

THE BOARDROOM EVENT RENTAL AT SURLY BREWING CO.



Make your event a **SURLY** event. We'd love to host you at our Minneapolis brewery. The Boardroom sets the mood for an intimate and energized gathering for groups of up to 20 guests. With the perfect combination of elegant and industrial design you and your guests are guaranteed a memorable experience. And we don't just pour your beers, we provide you with a full service event package: our kick-ass staff will make your day go off without a hitch, our menu options will have your guests go crazy and, of course, we serve damn good beer. Our Events Team will personally handle the details of your event planning with you, making sure everything goes according to plan. Check out all we have to offer to make your gathering **SURLY** on the following pages

WHERE

Surly Brewing MSP
520 Malcolm Ave. S.E.
Minneapolis, MN 55414

All event space is located on the 2nd floor of MSP.

HOURS

The Boardroom is open from 7am to 11pm Sunday through Thursday and 7am to midnight Friday and Saturday. The spaces are available a half hour before the event for set up. If there is no event prior to your event, the space may be available earlier for set up. Early setup availability will be confirmed by the Events Team two weeks prior to your event. A room rental fee may apply.

THE BOARDROOM

The Boardroom is Surly's private dining room, located inside Brewer's Table. This intimate and quiet setting is perfect for special dinners and gatherings for up to 20 people.

FOOD AND BEVERAGE MINIMUMS

Surly Brewing Company requires that clients meet their contracted food and beverage minimum. Should the food and beverage minimum not be reached during your event, a room fee will be added to the final bill in order to reach the food and beverage minimum.

Food & beverage minimums are based on the length of your reservation. Your event coordinator will provide you with the food & beverage minimum that coincides with your reservation.

Contact our Events Team, with any questions.
e: events@surlybrewing.com p: 763.762.6065

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FOOD AND BEVERAGE MINIMUMS (CONTINUED)

THE BOARDROOM

| BLOCKS | AVAILABLE TIMES | MINIMUMS |
|--------------------------------|-----------------|------------------------|
| Day Rental: Monday to Sunday | 7AM-4:30PM | Starting at \$500.00 |
| Night Rental: Monday to Sunday | 5:30PM-11PM | Starting at \$1,000.00 |

The space may be available for an alternative start time for evening events. Check with the Events Team for availability on your preferred date. Surly Brewing Company Events Center does not reserve event dates further out than 18 months from your event date.

Space buyouts extending longer than 8 hours require you to meet the full day's total food and beverage minimums (\$2,500.00), plus an additional \$500.00 rental fee.

EVENT PACKAGES

We've taken care of the space, the food, and of course – the beer. Now let us round out the rest of your event needs, and even make your get together a little more Surly. Our Boardroom Event Package includes:

- Tour: You came to Surly – let us show you what we're all about! This private brewery tour will take up only 30 minutes of your event.
- Beer: This event package includes your group's first round of beers when they get back from the tour.
- Decoration: We provide you with votive candles and table runners to accent your table settings.
- Audio Visual Equipment: The Boardroom is equipped with a state-of-the-art A/V setup. The Boardroom AV Package includes the following:
 - 70" HD LED display panel
 - In-ceiling amplified speaker system
 - VOIP speaker phone
 - VGA and Mini Display Port inputs with audio
 - Microsoft Windows computer with MS Office
 - Blu-ray/DVD player
 - Wi-Fi access

Add The Boardroom package on to your event for only \$300.00. Don't need the entire package? Individual items are available. Talk with your event coordinator for specific costs.



MENU SELECTIONS

Check out our current event menu for seasonal selections Chef and his team are offering.

We'd love to start putting together your menu ideas sooner rather than later. Pending your event needs, a menu tasting may be available for your group. We host complimentary quarterly menu tastings to showcase our menu options for you. Once your event date is set we'll add the tasting date to your calendar as well. Private tastings held outside of our quarterly menu tasting will require guest payment. Your event coordinator will work with you directly to plan your menu for the evening. Allergies and certain dietary restrictions can be accommodated. Plated menus are designed for three entrée choices (one being a vegetarian option). A fourth entrée will incur an increase in pricing for all entrees served.

Ideally we'd like to have your menu and event details outlined in your final event order two weeks out from your event. Your guaranteed guest count, and menu counts if applicable, are due (5) business days prior to your event. If guaranteed guest count is not received, the guest count given at the time of booking will be used. Your signed final event order agreeing to your menu is due at this time as well. We will make every effort to accommodate any last minute increase in guest counts. Decreases in guest count are not allowed within five (5) business days of the event.

Additional food may be ordered during your event, a 10% current menu price increase will apply. Menu items available for reorder will be provided by Chef the day of the event. Menu pricing on food and beverage is guaranteed 60 days prior to your event.

NON-PROFIT MONDAYS

In partnership with our Surly Gives A Damn program, the Surly Brewing Company Event Center has made Monday nights at Surly Non-Profit Mondays. Qualified 501c3 groups are invited to utilize the event center to help advance their mission. There is no required food & beverage minimum for these groups, and all event fees for linens, AV, room rental, security, etc. are waived. A non-refundable \$250.00 deposit is required to secure your non-profit Monday reservation.

