

Schlafly Bottleworks

Crown Room Events

Thank you for considering Schlafly Bottleworks for your event!

- The following pages will tell you everything you need to know about having an event in the **Crown Room** at **Schlafly Bottleworks**. If you have never seen the space before, come on down and check it out. The Crown Room is available to view in an **open house setting on Wednesday evenings from 3 to 6** where you can talk with someone from this department who can answer your initial questions. You are also welcome to stop by during regular restaurant business hours to view the space on your own. Should this suit your schedule better, please direct all questions to BottleworksParties@Schlafly.com.

If you are familiar with the room from attending our beer festivals and/or other events, and have found the answers to all your current questions in the following pages, just send in the contract found at the back of this packet along with the Crown Room charge of \$300.

To check room availability first, please email BottleworksParties@schlafly.com .

There are 3 easy ways to submit your contract (found at the end of this packet) and Room Charge.

- Scan/email the contract to bottleworksparties@schlafly.com with credit card info for your room charge.
- Mail your contract with your room charge. The room charge can be paid by check or credit card. If you are paying by check please make it out to “Schlafly”. Our mailing address is:

The Saint Louis Brewery Attn: Private Events
7260 Southwest Ave
St. Louis, Mo 63143

- Drop it off at the Schlafly Bottleworks in Maplewood at
7260 Southwest Ave
St Louis MO 63143

Please note:

-Your room charge and contract must be submitted together. No room will be held until both these items have been received together.

-The contact info on your contract must be the main contact for planning the event, not the person paying.

-The Room Charge is not a deposit, it is a room charge.

-Within 72 hours of submitting your contract and room charge you will receive an email (at the email address listed on your contract) with receipt for your room charge as well as a copy of your initial Banquet Event Order (BEO).

As you begin to make decisions, our Event Space Coordinator is available for any and all questions and will record the evolution of your event on your BEO. Email correspondence is the easiest form of communication, as we can track our dialogue on updated BEOs, floor plans, invoices, etc., as things evolve. A final meeting can be scheduled for 15 to 30 days prior to your BEO deadline, which is two weeks prior to your event, in order to solidify all your details. You will need to request this through the Event Space Coordinator. Everything is final by your BEO deadline. Nothing can be changed after this date.

Our Event Space Coordinator is here to help in any way possible but is not an *Event Coordinator*. Our main concern is your food and drink and making sure you have all the necessary items to enjoy both. We can provide some services, along with recommending outside vendors, to help make your event a success but it is your responsibility to organize all the details of your occasion.

The Difference Between Catered and Happy Hour Style

A fully catered event consists of a pre ordered, prepaid buffet of appetizers and/or dinner. This is standard for rehearsal dinners, corporate dinners, etc. You have bartenders and serving staff. This arrangement involves the Room Charge AND the Minimum Spend as well as a 19% service charge.

A Happy Hour event consist of the room and a bartender, and Happy Hour Platters. Bar can be either cash bar or one of our pre paid Bar Packages. This arrangement is far more casual and involves only the Room Charge, no minimum or service charge. Gratuity is expected.

If you are a nonprofit, please email BottleworksParties@schlafly.com for details on arrangements that apply.

Room/Rental Set Up

The Crown Room can handle **up to 80 guests for a buffet dinner or up to 120 guests for a cocktail event.**

Once you have a head count for your event we can provide a floor plan that will suit your needs. All layouts are made of a mix of wooden 4 tops and 6 tops plus cocktail tables.

*A note about cocktail events... When having a cocktail reception we do not provide seating for all guests. Your room set up will allow for seating for 48 plus bar 12 bar stools. The idea is that guests will eat, drink and mingle in no specific order. It is important when having a cocktail reception that all details support this theme. Timings, room set up, food set up must all support the idea that your event is not a formal dinner, rather a cocktail event.

Included in your rental are the following:

- Tables and chairs. Bistro tables are 42 inch square or 4 by 84. Cake table is 42 inches by 84 inches, and the buffet table is approximately 3 feet by 10 feet.
- All necessary flatware and stoneware for appetizers, dinner and dessert.
- Real white dinner napkins for dinner events, white disposable cocktail napkins for cocktail events. We do not linen our table unless having dinner.
- Access to the event space one hour prior to your event to decorate.
- 4 hours of event time starting no earlier than 4pm and ending no later than 12 midnight.
- A wireless microphone (for toasts or announcements) and an I-pod hook up if you choose to use a personal playlist as the soundtrack for your evening.
- A projector and screen that are laptop or DVD compatible.
- Unlimited email correspondence with the room coordinator and 1 finalization meeting scheduled for 15 to 30 days prior to your event should it be needed.

