmas parties. Our Tasting Room set up is similar to a beer hall with large tables, bar stools and wheelchair accessible seating. Beverage options include our 10-13 beers on tap, red and white wines, wine slushies and cider. We also have non-alcoholic beverage options available.

Available outside of the normal operating hours and Fridays.

-Mondays and Thursdays 0830pm-1130pm  
-Tuesdays and Wednesdays 1100-1130pm  
-Fridays 1100-400pm

Monday-Thursday rental fee \$500 plus minimum beer/wine purchase.

Tasting Room Rental Requirements:

-35 persons minimum and 200 persons maximum  
-Minimum beer/wine purchase (see minimums below)

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**PAVILION RENTAL:** The covered, open-air Pavilion sits in the middle of the expansive greenery of The Farm Brewery itself, it has room for 150 underneath the roof, with unlimited overflow onto the grass surrounding the space itself. The Pavilion has 5 beers on tap with two red, and two white wine options available, (a list of the current available wine and beer will be given at the time of the rental agreement meeting), in addition there are also red and white wine slushies available for purchase in the Pavilion.

Pavilion rental availability is determined by our festival/event schedule. Please check with us about these dates. Rental space is limited to the covered pavilion space in four-hour increments. The lawn will remain open to guests visiting our brewery.

Pavilion rental pricing available on next page

- Sunday through Thursday rental fee \$1200
- Friday rental fee \$1500
- Saturday rental fee \$2500

Pavilion Rental Requirements:

- 50 persons minimum and 150 persons maximum
- Minimum beer/wine purchase (see minimums below)

**BEER/WINE PURCHASE MINIMUMS:**

	<b>Monday-Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Tasting Room</b>	\$1000+tax	\$1500+tax	N/A	N/A
<b>Pavilion</b>	\$1000+tax	\$1200+tax	\$2500+tax	\$1000+tax
<b>The Roost</b>	\$500+tax	\$500+tax	\$1000+tax	\$800+tax

**MINIMUM PURCHASE:**

You and your guests can order drinks as you go to be added to your tab during your reservation. Should your total beer/wine purchases fail to meet the required beer/wine minimum purchase amount at the end of your reservation period, the difference will be charged with the balance provided in the form of a gift card. A 20% gratuity will be added at the conclusion of your bill and is not included in the required beer/wine minimum purchase.

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\*\*Please read the following in its entirety to ensure that all parties understand the rules and regulations associated with all Private Events taking place at The Farm Brewery. The Farm Brewery reserves the right to immediately end any event *without refund* if it is not in compliance with the agreed-upon requirements below.

**RENTAL SPACE:** Specific information regarding our rental spaces are found on page five. Each event will be separately staffed and run according to the agreed upon requirements. Rental time includes set-up and clean-up. Clean up must be concluded by the end of the agreed upon rental agreement time or by 10 PM, unless otherwise indicated. If premises are not cleaned up and vacated at the conclusion of the agreed upon rental time period, a \$250.00 clean-up fee will be assessed. Guests are required to leave at the close of business.

**EQUIPMENT RENTAL:** Any additional rental equipment must be purchased through Sammy's Rental Inc., in Manassas (703) 361-6216. The delivery date and time must be pre-arranged with the staff at The Farm Brewery.

**GENERAL RULES AND REGULATIONS:** Smoking and vaping are prohibited indoors and are only allowed in designated areas outside. The Farm Brewery has a strict zero tolerance policy for illegal drug use. No animals are allowed inside the buildings, except service animals. It is the client's responsibility to provide adult supervision for all guests under 21. The client agrees to accept liability for any loss, theft, or damage to their guests' property. Any damages to The Farm Brewery's building, its grounds, its equipment or its furnishings will be charged to the client. Inability to adhere to these rules will result in an immediate end to your event and forfeiture of any remaining time or fees paid.

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**FOOD:** We have a preferred catering list, and these are the only caterers we allow onsite. Birthday cake and cupcakes are allowed from the preferred vendor of your choice. Please ask to see the catering list. **The client is responsible for the disposal and clean-up of the rented space or the client will be assessed additional fees of \$250.00 per hr.** See next page for preferred catering list.

**Preferred Catering Vendors:**

The Bone BBQ (<http://thebonebbq.com/catering-request-form/>)

Mission BBQ (<https://mission-bbq.com/catering>)

RSVP Catering ([mbeitel@RSVPcatering.com](mailto:mbeitel@RSVPcatering.com))

A La Carte Catering ([sales@alacartecaters.com](mailto:sales@alacartecaters.com))

Wegman's (<https://catering.wegmans.com>)

**BEVERAGES:** All beverages both alcoholic and non-alcoholic must be purchased from the Farm Brewery at Broad Run. No one under the age of 21 will be served or allowed to consume alcohol. Proper identification is the responsibility of all attendees. Failure to present a valid photo ID may result in denial of service. Per VA law, we may only serve 2 drinks to one person at a time. Beer and wine options will be available one week prior to the event date.