Qualified groups are limited to utilizing one non-profit Monday per year, but may reserve alternate dates at the prevailing food and beverage minimum. Groups may not book their non-profit Monday date more than six months out from their event date. This excludes the first Monday of each month. Sponsorships must be centered on a local or regional program or event. You must provide your 501c3 letter at time of booking to receive the promotion benefits.

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NON-PROFIT MONDAYS (CONTINUED)

Groups interested in utilizing the Non-Profit Monday promotion must qualify using the following SGAD qualification guidelines:

WHO WE WILL CONSIDER SPONSORING (BUT NOT LIMITED TO):

- Arts and culture programs/events
- Community service organizations
- Environment focused programs/events
- Community programs/events
- Fundraising dinners
- Beer events

WHO WE WON'T CONSIDER SPONSORING:

- Political organizations/campaigns
- Individuals and private fundraisers
- Religious activities
- Children's groups/events
- Athletes/recreational teams

FOOD AND BEER POLICIES

Surly's event center is in our brewery, and due to the Minnesota State Tap Room law we can only serve our own beer. Our really, really good beer. We also provide our guests with an assortment of soft drinks available for purchase. You may not bring wine, spirits, or any other kind of beverage in to your event.

With the exception of specialty cakes and desserts, no outside food or beverage is allowed. Absolutely no flasks, wine bottles or any kind of alcohol may be brought in to the building. If outside alcohol is discovered in the possession of a guest, the contents will be disposed of.

All food is made in house and must be consumed in house. In accordance with the State of Minnesota health codes, no food or beverage can be packed up for takeout. All buffets must be taken down after three (3) hours for food safety.

DESSERT

We have a talented pastry team staffed to provide our guests with the best dessert in town. If you have a bakery you would prefer to use, you may do so. Desserts brought in from an outside source will be subject to a \$4.00 per person serving fee. The Events Team will be happy to speak with you regarding your specific dessert needs. At the end of your event, any cakes or cupcakes that have not been cut or served to the group may be boxed up and taken home with you.

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STUFF YOU CANT DO

You may not affix anything to the walls, floors, or ceilings, unless a pre-approved vendor does it. ABSOLUTELY NO glitter, glitter balloons, confetti, feather boas, flower petals, ceiling draping, nails (the kind you hammer), duct tape, thumbtacks, or flames (candles, torches, etc.). Use of any of these items, or damage caused to Surly property by these items, may result in a damage fee.

PREFERRED VENDORS

Surly Brewing Company allows outside vendors (DJs, florists, up lighting designers, decorators, etc.) of your choice. We also have an awesome list of event partners that we'd love to introduce you to. Your event coordinator would love to help you get the conversation started

RESERVING THE BOARDROOM - DEPOSIT & PAYMENTS

A \$300 deposit is required to book an event in the boardroom Sunday - Saturday. A \$250.00 deposit is required for all non-profit Monday events. Deposits are due upon signing the contract when booking an event in The Boardroom. Your deposit will be applied towards your final payment. Event deposits are non-refundable.

Pre-payments may be made beginning (10) days prior to the event. Pre-authorization of your form of payment will be required the day of your event prior to your start time. Cash and credit cards are accepted. Full event pre-payment is required for all weddings. We do not accept post-event payments.

CANCELLATIONS

We get it. Sometimes things come up and cancellations have to happen. If you cancel up to 90 days before your event, your deposit will be retained but you will not be charged a cancellation fee. If you cancel between 90 and 30 days, the cancellation fee is 50% of your contracted food & beverage minimum.

If cancelling within 30 days of your event you will be charged a cancellation fee of 75% of your contracted food and beverage minimum. Cancelling within 5 days of the event will result in a cancellation fee that is 100% of your contract food and beverage order. For day of cancellations the full amount of the contracted food and beverage will be charged to the credit card on file, along with all applicable service charges and taxes.

Non-Profit Monday Events that cancel will not be charged a cancellation fee, but the event deposit will be retained.

Cancellation fees cannot be used as a credit towards a future event.

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SERVICE CHARGES AND TAXES

A 20% service charge will be applied to all food and beverage functions. The tax rate is 7.775% for food and nonalcoholic beverages and 10.25% for beer. The service charge, rentals, security fee, clean up fees and set up fees are all subject to MN state tax of 7.775%.

CONTRACT AND LEGAL STUFF

A signed contract and deposit is required to confirm your event space reservation at Surly Brewing Company.

A final event order will be created and signed with all agreed upon itemized options, event details, and services prior to your event. This final signed contract will determine the final bill and details of your event.

Client/organization agrees to protect, indemnify, defend and hold harmless Surly Brewing Company and its employees and agents against all claims, losses or damage to persons or property, government charges, fines and costs (including attorney's fees) arising out of or connected with the use of the facilities, including but not limited to the installation, removal, maintenance, occupancy or use of the premises, or any part thereof, by client/organization or any guest, invitee or agent of the client/organization or any independent contractor hired by the client/organization, except those claims arising out of negligence or willful misconduct of Surly Brewing Company.

IN SUMMARY, YOUR SURLY EVENT WILL BE AWESOME. WE PROMISE.