

## **The Loft at West O Beer**

### Rental Agreement, Rules & Regulations

#### **Welcome!**

West O Beer welcomes you to The Loft at West O, the Lakes Area's one-of-a-kind "industrial speakeasy" event and rental space, overlooking West O's brewery.

Accommodating a group of 60 seated or 70 standing, to fire code, The Loft is a form-fit space for your wedding rehearsal dinner, birthday party, corporate event, presentation, or celebration!

All items in the "Day-of Event Production & Details" section are to be agreed upon by both parties in advance of the event and honored thru event completion, regulated by the rules and offerings outlined below.

The RENTER / signee of this contract is responsible for setting up & tearing down the tables and chairs, any decorations, as well as the conduct of and/or any damages caused by any member(s) of the group.

The Loft is also not handicap accessible – please alert West O in advance for any needs or accommodations.

#### **Provided by West O**

As part of your rental fee, West O Beer makes the following amenities available:

- One bartender for the duration of the event.
- Up to 60 chairs
- Up to 6 low-top tables and Up to 8 high-top tables
- One 12 foot catering / decoration counter
- Digital projector with 100" projection screen with Chromecast access
- Two 60" flat screen TVs with slideshow capabilities
- Soundbar with bluetooth microphone
- Wifi access

#### **Food & Drink**

The Loft at West O features 6 tap lines of West O's craft beer, wine distributed by Okoboji Wines and Little Swan Lake Winery, and a line of Pepsi products. The Loft will also feature a small selection of liquor options with mixers for simple cocktails, to be agreed upon by both parties.

West O's pizza kitchen will be the preferred food provider for events. For ingredient ordering & availability purposes, the RENTER must provide the full pizza order 2 weeks in advance.

The RENTER may choose to hire a caterer, to be discussed among both parties. Any caterers will not have access to West O coolers, ovens, or dishwasher. Any catered food must also be cleaned up by the RENTER or caterer upon event completion.

**Prohibited Items**

The following items are NOT allowed in The Loft:

- Firearms
- Matches or open flames
- Pets
- Smoke machines
- Smoking, Vaping
- No thumbtacks, staples, nails (ie.) are allowed for hanging
- Outside beverages

Any decorations must also be approved by West O staff – and removed from the Loft by renter by the agreed-upon end time.

**West O Beer Staff & Events / Guests**

West O Beer staff reserves the right to refuse service to anyone for cause, and will monitor any content or volumes of any music / videos.

**Day-Of Event Production & Details**

Both parties agree to the following terms, details, and conditions for the event:

People / Attendance	_____	
Time In / Time Out	_____	_____
Tab(s)	_____	
Table Setup / Floorplan	_____	
Projector & Screen	_____	
Televisions	_____	
Microphone / Speakers	_____	
Spotlight	_____	
Decor/ations	_____	
Liquor	_____	
Pizzas	_____	
Other	_____	

**Parking**

Loft event groups must park on the north side of the West O lot, along the rope and tree-lines.

**Payment(s) & Deposit**

This is a contract signed by the renter. Payment of all fees associated with the reservation is due as indicated at the moment of the reservation.

We reserve the right to charge the credit card on file for the following:



**The Loft at West O Beer**  
Credit Card Form: Deposit & Fees

The following information will be kept safely stored up thru the duration of the event, and shredded after. As noted in the rental agreement, the card may be charged for any assessed overages or damages that occur during the event.

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Name on Card

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Credit Card Number

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Expiration Date

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Security Code

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Zip Code