**RENTAL FEE:** Once you have reviewed the rental agreement and pricing, please call to schedule a meeting to finalize the agreement and submit payment. Your reservation will not be confirmed until the rental contract is signed, and the fee paid in full. There are no cancellations.

**PAYMENT POLICY:** Payment for beverage service is due in full at the conclusion of your event. Any specific limits or tab requests will be coordinated prior to the event and managed by the event coordinator on duty. A \$10 per hour/per server fee will be added to the final bill in addition to the 20% gratuity. The required number of servers will be determined by space, number of guests and details of your rental.

**STORAGE POLICY:** The Farm Brewery does not have storage space for decorations or other event items. Clients can drop off or bring in event accessories **no earlier** than the set-up time listed on your contract. The Farm Brewery is not responsible for lost or stolen items, or items left overnight.

**DECORATIONS:** Decorations cannot be affixed in any permanent manner (stapled, nailed, etc...) and all decorations must be completely removed at the conclusion of the event as part of the clean-up of the area. The Farm Brewery doesn't allow any decorations to be set up which require the assistance of a ladder. The decorations must be completed and cleaned up at the conclusion of the event. Wax candles are only allowed if they are fully enclosed in votives. Any fresh flowers or greenery must be arranged off-site. Waxy residue removal will be subject to an

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additional charge. **The client will be charged an additional clean-up fee of \$250.00 per hour for any cleanup not completed by the conclusion of the event**

**TECHNOLOGY:** The Farm Brewery is not responsible for any technology-related complications or issues that arise during your event. If you intend to have a slideshow, playlist or other technology during your event please be prepared to trouble-shoot these items.

**GUESTS:** Each reserved space within The Farm Brewery has a maximum guest count as well as a seated total, these numbers are not flexible and reflect the maximum number of guests that can safely occupy the space at any given time. Please note, the addition of a buffet, dessert table or any other large décor items may affect your seated guest total—please consult your event coordinator in advance about these items.

**LIVE MUSIC:** Please inquire about whether live entertainment has already been scheduled prior to booking your event. Due to our commitment to local musicians previously scheduled, entertainment will not be altered for rental requests. If availability allows, rentals may take advantage of the Farm Brewery's commercial Pandora license or book their own entertainment. Any rental-booked entertainment must provide their own equipment. Pavilion rentals may connect phones or devices to play through our sound equipment.

**ADDITIONAL VENDORS:** Additional Vendors must be pre-approved and provide proof of insurance in advance.

**EVENT PLANNING:** The Farm Brewery does not provide event planning services. Should you need a professional planner please let us know and we can recommend someone.

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*I hereby make this contract for use of space at The Farm Brewery at Broad Run on the date and hours listed above. I also certify that the information on the contract is true and that I have read and agree to abide by the rental policy pertaining to the use of space provided by The Farm Brewery at Broad Run. I also agree to the fee charged and shall be responsible for the use of the facility in accordance with the rental policy.*

*I further agree to indemnify, defend, and save harmless International Investments, LLC and Broad Run Agricultural Center, LLC, its officers, agents and employees from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the International Investments, LLC, Broad Run Agricultural Center, LLC and The Farm Brewery at Broad Run, its officers, agents and employees for damages because of bodily injury, including death, at any time resulting there from sustained by any person or persons, or an account of damage to property including loss of use thereof, arising out of or in consequence of the performance of this contract, if such injuries to persons or damage to property is due or claimed to be to the negligence of the contractor, The Farm Brewery at Broad Run, its officers, agents and employees. If the purchaser(s) consists of more than one person or entity, the liabilities of all such persons or entities shall be joint and several.*

*This contract shall be interpreted and enforced by the laws of the Commonwealth of Virginia. The purchaser consents to the jurisdiction of the courts of Virginia, Prince William County, for the purpose of litigation arising from or relating to this contract.*

*This contract constitutes the entire agreement of the parties relating to the event and neither party shall be bound by any prior representations or agreements, whether oral or in writing. Any modification of this contract shall be in writing signed by all parties hereto.*

*The individuals whose signatures appear below represent and warrant that they have authority to enter this agreement on behalf of the company or organization represented and set forth as the purchaser in this contract.*

Purchaser Signature/Date:

Purchaser Signature/Date:

Staff Signature:

**Payment Information:**

CREDIT CARD: \_\_\_\_\_ CHECK: \_\_\_\_\_

Please make checks payable to The Farm Brewery at Broad Run. A \$25 fee is applicable to all returned checks.

Credit Card: MasterCard or Visa Account # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_  
Zip Code \_\_\_\_\_ CVV \_\_\_\_\_

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