The following are add-ons available to you:

- \$25 dessert fee should you decide to bring in an outside dessert.
- \$10/person Interactive Beer School (only available for groups of 50 or less)

*Because we are not a full time banquet facility **we do not offer tastings.** The Catering menu however is designed and managed by the same executive chef that manages the restaurant menu. A meal in the dining room will give you a great feel for the style and quality of food we provide. Come on down, and have a beer while you are here!

PROJECTION SCREEN

Laptop and other equipment

BUFFET TABLE
If needed

TABLES OF 4

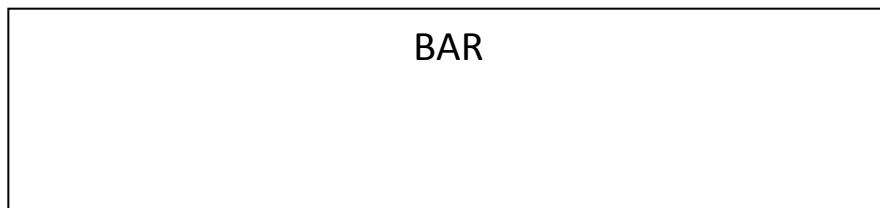
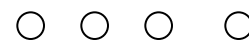
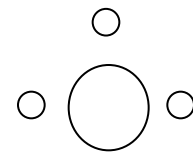
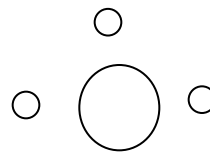
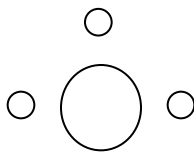
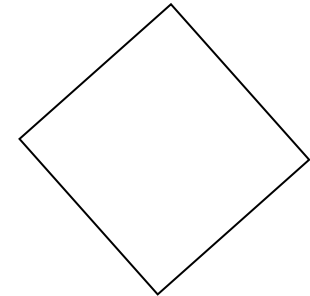
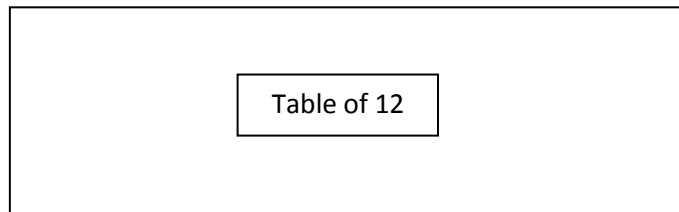
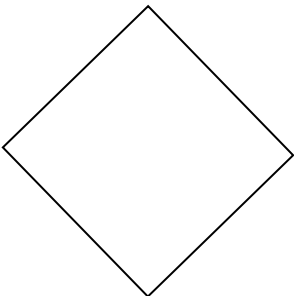
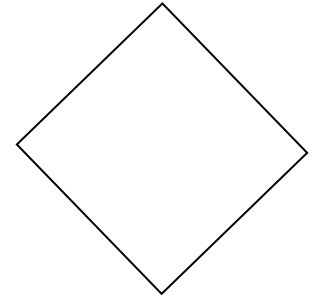
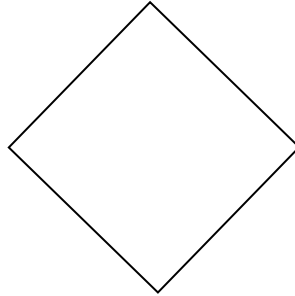
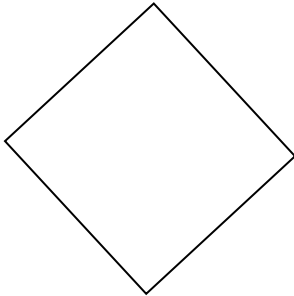
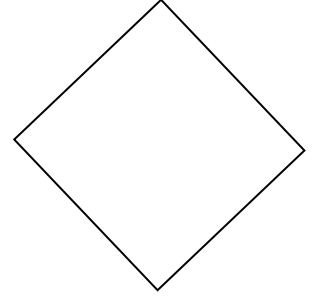
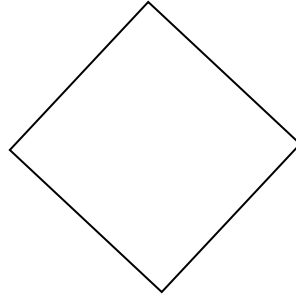
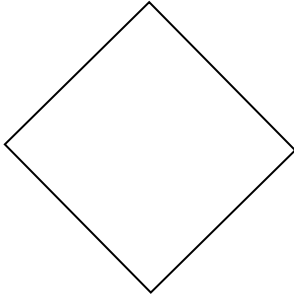
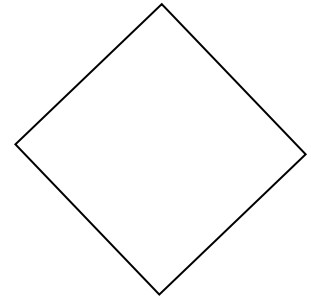
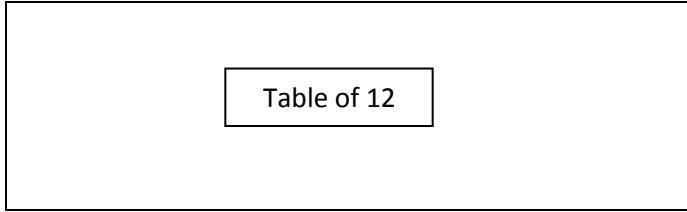
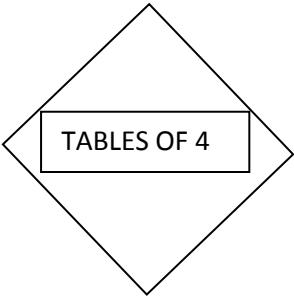
Table of 12

