



**Torched Hop Brewing Company
Private Event Contract**

Date of Contract: _____

This is a contract for services and agreement to pay for services in accordance with the terms set forth herein, between Torched Hop Brewing and:

Event/Group Name: _____

Contact Name: _____

Phone: _____

Email Address: _____

Date of the Event: _____

Type of Event: _____

Estimated Number of Guests: _____

Start Time: _____ **End Time:** _____

Space: Buyout

Client's Initials: _____

Manager's Initials: _____

Full Restaurant Buyout

Restaurant Buyouts are great for Corporate Events and Holiday Parties.

With over 9,000 square feet of restaurant space, Torched Hop can accommodate parties up to 225 people. Torched Hop has a sprawling brewery space complete with a full bar, mezzanine seating overlooking the brewery, and a private room with a bocce ball court. The space is spread out between 3 levels. A buyout will close down the entire business to all other patrons for the duration of the event. Our team will cater to every need you and your clients/guests have. Passed appetizers, full buffet, open bar (beer, liquor & wine).....you name it, we can do it.

Total capacity is as follows.

Seated Capacity

- 82 seats in our upstairs dining area
- 40 seats in our bocce area
- 24 seats by our brewery
- 14 barstools

Total Capacity

- 225 per Atlanta Fire Code

The buyout fee includes tax on just the buyout fee. This buyout fee does not include food purchases, beverage purchases, added gratuity, or tax on any food & beverage purchases. Any minimums not reached will be charged the difference as an additional Buyout Fee.

Buyout Fee Schedule

- Sunday – Thursday = \$2,000
- Friday + Saturday = \$4,000

Minimums

- Sunday – Thursday = \$4,000
- Friday + Saturday = \$8,000

Client's Initials: _____

Manager's Initials: _____

Decorating Restrictions

Glitter, confetti, rice, flower petals, bubbles, etc. are prohibited. All candles must be enclosed. Balloons must be removed immediately after the conclusion of the event. Failure to comply with these rules will result in a minimum \$250 cleanup fee.

Availability and Booking your Event

Torched Hop Brewing is available for brunch, lunch, dinner and cocktail parties. All events are booked on a first come, first served basis and are only considered reserved once a fully executed contract has been received by Torched Hop Brewing Company along with a credit card number/deposit to guarantee the reservation. Unfortunately, we are not able to hold dates.

Menu Selection and Final Guest Counts

We offer a variety of private event menus including full buffet and passed hors d'oeuvres. Should you prefer a customized menu, our team would be happy to work with you.

All final menu selections must be made 14 days prior to the event. Final guest counts must be received 14 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 more.

Menu selections and price are subject to change without prior notice. Contact Torched Hop Brewing for the most current menu options before making your final selections.

Food and Beverage

All food and beverage shall be supplied and prepared by Torched Hop Brewing Company as contracted. No client nor his/her guests may bring or remove food or beverage from the event without prior written approval by Torched Hop Brewing Company. The cake-cutting fee is \$3.50 per person for all pastries brought in from an outside, licensed, commercial bakery. Due to Health Department regulations, no other food can be brought into the restaurant.

Client's Initials: _____

Manager's Initials: _____

Service Charges, Sales Tax and Payment

All food, beverage and service charges are subject to Georgia State Tax. In addition, an 18% gratuity will be added to food and beverage purchases.

One bill will be presented to the host, or to their designee, and must be paid in full at the conclusion of the event.

Deposits

A non-refundable security deposit equal to 25% of the buyout fee is required to confirm your reservation. All events are booked on a first come first served basis and we are not able to “hold” space until the contract and deposit have been received.

Cancellation Policy

The following fees apply to those who cancel their event:

- 0-14 days prior: 100% of the buyout fee
- 15-30 days prior: 50% of the buyout fee
- 31+ days prior: Loss of security deposit

Parking

Complimentary parking is available in the Camden Apartments parking garage off Penn Ave. There are 175 complimentary first come first served parking spots.

