



Annex at The Bottle Shop Event Room

Effective July 29, 2019

Thank you for your interest in our Event Room

Room

- Room Rental includes the Room, table, chairs, stemware, garbage removal.

Beverages

- **No outside beverages permitted.**
- All drinks are purchased through The Bottle Shop, no outside beverages permitted, there is a minimum beverage/snack purchase in addition to room rental.

Food

- You can bring in food that we don't offer. Catering is permitted (see our list of suggested Caterers)
- The Bottle Shop does not provide tableware, paper goods, flatware or serving utensils. Please bring your own.

Set up and Clean up

- Garbage cans provided.
- Set-up access ½ hour prior to event on the day of your event, unless previous arrangements are made. Rental rates apply from the start of your event until clean-up is completed. Rates are prorated by the ½ hour.
- "Broom Clean" Clean up of room is responsibility of group. We will dispose of bag secured garbage.
- Removal of decorations and bagging of all garbage is the responsibility of the rental party.
- *(Use of glitter and/or confetti is not allowed.)* Use of confetti or glitter will result in a \$100 cleaning fee.

Deposit and fees

- Deposit of \$150. Non-refundable within 60 days. Deposit will be refunded if cancellation is received in writing prior to 60 days before the event. Deposit will be applied to the balance due the day of the event.

Server

- A server is dedicated to you.
- 18% gratuity will be added to total bill.

Equipment

- A smart TV is provided with a HDMI cable for use with a personal computer.
- If additional equipment is needed The Bottle Shop can coordinate rental or set up with the additional charge to be paid by renter.
- Bluetooth speaker available for streaming music from your device

Rates

Annex Room Rates (Capacity 40)

By the Hour \$75 hour

Sunday through Wednesday, or Weekends before 3:00pm (event is finished, and clean-up is done by 3:00pm): \$150 Rental Fee for 4 hours maximum. Additional Beverage minimum of \$200 prior to tax and gratuity.

OR

\$400 no beverage minimum (Cash bar only)

Thursday through Saturday Evenings (after 3:00pm) Rental fee of \$250 for 4 hrs. max plus additional beverage minimum of \$350 prior to tax and gratuity.

OR \$700 no beverage minimum

Theatre Rates (Capacity 50)

By the Hour \$100 Hour

With the Use of Annex Room \$75 Hour