

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, 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 (All on 1? Cap at a \$? Individual?) _____

Table Setup / Floorplan Requests? _____

Projector & Screen, use? _____

Televisions, use? _____

Microphone / Speakers, use? _____

Spotlight, use? _____

Decorate? (extra rental fee applies for time) _____

Liquor / Liquor Requests? _____

Pizzas / Catering? _____

Other requests or notes? _____

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:

Groups must adhere to the above agreed-upon hours for setting up and tearing down. Any overages will be charged extra, according to the hourly rate, on the credit card submitted for deposit payment.

Any damages to West O property by event attendees will also be charged onto the credit card on hold.

Groups of over 20 will be charged an automatic 20% gratuity.

The Loft at West O's hourly rate table for 2024 is as follows:

<u>Peak Season (May 1 - Sept 30)</u>	1 Hour DAY	1 Hour NIGHT
Monday - Thursday	\$100	\$100
Friday	\$150	\$200
Saturday	\$200	\$250
Sunday	\$200	\$200
<u>Off Season (Oct 1 - April 30)</u>		
Monday - Thursday	\$75	\$100
Friday	\$100	\$150
Saturday	\$150	\$150
Sunday	\$100	\$100

**Nonprofit rates may apply. Inquire with West O Staff.*

For the agreed-upon details above, the renter agrees to pay the following rate:

Deposit & Refund Policy

Rental Rate listed above is due and payable upon signature and submission of this form.

Cancellations 90 days in advance will be fully refunded.

Cancellations 45 days in advance will be 50% refunded.

Cancellations any closer to date listed will not be refunded.

Signatures

_____ Date

West O Beer Representative

_____ Date

Renter

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.

Name on Card

Credit Card Number

Expiration Date

Security Code

Zip Code