Client's Initials: _____

Manager's Initials: _____

Financial Summary

Initial Estimates and Deposit Calculation

Menu Price per Person: _____ x Number of Estimated Attendees _____ = _____
Estimated Food Cost

Bar Package Selected:

Cash Bar: no cost

Drink Tickets (Beer/Wine): \$7 per ticket x Number of Tickets _____ = \$ _____

Consumption: dependent on what your guests order at menu price

Open Bar (Beer/Wine): \$30 per person for 3 hours x Number of Guests _____ = \$ _____

Open Bar (Full): \$38 per person for 3 hours x Number of Guests _____ = \$ _____

Estimated Beverage Cost: _____

Estimated Subtotal of Food and Beverage: _____

Estimated Gratuity based on Food and Beverage (18%): _____

Estimated Sales Tax (8.9%): _____

Buyout Fee (tax included): _____

Estimated Total Charges: _____

Additional costs incurred, including additional guests, shall be added on to the final bill.
Decreases in cost shall be deducted from final bill. FINAL PAYMENT IS DUE
IMMEDIATELY UPON THE CONCLUSION OF YOUR EVENT.

Signed: _____
Customer

Signed: _____
Torched Hop Manager

Client's Initials: _____ Manager's Initials: _____

Estimated Non-Refundable Deposit

Buyout Fee \$ _____ **times 25% =** \$ _____

Credit Card Authorization

Card Type: AMEX VISA MASTERCARD DISCOVER

Name on Card: _____

Card Number: _____

Expiration (mm/yy): _____

Security Code: _____

Card Holder Zip Code: _____

I _____, authorize Torched Hop Brewing Company to charge my credit card above for agreed upon services.

Customer Signature: _____

Date: _____

Client's Initials: _____ **Manager's Initials:** _____

Torched Hop Buffet Menus

\$30 a Person

* 25 Person Minimum *

New American

Creamy Garlic Chicken

Miso Glazed Salmon

Herb Roasted Potatoes

Seasonal Sauteed Vegetables

Torched Green Salad, Cheddar, Red Onion, Mushrooms, Tomato with a
Lemon Balsamic Vinaigrette

Dinner Rolls

Seasonal Cobbler

Italian

Spaghetti Bolognese: Red Sauce, Basil, Parmesan Cheese

Chicken Marsala: Mushrooms and Micro Basil

Caesar Salad: Croutons, Parmesan Cheese, Herbs, Lemon Zest

Caprese: Tomato, Mozzarella, Basil, Balsamic Reduction

Roasted Seasonal Vegetables

Garlic Bread

Italian Cream Cupcakes

Torched Hop

\$25 per person

Wings: Choice of Sauces, Carrots and Celery

Beef Sliders: with "Build Your Own" Station for Toppings

House Salad: Cheddar, Tomato, Cucumber, Red Onions, Croutons served with
Lemon Balsamic Vinaigrette

Mac N Cheese

Fries

Seasonal Cobbler

Client's Initials: _____

Manager's Initials: _____

Torched Hop Passed Apps

If there are any items you would be interested seeing, just let us know and we would be happy to see what we can do!

\$4 a piece

Burger Sliders

Philly Sliders

BBQ Sliders

THC (Buffalo Chicken) Sliders

\$2 a piece

Avocado Pesto BLT Bites

Brie, Fig + Prosciutto Crostini

Bruschetta Bites

Walnut and Blue Cheese Stuffed Mushroom Caps

Deviled Eggs

Chicken, Bacon and Ranch Wonton Cups

Loaded Potato Skins

Swedish Meatballs

Bacon Wrapped Stuffed Jalapeno

Wings

Client's Initials: _____

Manager's Initials: _____

Torched Hop Beverages Options

Cash Bar

Each Guest is responsible for their own tab. Our servers will start individual tabs for guests as they arrive.

Drink Ticket – Beer + Wine Only

\$8 a ticket. This is good for any House Draft or Glass of Wine.

Drink Ticket – Full Bar

\$10 a ticket. This is good for any Draft, Wine, or Cocktail. No Top Shelf Liquors are included

Consumption

Drinks are charged based on what your guests order at menu price. There is no limit or exclusions from the drink menu. You can limit the number of drinks per guests with drink tickets.

Open Bar – Beer + Wine Only

One set price with no limits on guest consumption for the duration of the Open Bar. This is exclusively for Beer and Wine only. No liquor or cocktails.

Priced per person for 3 hours = \$30

Open Bar – Full Bar

Same as the previous, but includes Liquor and Cocktails. No Shots.

Priced per person for 3 hours = \$38

Client's Initials: _____

Manager's Initials: _____