



## Rental Information

Thank you for considering Tailspin Brewing Company to host your private event. The following information describes general information for renting portions of the brewery for private functions. Please send us an email at [events@TailspinBrewing.Co](mailto:events@TailspinBrewing.Co) about reserving space for your next event or give us a call for more information.

### What kinds of events can Tailspin Brewing Company host?

Rehearsal Dinners	Anniversaries/Birthdays	Company Events
Baby and Bridal Showers	Reunions	Retirement Parties

Sorry, we are not a venue for wedding receptions.

### How many people can you accommodate?

\*THE TAP ROOM will hold groups up to 88 people and may be rented on Monday, Tuesday and Wednesday.

\*THE LOFT may be used for groups up to 111 people. Please note, at this time, there is no handicapped access to the second floor.

\* Groups up to 200-230 (with use of flight deck, weather permitting) have the option of reserving both levels of the barn (THE LOFT, THE FLIGHT DECK and THE TAPROOM) only on Monday, Tuesday or Wednesday when the taproom is not typically open to the public.

Note: This is a no-smoking facility. There are outdoor designated areas and smoking receptacles.

We do ask that anyone under 21 be accompanied by a guardian.

### What are included in the Facility Rental Fees?

Rental fee includes room set up to include tables, chairs, use of audiovisual equipment and 1 bartender/ busser for THE TAPROOM bar that must be manned no matter where your party takes place. With large groups, another bartender may be needed to ensure prompt service for your guests, an additional charge may apply as noted below.

The LOFT will be open for 30 minutes prior to the start of your event for set up. If you need more time, charges may apply. Tables may be set up for catering purposes. Our staff will set up the requested number of additional tables and folding chairs for THE LOFT location not to exceed room capacity.

## Monday, Tuesday, and Wednesdays

**\*We will open for you! Day or evening availability.**

**These are days Tailspin is closed to the public, so your event will be completely private.**

Room	# people/capacity	Reservation available	Costs	Notes
The TAPROOM & THE LOFT	200 (230 with use of the FLIGHT DECK, weather permitting.)	M-T-W only	\$100/hr	\$25/event for another bartender for each additional 75 guests.

\*Rentals costs may be reduced if certain revenue targets are met, please ask.

## Thursday, Friday, Saturday and Sunday

**The taproom will be open for business on these days. Your event in the Loft will be private until your time slot is completed and then the areas will be open to the public.** You may stay as long as you wish after this point if there are no pending reserved events (ask our bartenders) but please consolidate your tables so others may enjoy the Loft area too.

Room	# People/capacity	Private event Reservations available	Costs	Notes
Second Floor THE LOFT	111	Thursday 3:30-10p Friday 3:30-11p Saturday 12:30-11p Sunday 1:30-8p	\$75/hr	No handicapped access to 2 <sup>nd</sup> floor at this time.  You may set up 30 minutes prior to your event.

### What beer service is available?

The TAP ROOM location offers a full selection of beers. There are several options as the host.

\*You may have cash bar option where all guests pay for their own beverage of choice.

\*The host/hostess may open a tab using a credit card and guests may order individually with the sale added to that tab. Renter (host/hostess) will be responsible for full amount at the end of the event.

\*What works well for many groups is having the host/hostess preset a dollar amount on the beverages to be provided at the event. During the event, we keep a running total of beer cost. If the present amount is close to being reached, we notify the host/hostess and they then decide to stop beer service or increase the present amount.

**\* On Tailspin Brewing Company premises, all guests who consume beer or wine must meet the Ohio legal age of 21 years old.**

**\*Please remember to tip your servers. If you need to know the amount spent on beer/drinks, please ask your bartender.**

### **Are there other beverage options?**

For those who do not drink beer, we have a select menu of wines available. We also have bottles of water or soda/pop, specialty drinks for purchase. At this time, our liquor license does not allow us (or you) to have other alcoholic beverages brought into the brewery or our parking lot. ***No alcohol is permitted to be brought in from outside the facility.***

### **Can I provide my own caterer or other food?**

Yes, you're welcome to bring in food or have your event catered. We do not have an on-site kitchen, so please plan accordingly. **You and/or your caterer are responsible for providing serve ware, table linens, etc. and for all clearing of items from the tables and any decorations used.** Our staff will empty the trash as needed. Let us know if you need additional tables set up for food serving.

### **Can we bring in Decorations?**

Please decorate the tables how you wish. We would like to preserve the unique character of the barn, so please, use easy- removed Painter's tape if putting up decoration. Do not use glue or paint, alter or make additions to the walls, doors, windows, floors or ceiling. Please note that use of glitter, sprinkles, sparkles, confetti, rice, bird seed, party poppers, bubbles, piñatas and peanuts in shells are not permitted in Tailspin Brewing Co, adjoining areas, lawns, or parking lots as it is simply too difficult to clean up and may be slippery to walk on. Absolutely, **no smoke, fog machines, explosives, pyrotechnics or open flames/candles are allowed in the facility**... Yes, we have a sprinkler system and we already know it works well!

### **Do you have Audio Visual Equipment available?**

There are two TVs available in the TAP ROOM that may be connected to a personal computer for slides or video. We have a large screen projector/TV set up available for use in THE LOFT.

### **Are there Taxes charged?**

All charges are subject to tax. If your groups is tax exempt you will need to supply us with the tax exempt documentation at the time of deposit.

### **Is there a deposit, when do I pay? What is the cancellation policy?**

Your event is not officially booked until the reservation deposit of \$75 is received. This amount will be applied to your balance at the end of your event. Reservations are on a *first come* basis and we'll book out 18 months in advance. A fully reserved event may be cancelled 14 days **prior** to the date of the event to receive a deposit refund. Any cancellation after the 14 days window will result in forfeiture of deposit.

Let us know if you have any questions. Thank you!