SET UP
for all non
dinner events
**Crown
Room**
**64 chairs, 20
bar stools.**
120ppl max

Table of 12

BAR

ENTRANCE



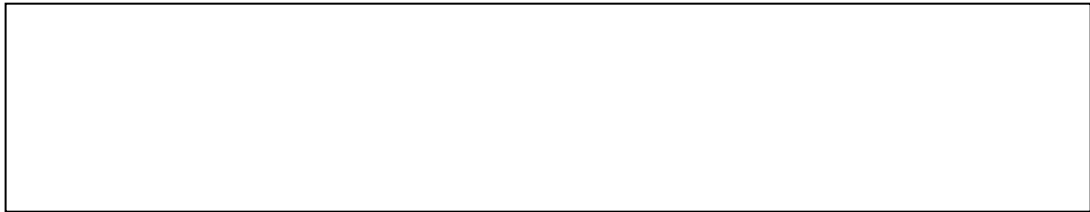
BUFFET
TABLE

If
needed

PROJECTION SCREEN

Laptop and
other
equipment

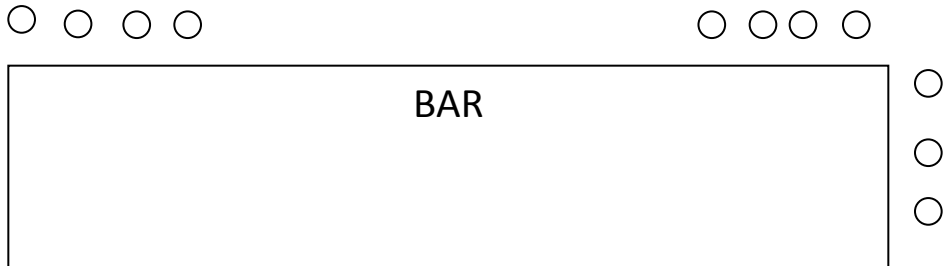
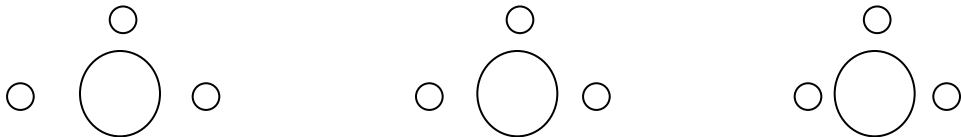
Family style tables of 20



SET UP
for all dinner
events
**Crown
Room**

**80 chairs, 20
bar stools.**

100ppl max



ENTRANCE

Bar Packages

When deciding the bar package for your event you must first consider if you want a **cash bar** or a **host bar**. A cash bar would allow guests to purchase their own drinks; whereas, the host bar would prepay for guests drinks for the evening. Your bar package must run the length of your event. We do not offer a “running tab” option.

