



Private Party

Frequently Asked Questions

What facilities does Alehouse Annex have available for large parties? How many people can they accommodate?

We currently allow large parties to rent out the entire Alehouse Annex restaurant for private events. The Annex can seat up to 50 people inside the restaurant including the bar area. Guests can take advantage of the Herschel Young Park that is located directly next to the building. Renting this space gives your party and outdoor area to eat/drink in. The fees to rent the park vary from just putting a \$200 deposit down which is refundable to approximately \$500 depending on what you want to offer outside like a full bar. The maximum number of people with the Annex and the park is 100 people. The park currently has plenty of park benches plus standing room. Tables, chairs or high-top cocktail tables can be rented at an additional cost. Please visit us

What types of menu package options are available?

We can offer a variety of dinner service styles:

- Pizza parties with individual pizzas
 - Buffet style
 - Plated and served
- Offsite events (Special pricing applies)

What types of drink packages are available?

You can choose to host drinks for your guests or a no host bar where your guests will pay for their own drinks. (Both options will still apply towards the minimum dollar amount.) The Annex currently serves craft beer, wine and bottled sodas. If you would like to host the bar, we are happy to customize specialty cocktails or mocktails for your party. Some other fun options include:

- Beer tasting with or without a brewer (additional fees may apply)
- Purchase by the bottle (wine)
- Customized mocktails and or cocktails
- Hard alcohol can be made available if you rent the park out (due to liquor licenses) but the alcohol can be walked into the Annex and enjoyed inside. This requires an extra \$300 bar set up fee and to rent the park out.
- Beer and wine served in the park. This requires an extra \$300 bar set up fee and to rent the park out.

What is the cost for children?

Children 5 years of age and under are free of charge. Children ranging from 6 years old to 11 years old are \$15 per person for food. Drinks are purchased on consumption.

Can we bring our own wine? Is there a corkage fee?

You can bring up to two bottles of your own wine or champagne if there is a special occasion bottle you would like to enjoy. There is a \$15 per bottle corkage fee. All other alcohol needs to be purchased through the Annex. No outside alcohol is allowed. (Even from the Alehouse)

Is there a fee or a minimum for use of the space?

Monday-Thursday minimum: \$2,700

Friday-Sunday minimum: \$3,500

These minimums include a venue fee of \$1,200. Food and beverage orders will make up the difference to your minimum. We charge per head pricing on the final guest count given 7 days prior to the event.

****Minimums are not inclusive of tax, gratuity and any additional add ons like linens and flowers.**

What if I don't hit the minimum?

If during your event you do not reach the minimum, the venue fee will be used to make up the difference

Is gratuity included?

For your convenience a 22% gratuity will be included on your bill.

Is the sales tax applied to any alcohol purchased?

Yes. Please note that all food and beverage is subject to sales tax.

Is there a time limit on our party?

All parties reserving private space at the Annex are allotted a three-hour time period (this does not include set-up and break-down time). If there is another party scheduled immediately before or after your event, you will be notified in advance. If your party exceeds this time, you will be charged \$100 for every fifteen minutes thereafter.

Do I have to provide a deposit?

A \$500 deposit and a signed contract are required to guarantee the date and time for your event. We take deposits in the form of a personal check, Traveler's Cheque, money order, a valid credit card or

cash.

What is the cancellation policy?

In the event that you need to cancel your reservation we do offer the opportunity to cancel. If you cancel more than 15 days before your reservation you will be refunded the full amount of your deposit. If you cancel within 8-14 days of your reservation 50% of your deposit will be refunded. If you cancel any less than 7 days your deposit will not be refunded.

How is payment handled? Can we have split checks?

The easiest way to handle payment is through a single credit card payment. Separate checks for large parties can be very time consuming for service personnel and therefore take away from their service to the party. Limited separate checks per table can be done if absolutely necessary and arranged in advance through the party's host. Full payment is due upon conclusion of your event unless pre-paid in advance. Cash, American Express, Discover, Visa, MasterCard, traveler's cheque and local personal checks are all acceptable forms of payment.

What decorations does the Annex provide? Can I bring my own?

We will provide a personalized welcome sign and menus for your party. If you desire additional décor, we are happy to help you achieve the ambiance you are looking for i.e linens, electric candles and flowers (additional charges apply). If you prefer, you are also welcome to come 30 minutes early to decorate with pre-approved decorations (no confetti or open flames are allowed) or arranged in advance, we can set up some of your decorations for you.

When is the final head count and menu selection due for my party?

A final head count and menu selection is due 7 days prior to your event.

What parking is available?

The Annex does not own a parking lot. Your guests can utilize the street parking and parking lots available in Old Town. We can mark off one space in front of the Annex for a VIP parking spot if desired.

Additional Services?

Other special arrangements like beer paired menus and specialty flower arrangements can be made with notice. Please let us know your vision and we would be happy to accommodate it if possible.