JACK PINE
BREWERY

15593 Edgewood Dr - Baxter, MN 56425
www.JackPineBrewery.com - (218) 270-8072

Jack Pine Brewery Private Event Rental Information and Contract

Thank you for your interest in renting our unique venue at JPB for your upcoming event! We have two options available for rent.

The Pioneer Room:

$75.00/hour with a 2-hour minimum, paid in full in advance to finalize your reservation.
$120.00 beverage minimum + 18% gratuity, paid at the start of the event.

This private room adjacent to the Taproom comfortably seats up to 48 people and is separated from the public Taproom by a large sliding door. Reservations must be made at least 2 weeks in advance, and booking early is recommended due to high demand.

Event hours (including set-up and breakdown) are to be prearranged with JPB Taproom Manager, and will be included on the contract. This rental includes:

- Set-up 1 hour prior to event start time
- Use of existing tables and chairs
- Projector Screen
- 30-minute break down

The Brewery (Production):

$100.00/hour with a 3-hour minimum, paid in full in advance to finalize your reservation.
$240.00 beverage minimum + 18% gratuity, paid at the start of the event.

This private space is in the brewery production area that can be seen from the taproom. There are many options available to accommodate varying group sizes. We will work with you to figure out the best arrangement for your event. Reservations must be made at least 3 weeks in advance, and booking early is recommended due to high demand and scheduling constraints.

Event hours (including set-up and breakdown) are to be prearranged with JPB Taproom Manager, and will be included on the contract. This rental includes:

- Set-up 1 hour prior to event start time
- Separate Beertender in the Brewery for your event with cash bar or pint tokens
- 3 beers on tap in the Brewery for your event, beer selection is subject to approval and availability
- 30-minute break down

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Additional add-on options based on approval and availability:

- Brewer on-site for one hour to give a tour and brewery information. $50
- A special beer made for your event. This requires a minimum of a 6-week advance reservation. $75

Non-Profit Rates:
To support our local non-profit organizations, we offer a 50% discount on the hourly room rental rate. Please ask for more information.

Beverages:
JPB offers a variety of beers, based on the season. We also offer hand-crafted soda. We do not offer price discounts for large events, nor do we sell kegs for onsite consumption. Guests may pay with cash or credit card. You may choose to prepay for a certain amount, or host all beverages. Due to Minnesota state law, we can only sell our beer that we produce. There can be no outside liquor, wine, or beer served at any on-site events. No outside beverages of any kind are allowed without prior approval.

Food and Catering:
We do not serve food, but have worked with many local caterers for special events hosted at the brewery. If you need any recommendations or information, please ask. We kindly ask that you notify us of food arrangements so that we can make the appropriate preparations.

Decorations:
You may bring decorations for the tables. Your own table cloths may be used if you wish. For the Brewery rental, you have the option of black, white, or ivory tablecloths for your event. You may not use anything to attach decorations to walls, table tops and equipment. Any damage or residue from tape, nails, or other fasteners left after the event will be subject to a repair or replacement fee.

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Request a Date:

Request a date at least 2 weeks prior to your event date. A 3 week notice is required for the Brewery. If your event date is available and approved, a contract will be sent to finalize your reservation. No rental is complete and guaranteed until JPB has received the signed contract with the rental fee. Please submit this form to mary@jackpinebrewery.com

Event Information:

Rental Space Requested: _____

Contact Person: _____

Date Requested: _____

Event: _____

Hours of event: _____

Phone: _____

Email: _____

Number of Expected Guests: _____

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RENTAL CONTRACT

This Rental Contract is executed on _____, 20____

Between Jack Pine Brewery, LLC, (Lessor) and

(Lessee) _____

(Address) _____

In Consideration of the mutual covenants contained herein, the Lessor, and Lessee hereby agree as follows:

Rental Space (circle one): Pioneer Room Brewery Production

Event Title: _____

Event Date: _____

Event Start Time: _____

Event End Time: _____

Estimated Number of Guests: _____

Event Description:

_____

_____

Caterer: _____

Beers on tap requested (Production only): _____

_____

_____

Tablecloth color (circle one, Production only): black white ivory

Special beer being produced (Production only): If yes, type of beer?

_____

Primary Phone Number: _____

Contact Phone Number Day of the Event: _____

Secondary Number: _____

Email: _____

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Conditions of Rental Agreement:

1. Lessee is responsible for the setup and cleanup of the rental space. All events must have a designated contact on-site during event. This person is responsible for the supervision of all setup, cleanup and event operations. Lessee's access to the rental space for setting up will be limited to the hours agreed upon in this agreement.
2. Nothing may be attached to the walls for decorations. No stapling, nailing, using tape or glue to fasten to the walls, tabletops or equipment. Any damage may be subject to a damage fee or replacement fee.
3. No outside liquor, beer, or wine is allowed on premise. If alcohol is found during your event, it will be disposed of.
4. JPB reserves the right to end/cancel the event at any time leading up to the event or during the event.
5. JPB reserves the right to end the event for unruly, disrespectful or dangerous behavior by client or client's guests.
6. Cancellations must be made at least 14 days in advance for the Pioneer Room, for the scheduled event to obtain a 100% refund of the rental payment. Cancellations made at least 7 days and less than 14 days for the Pioneer Room in advance of the scheduled event are subject to a refund of 50% of the rental payment. Cancellations must be made at least 21 days in advance for the Brewery, for the scheduled event to obtain a 100% refund of the rental payment. Cancellations made at least 14 days and less than 21 days for the Brewery in advance of the scheduled event are subject to a refund of 50% of the rental payment. Any cancellations made less than the number of days stated for the scheduled event will result in forfeiture of payment.
7. No rental venue will be held until this signed agreement and payment of rental fee is received to JPB.
8. The brewery space is an operating brewery. As such, there are certain hazards that may be present that are not found in a normal rental space. Children under the age of 12 must always be accompanied by an adult. There will be portions of the brewery blocked to access for the safety of our guests. Any attempt to access restricted areas will be grounds for removal from the event.
9. Any damage or loss of product as a result of any actions by the lessee or lessee's guests may be subject to a damage fee or replacement fee.
10. By executing this signed agreement you agree to release the Brewery from any claims related to any injuries occurring to you and/or any of your guests on the day of your scheduled event. You further agree to indemnify and hold the Brewery harmless as to any claims made by any of your guests.

_____ _____

Lessee Signature Date

_____ _____

Lessor Signature (Jack Pine Brewery, LLC) Date

For Office Use Only:

Payment received_____ _____
Amount and Check # Date