Schlafly Brand Beer Bar

Includes Schlafly Brand Beers, House Wines, Juice, Fountain Soda, Tea and Coffee.

- 2 Hours \$15
- 3 Hours \$20
- 4 Hours \$25

Schlafly Brand Beer Bar Plus

Includes Schlafly Brand Beers, Call Liquor, House Wines, Mixers, Fountain Soda, Tea and Coffee.

- 2 Hours \$19
- 3 Hours \$24
- 4 Hours \$29

*please ask about premium liquor options if interested

- The bar will pour up to 8 Schlafly brand beers and will include a combination of our year round beers and seasonal beers.
- Beers with 8% or higher alcohol by volume (ABV) are not served on host bars.
- All guests under the age of 21 will be charged half price for the host bar. All guests under 12 are free. This includes juice and fountain drinks.
- Being that we are a craft brewery known for great locally brewed beer, we offer a beer toast in lieu of a champagne toast for wedding receptions. We will pour your choice of available Schlafly Beer for the bride and groom or the wedding party. This service is not available for all guests.
- We do not pour shots on Host Bars.
- No outside beverage of any kind will be permitted into Schlafly Bottleworks by the patron(s) or their guests.
- All alcoholic beverages served at Schlafly Bottleworks are served under state liquor laws.
- Schlafly Bottleworks will not deviate from any state or city regulations.

Happy Hour Appetizer Menu

Schlafly Bottleworks - Crown Room

Each platter serves approximately 20 people 1 appetizer serving
Feel free to contact us on serving recommendations for your party.

Trio Dip Platter -- \$29.95 -- Traditional hummus, lentil dip, and an anchovy caper and olive tapenade. Served with toasted pita, house-made curry crackers, and toast points.

Vegetable Platter -- \$35.95 -- Baby carrots, broccoli florets, cauliflower florets, celery sticks. Served with assorted olives, gherkin pickles and a dill sour cream dip.

Bavarian Pretzel Basket -- \$69.95 -- Bavarian style pretzels served with our cheese sauce.

Sausage and Cheese Platter -- \$84.95 -- Assorted Williams Brothers sausages and cheeses. Served with pickled vegetables, toast points and pub mustard.

Antipasto Platter -- \$99.95 -- Chef's choice of premium meats and cheeses, as well as an assorted relish platter with curry crackers

If placing an order for platters for your happy hour style event, please submit your selections via at bottleworksparties@schlafly.com least 72 hours in advance.

Payment for platters will be processed at the time of your event and paid for in cash or credit/debit card. Tax will be added and gratuity is expected.

Cocktail Party Packages

The Schlafly Hefeweisen, 19.95 per person

Choice of 3 platters plus Bavarian Pretzel Sticks with White Cheddar Dipping Sauce.

The Schlafly Kolsch, 24.95 per person

Choice of 3 platters, Bavarian Pretzel Sticks with White Cheddar Dipping Sauce, and 2 of our Hot Appetizers.

The Schlafly IPA, 29.95 per person

Choice of 3 platters, Bavarian Pretzel Sticks with White Cheddar Dipping Sauce, and 3 of our Hot Appetizers.

Appetizer Platters

- Vegetable Crudit  Platter
- Cheese Board
- St. Louis Meat Board
- Antipasto Platter
- Dip Trio with fried pita and toast
- Smoked Salmon on pumpernickel toast
- “Kolsch” Boiled Shrimp Cocktail

Hot Appetizers

- Chicken Skewers- Choice of curry, jerk, or peanut satay marinade
- Beef Skewers
- Bacon Wrapped Honey Mustard Shrimp
- Mini Crab Cakes
- Spinach Artichoke stuffed Mushroom Caps
- Smoked Bacon wrapped meatballs with Pepper Jelly Glaze
- Pretzels with White Cheddar Cheese Sauce

all food served buffet style

Dinner Packages

The Schlafly Pale, 21.95 per person

Choice of 1 Tier 1 Entrée, 1 vegetable, 1 starch and 1 salad. *(all guests will enjoy the same selection)*

The Schlafly Lager, 27.95 per person

Choice of 1 Tier 2 Entrée, 1 vegetable, 1 starch and 1 salad. *(all guests will enjoy the same selection)*

The Schlafly APA, 39.95 per person

Choice of 1 Tier 1 Entrée, 1 vegetable, 1 starch and 1 salad. Plus 2 appetizer platters and 2 Hot Appetizers.

