

The Community Tap Private Event Agreement

We're excited to hold your event at the tasting room at The Community Tap! We take pride in our space and in our products at TCT – and hope to help you make your event as perfect as possible. Please fill out the event information, note the conditions of the rental agreement, then sign and return this form as soon as possible to confirm your event date.



General Event Information

Event Name/Description:

Event Date:

Start Time:

End Time:

Number of Guests:

Client/Coordinator Contact Information

Name:

Company (if applicable):

Phone:

Email:

Onsite Contact Name (if different):

Onsite Contact Cell Phone:

Event Timeline

Set-up Time:

Clean-up Time:

Basic timeline of the event:

Room Set-up

TCT can provide the tables and chairs in the tasting room (6 square tables and two rounds) and also (2) 6' buffet tables at no charge. All other rentals or décor will be additional – but we're happy to help! Let us know what you need and we'll coordinate a rental proposal with our preferred vendor.

Set-up Description:

Décor needs:

Beverage Needs

No outside liquor, beer, or wine is allowed on premises. We promise we have something you'll enjoy.

Type of Beverage Service (choose one and provide brief details):

- None needed – space rental only
- Guided Wine Tasting (1 hour)
- Guided Beer Tasting (1 hour)
- Guided combo beer/wine tasting
- Networking without guided tasting
- Tab at the bar (draft beer and wine)

Catering

Will you be bringing in food for your event? Yes No

If yes, please provide name of caterer and a description of the menu:

What else can we do to make this event a success?

CONDITIONS OF RENTAL AGREEMENT:

1. Client is responsible for the setup, cleanup, and general operation of the event unless otherwise noted in the approved event proposal. All third-party vendors (i.e. caterers, rental companies, equipment companies, party planners, entertainers, etc.) must be approved by The Community Tap.
2. All events must have a designated contact on-site during the event. This person is responsible for the supervision of all setup, cleanup and event operations.
3. All deliveries and pickup must be done in accordance with, and not interfering with, TCT's daily operations.
4. No outside liquor, beer, or wine is allowed on premises.
5. The Community Tap reserves the right to end/cancel the event at anytime leading up to the event or during the event for unruly, disrespectful or dangerous behavior by client or client's guests.
6. The Community Tap highly recommends the client providing a designated driver for any event where alcohol is consumed.
7. A non-refundable deposit of \$200 is required to secure your event date and will be applied to the total invoiced for your event. An event cancelled within 48 hours of the event time will be responsible for 50% of the estimated event cost, unless the event can be rescheduled within 6 months of the original event date.
8. Alcoholic beverages shall not be consumed by anyone under the age of 21. No one under the age of 21 is allowed to any event held at The Community Tap.
9. Client will obtain indemnity insurance for the location 205 Wade Hampton Blvd. or take personal responsibility for all liabilities associated with said event by signing this agreement and initialing this line item. _____

Client Signature

Date

The Community Tap Signature

Date

