



## PRIVATE EVENT RENTAL INFORMATION

**Thank you for showing an interest in having your event here at Icarus Brewing. We have a few options to choose from for hosting which we have outlined below to provide an enjoyable and memorable experience at the brewery.**

### **Taproom Area Event Space**

The taproom comfortably holds up to 40 people and is separated from the brewhouse space. This climate controlled space is available seven days a week (Monday - Sunday) for hourly rental. This space is not available during our regular operating hours. Reservations must be made at least four weeks in advance, and booking early is recommended due to high demand.

Event hours (including setup and breakdown) are to be prearranged with the Icarus team and will be included on the contract. This rental includes:

- Seating for 36; table seating and bar stools
- Private Sound System
- Beertender (Fee \$25/hour)

### **Brewhouse Area Event Space**

This event space is completely separate from the public taproom and can accommodate up to 100 people for a variety of events from corporate parties to wedding receptions. The space features an up close look at the brewing facility with an industrial chic vibe. This rental space is available seven days a week (Monday – Sunday), and can be utilized during regular operating hours during the week with a minimum rental time of three hours. Reservations must be made at least four weeks in advance, and booking early is recommended due to high demand.

Event hours (including setup and breakdown) are to be prearranged with the Icarus team and will be included on the contract. Please keep in mind, this space is not climate controlled. This rental space includes:

- Seating for 30; table seating and bar stools
- Additional seating (folding chairs/tables) available by request with fee
- Two Beertenders (Fee \$50/hour)

Icarus Brewing Company \* 1790 Swarthmore Ave Unit 3 Lot 2 \* Lakewood, New Jersey 08701

[www.icarusbrewing.com](http://www.icarusbrewing.com)

## Full Brewery Access

For events over 100 people, we do offer the ability to rent out both the Taproom and Brewhouse areas. This option is only limited to Monday, Tuesday, and Sunday Nights and is available from 6pm until Midnight. Reservations must be made at least four week in advance, and booking early is recommended due to high demand.

Event hours (including setup and breakdown) are to be prearranged with the Icarus team and will be included in the contract. This rental includes:

- Seating for 60; table seating and bar stools
- Private Sound System
- Two Beertenders (Fee \$50/hour)
- Additional seating (folding chairs/tables) available by request with fee

## Beer, Food, Décor and Outside Vendors

Catering is available for any event with a list of suggested caterers provided. Outside caterers are allowed as well as long as a valid health permit can be provided and setup/cleanup is done within the allotted time window.

Due to our licensing, we **CANNOT allow outside alcohol to be brought in and individuals consuming alcohol must be 21 years of age**. If alcohol is found during your event, it will be disposed of. Options for décor are endless. You can DIY or hire an event company to execute a full-scale production (no glitter, confetti, balloons or open flames). Outside vendors such as DJs, bands, florists, decorators are permitted. Do not affix anything to the equipment, walls, or ceiling. Please discuss your needs with our events team prior to your event and we will do our best to accommodate. Keep in mind we are a WORKING BREWERY. There may be noise and/or activity going on around you at any given time!

## Non-Profit Rentals

Icarus will waive 50% of the room fee for qualified 501c3 organizations (proof of certification required) interested in using either event space to help raise awareness for their cause. Please contact the Icarus events team for more information. These events are approved on a case by case basis and are subject to space availability.

## Price Structure and Brewery Tokens

The Taproom Space is rented by the hour with pricing based on day of the week. Guests booking the event have the option to purchase brewery tokens in lieu of an open tab to hand out to attendees in advance of the event. Tokens are \$7 each and are good for one pour. Minimums are subject to change based on time of year, special events and demand. Please refer to the pricing chart on the following page.

### Off- Season Rates and Availability

Off-Season (Labor Day through Memorial Day)			
	Day	10-35 Guests	36-100 Guests
Hours of Availability	Monday	12PM - 12AM	6PM - 12AM
	Tuesday	12PM - 12AM	6PM - 12AM
	Wednesday	12PM - 12AM	6PM - 12AM
	Thursday	12PM - 12AM	6PM - 12AM
	Friday	12PM - 3PM	N/A
	Saturday	11AM - 2PM	11AM - 2PM
	Sunday	5PM - 12AM	6PM - 12AM
	<b>Price</b>	<b>\$225 / Hour</b>	<b>\$450 / Hour</b>
		Includes 1 Bartender	Includes 2 Bartenders
		\$25/ Hour per Additional Bartender	

### Summer-Season Rates and Availability

Summer-Season (Memorial Day through Labor Day)			
	Day	10-35 Guests	36-100 Guests
Hours of Availability	Monday	12PM - 12AM	6PM - 12AM
	Tuesday	12PM - 12AM	6PM - 12AM
	Wednesday	12PM - 12AM	6PM - 12AM
	Thursday	12PM - 12AM	6PM - 12AM
	Friday	12PM - 3PM	N/A
	Saturday	11AM - 2PM	11AM - 2PM
	Sunday	5PM - 12AM	6PM - 12AM
	<b>Price</b>	<b>\$275 / Hour</b>	<b>\$500 / Hour</b>
		Includes 1 Bartender	Includes 2 Bartenders
		\$25/ Hour per Additional Bartender	

## **Gratuity, Taxes, Deposits, and Cancellations**

Additional gratuity is appreciated but not required. All beverage prices and rental fees include state and local taxes. A deposit of 25% is required to rent either event space; 50% of the deposit is refundable 2 weeks from the event and any refund after this date is at Icarus' discretion. A valid credit card must be provided at start of event as a guarantee.

**Payment:** The final bill must be paid in full the day of the event. We only accept VISA, Master Charge, Discover, American Express, and Cash. No personal checks will be accepted as payment. Applicable State Taxes are included in the rental fee. The day of the event you will be responsible for the balance of the final bill. Please note: if your event is Tax Exempt, it is your responsibility to send a copy of your Tax Exempt Certificate or License 24 hours before the date and time of your event.

**Cancellation policy:** Cancellation, decrease in party size, or no-show within 3 days of the confirmed event date and time will result in a charge of the full contract total.

### **Additional Fees (We Want you to be aware of everything):**

- "Add Ons" can be purchased for events such as additional event staffing and custom glassware.
- An additional cleanup fee may be charged for any excessive cleaning required or for anything damaged
- Set-up/Cleanup is based on an allotted 30 minutes prior to and post event

Thank you for considering **Icarus Brewing** for your upcoming event! Please contact us with any questions or to confirm availability of the rental space on your selected date(s): Matt Barnish [mattb@icarusbrewing.com](mailto:mattb@icarusbrewing.com) . We look forward to working with you!



## Deposit Authorization Form

**Event Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Guest Count:** \_\_\_\_\_ **Start/End Times:** \_\_\_\_\_

**Space:**      **TAPROOM**                      **BREWHOUSE**                      **FULL BREWERY**

**Deposit (25% of Final Bill):** \_\_\_\_\_

I hereby authorize Icarus Brewing Company to charge \_\_\_\_\_ (25% of the final contract) to the following credit card to confirm the Private Event Contract. In addition, any cancellation charges or changes to this contract will also be applied to this credit card.

\_\_\_\_\_ Please initial here to use this card for final payment

Card Type:  Visa    MasterCard    AmEx    Discover

Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please include a photo copy of the credit card, including the back, with this document.

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