(all guests will enjoy the same selection)

The Schlafly Stout, 42.95 per person

Choice of 1 Tier 2 Entrée, 1 vegetable, 1 starch and 1 salad. Plus 2 appetizer platters and 2 Hot Appetizers. (

all guests will enjoy the same selection)

* add an additional entrée to any package for 14.95 per person for you full guest count

** add an additional side to any package for 3.95 per person for your full guest count

Tier 1

- Brats
- Italian Grilled Chicken
- Pale Ale Pulled Pork
- Pasta Primavera
- Bacon Wrapped Meatloaf
- Orange Currant Roasted Pork loin

Tier 2

- Chicken Parmesan
- Spinach and Mushroom Lasagna
- Prime Rib with au jus and Horseradish Mayo
- Citrus Mustard Grilled Salmon
- Oatmeal Stout Demi-Glace Roasted Tenderloin
- Grilled Pork Chop with Brandy Peppercorn Sauce

all food served buffet style

Vegetables

- Roasted Asparagus
- Steamed Broccoli
- Beer Butter Brussels Sprouts
- Cauliflower Gratin
- Braised Green Beans

Starches

- Baked Mac and Cheese
- Au Gratin Potatoes
- Mashed Potatoes
- Chilled bowtie pasta salad

Salads

- Mixed Greens, Goat Cheese, Dried Cranberries, Croutons, White Balsamic Vinaigrette
- Caesar, Chopped Romaine, Caesar Dressing, Garlic Croutons, Parmesan Cheese
- Spinach, Red Onion, Crisp Bacon, Almonds, Blue Cheese Dressing

Desserts; an additional 6.95 dollars per person

- Sticky Toffee Pudding, *a Traditional Schlafly Dessert served with Caramel Sauce and Whipped Topping*
- Cookies and Brownies

Kids Menu

Children under 12 may choose from the following for \$9.95.

- Spaghetti and Meatballs
- Grilled Cheese and Fries
- Macaroni and Cheese (can be ordered as a side to your main entrée)

all food served buffet style

Banquet Event Order (BEO)

Your Banquet Event Order (BEO) is the single most important document surrounding your event. You will get a copy at the time you get your rental confirmation. We will begin to record your menu, bar, event timings, set up details, music details, EVERYTHING, on your BEO. We will reference this document for every detail of your event so if you want something to happen that night, it MUST be on your BEO. It is also what our chef and event staff will work from the night of your event. This document is the manifestation of all our planning.

When we finalize your BEO at your deadline (2 weeks before your event), and it is approved by you, it will become our contract for the evening. Everyone involved in orchestrating your event should be familiar with your BEO.

ALL BEO DETAILS ARE FINAL 2 WEEKS PRIOR TO YOUR EVENT.

NO CHANGES CAN BE MADE AFTER THIS DEADLINE.

The following are sample BEOs.



Banquet Event Order

Status: Prospective

Booked: 7/1/2008

Last Revised: 9/12/2012

Client/Organization Blank Crown Room BEO	Event Date 1/1/2020 (Wed)	Telephone (555) 555-5555	Booking Email Parties@schlafly.com	Event # E01033
Address 1234xxx		Booking Contact Kate Burrus	Site Contact Kate Burrus	Guests 80 (Pln)
Party Name Dinner Party Sample	Theme Dinner Party	Sales Rep Kate	Pay Method	

Description	Arrival	Start	End	Serving	Bar	Banquet Room	Setup Style
New Sub-Events		6:00 pm	10:00 pm			Crown	Dinner
Food/Service Items					Prep Area		Qty
Room Charge							1
<p>Guest Count- Over 21, Under 21, Under 12, Total ???</p> <p><u>Timings</u> Start Time Bar from ??? to ??? Cash, Basic, Regular or Premium??? Appetizers at what time??? (Suggest having apps out as guests arrive) Dinner at what time??? (suggest 30 minutes after start time or 30-60 minutes after appetizers) Dessert at what time??? (suggest 45 minutes after dessert) End Time (We will need to note timings on Special Guests Entrances, Toast, etc)</p> <p><u>Room Set Up</u> Dinner Set Up= tables of 8 or 10, 8 tables max. Cocktail Set Up=12 Bistro tables of 4, 3 cocktail tables with stools as well as stools at the bar. Crown Room also has a cake table and check in table should you need them. Music- House Satellite or Customers I-Pod???</p> <p><u>Other Vendors and Details</u> AV- Yes, No??? (The Crown Room has a mounted ex large projection screen with projector that can accomidate a laptop or dvd.) Cake/Outside Dessert- Yes, No, Drop off time??? Florist Drop off- Yes, No Drop off time??? Host Drop off (this is refering to any decorating you will be doing yourselves)- Yes, No, Drop off time??? (with your rental comes the hour before to set up.) Other Vendors ??? Special Requests/Instructions???</p>							



