

## TERMS AND CONDITIONS

### TRIPLESEAT

#### **CONTRACT:**

All events scheduled at Lakefront Brewery require a signed contract agreement. The event is not considered confirmed until a signed contract is in place. Lakefront Brewery utilizes TripleSeat as the event software and all contracts are signed online through TripleSeat. By signing the contract, you are acknowledging that you have read, understand, and agree to these terms and conditions.

#### **ROOM INFORMATION**

We at Lakefront Brewery believe in treating everyone with respect. We pride ourselves on being an inclusive space to all citizens of Milwaukee, this country, and around the world. We welcome people from all walks of life while representing equity and acceptance. While we have respect for everyone, we also stand firmly in our zero-tolerance policy for discrimination in any way. Our ongoing pride in this can be seen through insignias, signage, clothing, flags, and other items displayed in employee only areas (i.e. the bar, back bar, gift shop, front window). Additionally, our employees may also wear apparel, (i.e. work shirts or hats) to promote inclusivity. We will not remove any insignia, either on our premises or for any private event, group, or gathering. We also forbid the posting of anything that goes contrary to these beliefs.

#### **ROOM CHARGE**

We here at Lakefront are pleased to offer space in our iconic Beer Hall for your special event. We do not charge a room fee for this shared space; instead, we reserve a specific section in the beer hall for events, and while it is semi-private, it is a shared space. We do have a small meeting room that is subject to a room fee, dependent on the date/time and amount of people. The events manager will discuss pricing for that room upon your inquiry.

#### **MENU/PRICING**

We offer a variety of options for catering and off-menu selections for your event. The events manager will share this information with you and coordinate a custom-made menu that fits your needs. We require 14 days minimum for a final headcount for food

ordering and staffing purposes. Any changes to the headcount less than 14 days prior to the event **must** be approved of by management and are not guaranteed.

For all events we do have food and drink minimums that will be dependent on your headcount and date of the event. Pricing is dependent on the type of event, how many people, the time of year, and day of the week. This information will be communicated via the events manager and agreed upon on the Banquet Event Order (BEO) prior to signing the contract.

### Catering:

Catering is a pre-planned option for providing food to guests. There is often a food minimum to be met but that will be determined by the events manager and executive chef. The events team will work with you to determine the best packages to suit your needs. All catering orders must be submitted 14 days prior to the event. Any orders placed less than 14 days are not guaranteed. The catering menu is subject to change without notice, but Lakefront will honor any selections made prior to any changes.

*\*Per strict health codes, catered food cannot be left out for more than 2 hours and cannot be taken to go.*

### Beverages:

All private events require beverage minimums. Typically, this is one drink ticket/person at \$7 each (good for beer, hard seltzer, wine, or unlimited soft drinks). More than one ticket/person can be purchased and added to the tab as necessary. After these tickets are redeemed, you can move to open bar or cash bar.

### Tours:

If your group is interested in taking one of our world-famous brewery tours as a private group, we can accommodate up to 40 people per tour with a minimum of 20 people (can be more; max 40). Tours run about 55 minutes and cost \$13.00 per person (Mon-Thurs) and \$16.00 per person (Fri-Sun). Besides the fun facts, lore, and jokes your tour guide will provide, we also include four 6oz drink tokens, and a souvenir pint glass.

*\*If the private tour is canceled the day of, there will be a \$75 cancellation fee.*

## **OUTSIDE FOOD AND BEVERAGE**

We do not allow any outside food or beverage. We offer quite a selection of food and beverages that cater to any guest. If there are specific food allergies or you would like to bring in a dessert, please contact the events manager to discuss options.

## **ALLERGIES/DIETARY RESTRICTIONS**

Lakefront Brewery is happy to accommodate guests with allergies, intolerances and other food-related restrictions. We handle food allergies with the utmost care and our highly trained staff does everything to ensure guest safety in this regard. Please note that our buffet cannot be monitored for every guest's movement; therefore, cross-contamination after the food has left the kitchen is highly possible.

At a minimum, we request 48 hours' notice to the event coordinator of any food restrictions so we can make the proper adjustments. It is recommended that guests with severe allergies have a separate plate made for them before the buffet is open to other guests and/or they are allowed to bring in their own meal.

## **TAX & GRATUITY**

All event tabs are subject to applicable local taxes. An auto gratuity of 20% is added to all large party and event tabs. If you are a tax-exempt organization, please provide proper paperwork to the events manager and we will provide proof of receipt on the final bill.

## **PAYMENT/DEPOSIT POLICY**

Deposits for each event are at the discretion of management and often depend on time of year, day of the week, and type of event. All charges, less an advanced deposit if required, are payable prior to or at the immediate conclusion of the event in the form of cash or credit card. For late payments, there will be a 10% fee of the total bill incurred. We accept all major credit cards. We do not accept checks. We cannot accept gift cards as payment for an event. Final payment cannot be divided into separate checks.

A credit card on file is required prior to and during the event. You can do this online via TripleSeat, or by filling out a credit card authorization and returning it to the events manager. By releasing your credit card information, you understand and agree to the use of this card for deposit, payment, and/or cancellation fees.

## **CANCELLATION POLICY**

For catered events, we have to bring in products we do not have on premise. Because we have to place special orders for these items, we do enforce an event cancellation policy. This policy helps us to cover the cost of unused product, wasted product and scheduled labor intended to assist with the event. If the event is canceled more than seven (7) days out, there is no fee incurred. If the event is canceled within two (2) to seven (7) days, 25% of the total for the catering will be due. If canceled between 24 to 48 hours, 50% of the total will be due. If canceled within 24 hours or a no show, 100% of the total will be due.

**\*Weather Related Cancellations:** In the event the State of Wisconsin issues a "travel not advised" warning, an event can be postponed at no charge. This event must be rescheduled within 90 days (subject to availability) or is subject to a cancellation fee of \$300.

## **DECORATIONS**

All decorations are to the discretion of management. If you would like to bring in decorations, please contact the events manager who will tell you if we can accommodate that or not.

## **PARKING**

Lakefront Brewery has on-site parking, as well as plentiful street parking. Please instruct your guests to utilize the parking availability as necessary.

## **SECURITY/LIABILITY**

Lakefront Brewery will not assume any liability for theft or damage to personal property or for any lost or stolen articles occurring prior to, during, or after the event. Lakefront Brewery reserves the right to inspect, control, and cancel all private functions. Liability for damages to Lakefront Brewery property (indoors and outdoors) will be charged to the person(s) responsible in this contract.

All Lakefront Staff reserve the right to refuse service to anyone, at any time, for any reason.