



OX CART ALEHOUSE PRIVATE EVENT CONTRACT

Occupancy

Ox Cart Ale House is available for private (full room rental) and semi-private (partial room rental) events on a contracted basis. The amount of space that is reserved for your group will vary depending on the size of your group, applicable event minimums and the type of event. The Ale House will remain open to the public during semi-private event with an area designated for you and your guests with dedicated staff to serve your event. Without adjustments, Ox Cart Ale House can accommodate 160 guests seated (including 55 seats at booths and bar stools). Some of the current furniture can be re-arranged to accommodate larger cocktail receptions of up to 200 guests. Should furniture need to be re-arranged within the space to accommodate large groups, a fee of \$150 will apply. Any large furniture moving will require professional movers (billed at hourly rate). Our space is wheelchair accessible and has ADA complaint restrooms.

Minimums

Food and beverage minimums apply to all private and semi-private events and vary depending on the night of the week, time of year, service style and size of the party. Any group that does not reach the specified food and beverage minimums will have the difference added to the bill for their event. Food and beverage minimums do not include applicable tax, service charges, audio video rental fees, valet (outside vendor), or other incidental charges.

Decor

No helium balloons and/or streamers are allowed, unless brought in by a licensed company, securely placed, and removed immediately after conclusion of the event. Glitter, confetti, rice, flower petals, bubbles, etc. are prohibited. All candles must be enclosed – tea lights, votive or floating candles are allowed. Pillar and taper candles not enclosed in glass are prohibited. The Event Manager must approve all other décor plans. Failure to comply with these rules will result in a minimum \$250 cleanup/damage fee. All decor setup is the sole responsibility of the client.

Initials _____

Availability, Deposit, & Booking Your Event

We'd be happy to have you as our guest for your next brunch, lunch, dinner, cocktail party or late night soiree! All events are booked on a first come, first serve basis and are only considered reserved once the Event Manager has received a fully executed contract and a \$500 non-refundable event deposit to confirm your reservation. Unfortunately, we are not able to hold dates.

Room Set-Up & Vendor Information

The space will be reserved for you and your guests during the hours of your event. The facility will be accessible (2) hours prior to the event and (1) hour after the conclusion of the event for you to pick up and drop off décor, however, other events and normal service may be taking place up until the time your event begins, and after the conclusion of your event. Deliveries and pickups not made within the designated times may result in additional fees to the client. All outside vendors must supply their own carts, extension cords and any other equipment needed. Event equipment must be removed from the premises at the events conclusion. Clients should make arrangements in advance for collecting centerpieces and any other personal property at the conclusion of the event. Ox Cart Ale House is not responsible for any vendor equipment or personal property left on the premises. The Event Manager will determine the appropriate staffing, room set-up, and space allocation/location according to the number of guests in the party, the occasion, and any other details discussed while booking.

Menu Selection & Final Guest Count

We offer a variety of private event menus including three-course dinners, passed hors d'oeuvres, display platters and buffets. We also have a full offering of cocktails, wine and beer available for your event. All alcohol is billed based on consumption. Some of the options that our guests have chosen for the bar are: full hosted bar, beer and specialty wines, cocktail class, specialty cocktails, cash bar, etc. Should you prefer a customized menu, we'd be happy to create one with you! All final menu selections must be made 10 days prior to the event. Our menus change seasonally; therefore, final selections should be made within a month of your event. Contact the Event Manager or visit our website for the most current menus before making your final selections. Menu selections and prices are subject to change without prior notice. All menu changes made within 10 days of the event are subject to a \$30 rush charge per item.

Final guests counts must be received 3 days prior to the event. You will be billed the guaranteed number, plus any additional meals served, or the specified food and beverage minimum, whichever is greater.

Initials _____

Food and Beverage

All food and beverage shall be supplied and prepared by Ox Cart Ale House without exception, as contracted. Neither client nor his/her guests may bring or remove any food or beverage from the event without prior written permission from ownership. Ox Cart will print a custom menu for all seated dinners at the request of the client. The cake-cutting fee is \$3.50 person for all pastries brought in from an outside, licensed, commercial bakery. A corkage fee of \$20 applies to any 750ml of wine and \$40 for a 1.5L bottle. Restaurant promotions are not valid during private events.

Service Charges, Sales Tax and Payment

All food, beverage, service and audio-visual charges are subject to Minnesota State Tax (the current rate is 7.625% for food and 10.125% for alcohol). In addition, a 22% service fee will be added to all checks. One bill will be presented to the host, or to their designee, and must be paid in full at the conclusion of the function. In the event that host elects to have a cash bar, the 22% service fee will be applied to the entire contracted food and beverage minimum.

Parking

There are several parking options within close proximity of the restaurant including a parking lot that is attached to our building, several pay lots within a block and on street parking. In addition, valet parking is available for a fee through an independent valet company should you want to provide that for your guests. Should you have any other questions regarding parking, please do not hesitate to contact one of our Event Managers.

Cancellation Policy

The following fees will apply to those who cancel their event:

- 0-4 days prior.....75% of food and beverage minimum
- 5-10 days prior.....50% of food and beverage minimum
- 10-30 days prior.....25% of food and beverage minimum

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