Banquet Event Order

Status: Prospective

Booked: 7/1/2008

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Client/Organization Completed Crown Room BEO	Event Date 1/1/2020 (Wed)	Telephone (555) 555-5555	Booking Email Parties@schlafly.com	Event # E01033
Address 1234xxx		Booking Contact Kate Burrus	Site Contact Kate Burrus	Guests 80 (Pln)
Party Name Dinner Party Sample	Theme Dinner Party	Sales Rep Kate	Pay Method	

Description	Arrival	Start	End	Serving	Bar	Banquet Room	Setup Style
New Sub-Events		6:00 pm	10:00 pm			Crown	Dinner
Food/Service Items	Prep Area						Qty
Room Charge							1
<u>Choice of 1 Tier 2 Entree, One vegetable,</u>							80
<u>One starch and One Salad</u>							
Italian Mixed Salad							80
Peppered Prime Rib							80
Carrots							80
Au Gratin Potatoes							80
4 Hour Basic Bar							80
Guest Count- Over 21-80, Under 21-0, Under 12-0, Total 80							
<u>Timings</u>							
Start Time 6							
Basic Bar from 6-10							
Appetizers-none							
Dinner at 7							
Presentation from 8 to 9:30							
Dessert -none							
End Time 10							
<u>Room Set Up</u>							
Dinner Set Up= 80tables of 10							
Music- House Satellite							
<u>Other Vendors and Details</u>							
AV- Yes, need pojection screen and proector, bringing a laptop							
Florist Drop off- no							
Host Drop off -yes, at 5 with laptop to set up							
Other Vendors-none							
Special Requests/Instructions-none							

THE SAINT LOUIS BREWERY

SCHALFLY TAP ROOM & BOTTLEWORKS

GENERAL POLICIES

- Parties are contracted for **up to 4 hours**. If you would like to extend your party, there is a fee of \$150/per hour. All party extensions must be scheduled and paid for in advance. No matter how far you extend your event, bars will run for no more than 4 hours.
- We ask that guests vacate the private room following the event end time. Your guests are permitted to visit the restaurant bars if they wish to continue drinking.
- You are permitted to access your private room **one hour before your event**.
- For a **\$300 early set-up fee**, you are allowed access to the room at 3pm the day of the event, if you would like more time and there is no scheduled afternoon event. This is not an option on Fridays, Saturdays or Sundays when events must start no earlier than 7pm and you have the hour prior only.
- We **do not allow** any decorations that require nails, tacks, staples, glitter, or confetti. Nothing can be hung from any part of the ceiling or any fixture that is in the ceiling. Nothing requiring a ladder can be installed. Centerpieces and candles are encouraged. All decorations must be removed immediately following your event.
- Decorations, displays or entertainment (including singing telegrams or any other personal appearances) **must have approval** prior to the confirmation of your event. Schlafly Bottleworks is not responsible for the arrangement of deliveries or entertainment. Deliveries of goods and/or services must be coordinated with our banquet coordinator.
- Food and beverage prices are subject to a 19% service charge. This service charge is a labor charge and not a gratuity. Staff working your event receive an hourly wage and therefore expect no additional gratuity. Additional gratuity is not mandatory but is at your discretion and is much appreciated. We reserve the right to place tip jars on the bar in our private spaces.
- State and city sales tax will be charged on all food and beverage items. State and city laws require that sales tax also be charged on service fees.
- **All food items from a buffet style set-up, with the exception of desserts, may not be taken in "to go" boxes from the premises. This is against the city's Health Codes.**
- No outside food is allowed to be brought on the premises except for specialty desserts made by a licensed vendor.
- IT IS AGAINST THE ESTABLISHED POLICY OF SAINT LOUIS BREWERY RESTAURANTS TO SERVE ALCOHOLIC BEVERAGES TO "VISIBLY INTOXICATED" PERSONS. NO SHOTS WILL BE Poured ON HOST BARS.

RESERVATIONS, ROOM CHARGE AND PAYMENT

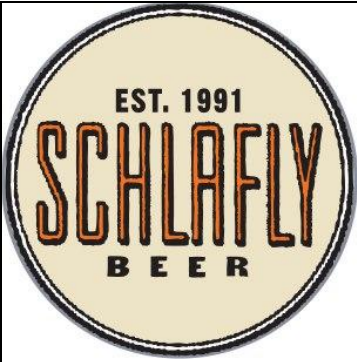
- Parties cannot be penciled in. In order to secure your date, please send the room charge as well as a completed contract.
- Room charges for Schlafly Bottleworks are as follows:
 - The Crown Room seats 80 at tables and 20 at the bar for a buffet dinner, 64 at table and 20 at the bar for Bistro seating, 120 for a cocktail party (including standing room), and requires a \$300 room charge to rent.
 - Tables, chairs, white linen tablecloths (dinner only), white linen napkins (dinner only), silverware, china.
 - The Crown Room can also provide DVD/TV, projector and screen.
- An approximate guest count must be specified at the time of booking. ***Final guest count and menu choices are required two weeks prior to event.***
- Final payment is required one week prior to your event date. In the event of non-payment, the credit card number that we have on file will be charged the remaining balance.
- Past Due accounts will be charged 1.5% on a monthly basis.
- If your party is a tax-exempt entity, you must provide a MISSOURI STATE Use and Tax Exempt Form at the time the contract and room charge is turned in. If the tax-exempt form is not provided at that time, your group will be held accountable for all taxes applied to event.

CANCELLATION POLICIES

- In the event of a cancellation ***within two weeks or less*** of the event, Schlafly Bottleworks reserves the right to keep ***all charges applied to the party.***
- In the event of a cancellation ***within 6 months or less*** of the event, Schlafly Bottleworks reserves the right to keep ***the amount of the room charge.***
- In the event of a cancellation with ***more than 6 months'*** notice, you will receive a refund within 30 days after deduction of a ***\$100 administration fee.***

PARKING, SECURITY, AND LIABILITY

- Free parking is available in our parking Lot. The individual or group hosting the party and not Schlafly Bottleworks must manage valet needs if necessary.
- Schlafly Bottleworks reserves the right to inspect and control all private functions.
- The customer agrees to be responsible for any damage done to the premises.
- Schlafly Bottleworks will not assume responsibility for damage to or loss of any articles and merchandise brought onto the premises. Prior to the planned event, arrangements may be made with our banquet coordinator for special security of exhibit merchandise or articles set-up for display.
- No outside beverage of any kind will be permitted into Schlafly Bottleworks by the patron(s) or their guests. All alcoholic beverages served at Schlafly Bottleworks are served under state liquor laws. Schlafly Bottleworks will not deviate from any state or city regulations.



PRIVATE EVENT ROOM RENTAL CONTRACT

Name _____

(main contact that will be planning the event)

Event Name _____
(used for signage the night of your event)

Mailing Address _____

Daytime Phone _____

Email *(required)* _____

Event Details:

Date of Event _____

Start Time _____

End Time _____

Approximate Guest Count _____

Please select 1 of the following:

- Happy Hour Style Event (see packet for details)
- Catered Cocktail Party
- Catered Dinner Party

Room Desired:

- Beer School (\$50 room charge/ \$10 per person)
- Catered Luncheon (\$100 room charge/ \$15 per person)
- Evening Event (\$300 room charge)
- Are you a non-profit hosting a fundraiser

Payment of Room Charge:

(if paying by check, enclose check with contract)

Card Type _____

Card # _____

Exp Date _____

By signing this contract you are agreeing to rental policies of The Saint Louis Brewery, LLC, as well as all other information in The Party Packet this contract was included in.

Signature _____ Date _____

Print Name _____

Please scan and email to bottleworksparties@schlafly.com, drop off or mail to The Saint Louis Brewery-Attn: Private Events-7260 Southwest Ave, St. Louis, MO 63143 *Within 72 hours of receiving your contract you will receive confirmation via email.