



Booking Inquiries:  
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Taproom Manager  
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### Big Lick Brewing Company - West Station Private Event Room & Taproom Rentals

#### Taproom Rental Includes:

- Private use of the entire brewery outside of normal taproom hours (\$1,000 flat fee, plus \$500 minimum beer tab)
- Furniture: 12 at the bar, 14 at the tasting table, 48 at four top tables, 24 at six top tables
- 2 bartenders to serve beer during event (\$15 per bartender per hour)
- Automatic 20% gratuity added to the party's tab at the end of the event
- 30 minute setup & 30 minute breakdown

#### Private Event Room Rental Includes:

- Private use of event room during normal hours (\$125 per hour, minimum of two hours)
- Furniture: Depending on seating arrangement, up to 50 people
- Includes one seating bench with fire pit and one picnic table in beer garden (15 people)
- Automatic 20% gratuity added to the party's tab at the end of the event
- 30 minute setup & 30 minute breakdown

#### Beer Service:

For beer service during your event, you may choose from the following options:

1. Cash Bar - Guests purchase their own beer individually, cash & credit cards accepted.
2. Open Bar - Place a credit card on file to offer an open bar for your guests. A count of all beer ordered by your guests will be kept by the bartenders on one tab. You will need to close your bar tab at the end of your party or at the close of open taproom hours. Pints of beer vary in price from \$5 - \$7. Specialty and barrel aged brews will cost more.
3. Pre-pay: Pre-pay for X number of beers prior to the event at \$5 per pint. Bartenders will maintain a count with beer tickets. Flights are counted as 2 pints. Specialty beers are not included.

*\*\*\*Beer prices are subject to change at any time\*\*\**

#### Food Service:

You may have your event catered, order-in, pot luck, or schedule a food truck. If you need assistance with catering, Big Lick Brewing Co. can provide you with a list of our preferred caterers or give you suggestions for local restaurants to use.

**Client Information**

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Rental Information**

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

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Est. Guest Count: \_\_\_\_\_

Event Room Maximum Occupancy: 50

Taproom Maximum Occupancy: 140

Beer Garden Maximum Occupancy: Unlimited

Secure your rental: You will need to complete and submit this rental agreement and your 50% deposit payment, to confirm the booking of your rental and secure your rental date.

Rental Payment: The remainder of your rental cost, optional pre-purchase of beer packages, and 20% gratuity charge are to be paid in full on the day of your event.

For the open bar option, a credit card needs to be placed on file at the beginning of your rental, to be paid in full at the end of your rental time.

Forms of payment accepted: cash, check & all major credit cards. Additional rental fees apply for use/rental of extra taproom and/or outdoor beer garden space.

Submit rental agreement to:

Adam McDearmon, Taproom Manager

[adam@biglickbrewingco.com](mailto:adam@biglickbrewingco.com)

Or drop off: 409 Salem Avenue SW Roanoke, VA 24016

## **Terms & Conditions**

Big Lick Brewing Company, LLC reserves the right to refuse rental for any events deemed inappropriate for our venue. Please review these rules and regulations carefully.

The rental includes the private use of the event rental room furniture, seating for up to 50 people. You have the option of being provided with 1-2 bartenders to serve beer in the event room and clear tables during the event. For each bartender, you will incur a \$15 fee per hour, per bartender. You may also opt to have your guests go to the bar in the taproom to get their beer without having to pay for your own bartender(s). An automatic 20% gratuity will be added to your bar tab.

You will be given 30 minutes to set-up and 30 minutes to break down. You must receive approval prior to the day of the event for additional set-up/break-down time. If the time is exceeded, an additional hour will be added to your rental fee.

## **Cancelations & Rescheduling Event**

Any cancelations on the part of the client will forfeit the deposit. If for any reason the client chooses to change the date at their own discretion with less than a 30 day notice, a fee equal to 25% of their original deposit will be applied.

## **General Rules & Regulations**

Smoking and vaping is not allowed anywhere in the indoor facilities or outdoor beer garden. Smoking and vaping is allowed only in the parking lot or on the sidewalk at the entrance to the brewery. No animals are allowed in the indoor facilities at any time, with the exception of service animals with proper documentation. Animals are only allowed in the outdoor beer garden with supervision and must be kept on a leash at all times.

It is the client's sole responsibility to provide adult supervision at all times for children, special needs adults and animals while on BLBC property.

The client agrees to accept liability for any loss, theft, or damage to their guest's property and Big Lick Brewing Co.'s building, its grounds, its equipment, or its furnishings; the cost of replacement or repair of any item will be charged to the client. BLBC and its insurers are not to be held liable for any damages or loss.

Firearms, other weapons, fireworks, explosives and illegal drugs are strictly prohibited.

Guests may not bring outside alcohol onto the premises at any time, per Virginia ABC law. In the event that this happens, Big Lick Brewing Co. reserves the right to end the event in which case, the client will forfeit all monies paid and any time remaining for the event.

The use of nails, screws, thumb tacks, staples, tape or anything that will damage or create marks on the walls, ceilings, floors, or furniture is strictly prohibited.

**During Event**

The client is responsible for any damages that occur during the use of the facilities and grounds. **The client must be present during the entire event.**

No one under the age of 21 will be served or allowed to consume alcohol on BLBC property.

**Post Event**

At the completion of your event, the client is responsible for returning the brewery back to its original condition, which includes, but is not limited to; clearing all tables, properly disposing of all trash in designated trash cans throughout the room, ensuring no items are left on the floor, and removing non BLBC decor items and all property not owned by BLBC.

Following the event, BLBC is responsible for the majority of the facilities cleanup, including trash removal, bathrooms, supplies and maintenance, sweeping, mopping, trash receptacle, trash bags, etc.

I have read and agree to abide by the terms of this contract:

X \_\_\_\_\_  
Print

X \_\_\_\_\_ Date \_\_\_\_\_  
Sign

Brewery Use Only

Reviewed and accepted by: \_\_\_\_\_

Additional Notes: