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## *Your Event is Brewing*

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We are so excited you are considering us for your special event! Twin Oast Brewing and Quinstock Farms are our family's dreams come true. We would love nothing more than to share this special, 60-acre farm estate with you and your guests for a memorable event. We offer a variety of spaces and atmospheres that can accommodate groups small and large and events of all kinds.

This information is provided as a guide for planning purposes. Please feel free to discuss with us what your event needs are and we will do everything in our ability to accommodate you. We are not just a brewery, but an experience. As our guest, we will ensure that your event is beautiful, unique and most of all...fun!

**Emily Messino | Director of Events | [events@twinoast.com](mailto:events@twinoast.com)**

# Event Spaces

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## OAST HOUSE

**\$300 SUNDAY - THURSDAY | \$400 FRIDAY - SATURDAY**

SEMI-PRIVATE | MAY 1ST-OCTOBER 31ST

3 HOUR RENTAL FROM 1-4PM OR 6-9PM; INCLUDES SET UP AND TEAR DOWN TIME

A unique VIP experience for smaller groups of around 12-30 people in our landmark space! Included in the rental fee is a server to take care of your needs and a bar right inside the space. The large Oast House overlooks our orchard, waterfall and connects to our patio. It is private but still immersed with all the Twin Oast action. It is sure to be the most unique event space your guests will have ever encountered!

- Food must be purchased from the Twin Oast catering package or event menu
- Guests may also use outside licensed catering service

## FOUR SEASONS ROOM

**\$250 RENTAL**

SEMI-PRIVATE | SATURDAYS UNAVAILABLE OCT 1ST - APRIL 30ST

3 HOUR RENTAL FROM 1-4PM OR 6-9PM; INCLUDES SET UP AND TEAR DOWN TIME

If you are hosting a more intimate gathering, our Four Seasons room is for you. It offers beautiful views over the farm, direct access into the tap room and outdoor patio, and a cozy atmosphere around our stone fireplace. The Four Seasons space accommodates parties of up to 30 people.

- Food must be purchased from the Twin Oast catering package or event menu; no outside catering permitted in the Four Seasons room.

## PERGOLA

**\$500 SUMMER RENTAL | \$250 WINTER RENTAL**

3 HOUR RENTAL FROM 1-4PM OR 6-9PM; INCLUDES SET UP AND TEAR DOWN TIME

This beautiful new location is sure to be a crowd pleaser. While holding up to 60 guests, this space can be enclosed for privacy, or left open to enjoy the view of the orchard and the Twin Oasts. Don't let the winter months fool you! The Pergola is heated to keep you nice and warm for your winter event.

- Parties of 15 or more must use outside licensed catering, or you may utilize our brick oven for pizza catering
- Parties of 15 or less may order off our event menu, use outside catering, or utilize our brick oven for pizza catering

## ESTATE LAWN

**\$950 LAWN RENTAL FEE**

MAY - OCTOBER | TENTING REQUIRED, BUT NOT INCLUDED

If you would like to take full advantage of the estate surrounding Twin Oast Brewing for your wedding ceremony/reception, family reunion, or other special event, we have several areas that could be utilized for a magical event, including the beautiful willow tree, orchards, and natural amphitheater. Capacity for events up to 200+ people can be accommodated. Outside catering required.

# Brewery Event Bar Packages

Twin Oast Brewing must supply all beer, wine, liquor, and soft drinks for events held on premises. The host will choose from the bar selections listed below. Should a specialty liquor order be requested, the host will be held responsible for the entire purchase price. State liquor license prohibits the take home of any beer or liquor purchased at Twin Oast Brewing. Bartenders are included in the prices listed below, and staffed at a ratio of one per 50 guests.

## OPTION 1: HOST BAR

### TWIN OAST CRAFT BEER

### TAPROOM PRICING

#### Our 5 core craft beers:

Old Ohio Blonde Ale, Oasteweizen Hefeweizen, Legitimate Swells IPA, Ship Burner Porter, Vivod Berliner Weisse

### SELTZERS based on availability

\$6

### HOUSE WINES/BOTTLE

\$28

#### House Wine:

Chardonnay, Pinot Grigio, Riesling, Rose, Mon Ami White Catawba, Cabernet, Merlot, Pinot Noir

### HOUSE CHAMPAGNE/BOTTLE

\$30

### LIQUOR OPTIONS priced per bottle/open bars are billed on consumption

#### Well Brand: \$110/bottle

Smirnoff Vodka  
Seagram's Gin  
Cutty Sark Scotch  
Jim Beam Bourbon  
La Prima Silver Tequila  
Castillo Rum  
Black Velvet Canadian Whiskey

#### Call Brand: \$135/bottle

Absolut Vodka  
Tito's Vodka  
Tanqueray Gin  
Dewar's Blended Scotch  
Jose Cuervo Gold Tequila  
Bulleit Bourbon  
Jack Daniel's Whiskey  
Bacardi Light Rum  
Captain Morgan Spiced Rum

#### Premium Brand: \$155/bottle

Hendrick's Gin  
Crown Royal Whiskey  
Jameson Whiskey  
Grey Goose Vodka  
Ketel One Vodka  
Woodford Reserve Bourbon

## OPTION 2: BEER AND WINE PACKAGE

\$10 PER PERSON, PER HOUR | SOFT DRINKS, MIXERS & WATER ARE INCLUDED

### OUR 5 CORE CRAFT BEERS:

Old Ohio Blonde Ale, Oasteweizen Hefeweizen, Legitimate Swells IPA, Ship Burner Porter, Vivod Berliner Weisse

### SELTZERS:

Based on availability

### FOUR HOUSE WINES:

Choices: Chardonnay, Pinot Grigio, Riesling, Rose, Mon Ami White Catawba, Cabernet, Merlot, Pinot Noir

OPTION 3: CASH BAR

- CASH BAR EVENTS WILL HAVE A \$75 FEE, PER BARTENDER.
- FEE IS WAIVED IF BEVERAGE REVENUE MEETS/EXCEEDS \$500
- \$3/PER PERSON SERVICE FEE IS ADDITIONAL
- GRATUITY NOT INCLUDED
- PRICING AND AVAILABILITY SUBJECT TO CHANGE

TWIN OAST CRAFT BEER	TAPROOM PRICING
HOUSE WINES (GLASS/BOTTLE)	\$8/\$28
House Wine: Chardonnay, Pinot Grigio, Riesling, Rose, Mon Ami White Catawba, Cabernet, Merlot, Pinot Noir	
HOUSE CHAMPAGNE/BOTTLE	\$30
WELL COCKTAILS	\$7
CALL COCKTAILS	\$8
PREMIUM COCKTAILS	\$9
SELTZERS based on availability	\$6
NON-ALCOHOLIC BEVERAGES	\$2

# 2021 Wedding Events

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## CEREMONY ONLY

MAY-OCTOBER

<b>TWIN OAKS</b>	_____	<b>\$250</b>
<b>WEeping WILLOW</b>	_____	<b>\$250</b>
<b>ORCHARD</b>	_____	<b>\$250</b>
<b>WATERFALL</b> (ceremony must be completed by 3 PM)	_____	<b>\$1,000</b>

## RECEPTION ONLY

MAY-OCTOBER | ONLY BOOKING ONE TENTED RECEPTION EACH AVAILABLE WEEKEND

<b>PERGOLA</b> (3 hour rental)	_____	<b>\$500</b>
<b>PERGOLA</b> (all day rental)	_____	<b>\$750</b>
<b>TWIN OAKS</b>	_____	<b>\$950</b>
<b>WEeping WILLOW</b>	_____	<b>\$950</b>
<b>ORCHARD</b>	_____	<b>\$950</b>

## CEREMONY AND RECEPTION

MAY-OCTOBER | ONLY BOOKING ONE TENTED RECEPTION EACH AVAILABLE WEEKEND

<b>TWIN OAKS</b>	_____	<b>\$950</b>
<b>WEeping WILLOW</b>	_____	<b>\$950</b>
<b>ORCHARD</b>	_____	<b>\$950</b>

## NOT PROVIDED BUT REQUIRED

- Tent
- Tables and Chairs
- Linens of Your Choice
- Outside Catering
- Wedding Coordinator
- Decoration Set-Up / Clean-Up
- Restroom Facilities
- \$1 per chair set up fee, if service is needed

We are so pleased you will be sharing such a significant day with Twin Oast Brewing and Quinstock Farm! We want our couples to feel relaxed and special on their big day. At this time, Twin Oast does not provide wedding coordination or decor assistance. We understand that weddings have a multitude of details and that is why we kindly require our guests to work with a Wedding Coordinator. Our Event Team will collaborate with your selected Wedding Coordinator to make sure your event runs perfectly.

When you book your wedding reception with Twin Oast, we reserve the whole weekend just for you! We want to make sure you and your vendors have ample time to rehearse, setup, decorate and enjoy. We allow our couples to choose the wedding times that work well for their needs. Currently, we do require that receptions end by 10pm. The space will need to be left as you found it by 11am the day following the wedding.

# *Vendors that Make Us Happy*

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## **CATERING**

SWEET POTATO CATERING

- <http://www.sweetpotatocatering.com>

THE GAUCHO AND THE GRINGA

- <https://thegauchoandthegringa.wordpress.com/>

BARRA

- <https://www.barra-sandusky.com>

## **TENT/EQUIPMENT RENTAL**

OK RENTAL

- <http://okrentalportclinton.com>

PORTABLE RESTROOMS

- <http://comanportables.com>

## **FLORAL**

MARY'S BLOSSOMS

- <http://www.marysblossomshoppe.com/>

BUZZING BLOSSOMS

- wildflowers frown on site by Donna and Haley Smith

## **PHOTOGRAPHER**

BRITTANY P PHOTOGRAPHY

- <http://www.brittanypphotography.com/>

MARY WYAR PHOTOGRAPHY

- <http://marywyarphotography.com/>

## **WEDDING COORDINATION**

BEE FOR THE DAY

- <http://beefortheday.com/>

## **CAKE/DESSERTS**

ICED CAKES AT THE LAKE

- <http://icedcakesatthelake.com/>

DONNA'S CAKE-ABILITY

- <http://www.facebook.com/DonnasCakeABILITY>

BAKE ERIE

- Liz Turner | 419.202.2118 | [bakeerie@gmail.com](mailto:bakeerie@gmail.com)

# *Twin Oast Brewing Private Event Agreement*

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We are delighted to welcome you to Twin Oast Brewing for your event. This is to serve as confirmation of the function space now being reserved on your behalf. This letter will serve as an agreement to all published Twin Oast Brewing policies, procedures and cancellation clauses. Your reservation of this space is contingent on your paying, at minimum, 50% of the rental fee as a non-refundable deposit. We look forward to hosting you!

## **CONFIRMATION OF GUEST COUNT:**

Final guaranteed confirmation for the number of guests attending your event, including entree selections, is required by noon 14 days prior to your event. Charges will be based on the minimum guarantee or the actual guest count, whichever is greater. Twin Oast Brewing will do its best to serve late additions, but cannot guarantee the same menu selections or that the function space can be adjusted.

## **SERVICE CHARGES AND TAX:**

All food and beverage is subject to a taxable 20% service charge, and state sales tax of 7%. This does not include staff gratuity. For cash bar events, there is a \$75 per bartender fee. This fee will be waived if the beverage revenue meets/exceeds \$500 exclusive per bar, per hour.

## **FINAL PAYMENT:**

Final payment will be charged at the conclusion of the event. The form of payment used to pay the deposit on our secure online site is NOT stored in our system. The physical card or another form of payment must be used to pay all final charges at the completion of the event. We accept the following forms of payment: Cash, check, American Express, VISA, Discover, and MasterCard. Any and all efforts or costs, including administrative fees we encounter collecting an unpaid debt will be billed accordingly to the customer.

## **MENUS:**

To ensure a successful event, we request that your menu selection and all function requirements be finalized 14 days prior to the date of your function.

## **TIME:**

Your event is contracted to start and end at specific times. You must conclude your event on time since other groups may be using the same space after your event is complete. If you run over your specified time, we reserve the right to add additional charges for every thirty minutes after the specified end.

## **STAFFING STANDARDS:**

You will be assigned servers based on your group size. For seated dinners: 1 staff member for every 1 – 25 guests if ordering off the menu. For catered/buffet events: 1 staff member for every 1-50 guests. One bartender required for every 50 Guests for a Hosted Bar.

## **FOOD/BEVERAGE:**

You agree that all beverage items purchased or consumed by your attendees at Twin Oast Brewing must be supplied by Twin Oast Brewing. ABSOLUTELY NO outside beverages may be brought in; host will be subject to penalty fees if this is violated. All outside food must be provided through an approved licensed caterer. The only exception is celebratory cakes at Twin Oast Brewing's discretion. Caterer's are responsible for clean up and trash disposal of their product by end of the event. All alcohol must be served by Twin Oast Brewing. The bar will give last call 15 minutes before the event end time. THERE IS A NO SHOT POLICY! Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premises. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premises and possible termination of event without refund.

## **TEAR DOWN/CLEAN UP:**

All personal decorations must be removed by guests prior to the end time of the event. Standard trash will be managed by Twin Oast Brewing staff. ABSOLUTELY NO glitter, confetti, and/or silly string is to be used at any event space, no exceptions; use of any of these items will have a \$200 clean up fee applied to the final tab of the host.

**CANCELLATIONS:**

On all functions, an advance deposit is required. The advance deposit is not refundable for any cancellation. A deposit and signed contract are required to secure the date for any event. Should it become necessary for you to cancel after your contract has been signed, Twin Oast is entitled to cancellation fees as stated below. Any notice of cancellation must be received in writing and the following penalties apply: From 89-8 days prior to the event - forfeiture of facility rental fee / deposit plus payment of 50% of contracted beverage and service charges; From 7 days to 0 days prior to event - forfeiture of facility rental fee / deposit plus payment of 100% of contracted beverage and service charges.

**DÉCOR & ENTERTAINMENT:**

Let us assist you with all your décor and entertainment needs. We have a wide variety of vendors for these services to enhance your special event. Please exercise caution when attaching items to walls, doors and ceilings. No nails, pins or tacks of any kind are permitted. All décor must comply with local fire regulations. Any damages to the property will be the responsibility of the group and will be charged accordingly. Twin Oast Brewing cannot assume responsibility for any personal property or equipment brought onto the premises. The Twin Oast Brewing team will not be responsible for the setup or tear down of any decorations for any event. The use of fireworks, sparklers, or any other flammable items is prohibited.

**WEATHER:**

Twin Oast Brewing is not liable for the early termination of any event due to the weather or other circumstances beyond Twin Oast's control. Guests should understand that outdoor open-air events deal with inclement weather (wind, rain, extreme heat, or cold temperatures), and is an inherent risk of utilizing this facility. While the use of tenting and curtains provide some protection against the elements, guests must still access the tents along uncovered walks and severe weather could affect the activities inside the tent. Heating options are available for colder weather events through rental services at the expense of the host. There is not an indoor back-up facility available in case of inclement weather. Rain dates are not available for any event and Twin Oast assumes no responsibility for the effect of weather on any event.

**DAMAGES AND SECURITY:**

Liability for damages incurred by guests attending an event at Twin Oast Brewing is the responsibility of the host's booking the event, and they will be billed accordingly. Twin Oast Brewing is not responsible for the delivery or pick-up of any equipment, displays, decorations, cakes, or any other items necessary for any function.

**EVENT COORDINATION:**

The on-site Twin Oast Brewing Events Coordinator will work with you to select your menu, bar selections, space layout, table set up suggestions, timing, and rentals needed. Twin Oast Brewing can assist in referrals for outside services or vendors should customers request assistance with florists, cakes, music or other coordination services beyond onsite. Should you need assistance coordinating your rehearsal and / or ceremony, please reference our referrals page for recommendations on officiants and professional wedding planners. Our Events Team is responsible for all things regarding Twin Oast for your wedding, and unfortunately cannot guarantee availability during these events.

**RENTALS:**

Any rentals requested or required by the host, beyond what is included in the catering or bar packages, will be at the expense of the host. This includes but is not limited to dance floors, tents, heaters, special linens, dinnerware, additional bar set-up, etc.



# Special Events & Wedding Venue Contract

This Agreement is made effective as of \_\_\_\_\_, by and between Twin Oast Brewing and (names of clients) \_\_\_\_\_

The Clients represent that they desire to hold a special event on (date) \_\_\_\_\_ with arrival time of \_\_\_\_\_ and departure time of \_\_\_\_\_ # of guests \_\_\_\_\_

The Client will be reserving a: ☐ Wedding Ceremony & Reception ☐ Wedding Reception Only ☐ Wedding Ceremony Only ☐ Other Event \_\_\_\_\_ In the following space: \_\_\_\_\_

## 1) VENUE RENTAL FEE(S):

(a) The Clients or Representative for the Client (s), agree to pay an initial nonrefundable deposit of 50% of the facility fee. This payment serves to hold the venue for the specified date of event or wedding and is payable at the time of contract signature.

(b) The remaining agreed upon VENUE RENTAL FEES will be due by: \_\_\_\_\_.

(c) Payments may be made via (cash delivery, certified check, credit card, secure online invoice)

(d) Fees described below are only for facility rental/reservation. Additional fees do apply related to bar/beverage/food package pricing and must be paid for on the day of the event. See Appendix A for those details.

<b>FACILITY FEE</b>	
<b>50% DEPOSIT</b>	
<b>TOTAL OWED</b>	
<b>BALANCE DUE</b>	

**DUE AT BOOKING (PAID)** \_\_\_\_\_

**DUE ON** \_\_\_\_\_ **PAID** \_\_\_\_\_

## 2) DATE CHANGES:

In the event the Client (s) is forced to change the date of the event or wedding every effort will be made by Twin Oast Brewing to transfer reservations to support the new date. The Client(s) agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Client(s). The Client(s) further understands that last minute changes can impact the quality of the event and that Twin Oast Brewing is not responsible for these compromises in quality.

## 3) CANCELLATIONS:

In the event of a cancellation of a special event or wedding by the client, all payments made to date are non-refundable and all outstanding payments will be due immediately. We understand that sometimes it is necessary to change or cancel a reservation. All cancellations or reservation changes must be made in writing. The guest is responsible for verifying that Twin Oast Brewing has received their cancellation letter. We cannot refund any advance payment for a canceled reservation unless the date is re-booked for the entire period and prepayment has cleared. We will make every effort to re-book; however, if it is not re-booked, you forfeit all monies paid. If a cancellation is successfully re-booked, all of the rent, taxes and damage/security deposit will be transferred to the new date. If for any reason, Twin Oast Brewing is unable to fulfill its contractual obligation under this agreement, the entire deposit will be returned with no further penalties or liabilities.

#### **4) RULES AND REGULATIONS:**

The following is a list of rules and regulations to be upheld by Client(s), which includes all EVENTS PLANNERS, WEDDING COORDINATORS, and VENDORS who are involved in the planning and execution of the special event on the premises of Twin Oast Brewing.

a) Smoking: Twin Oast Brewing and surrounding Quinstock Farms are nonsmoking. Cigarette butts left on the ground indoors or outdoors are grounds for forfeiting the security deposit.

b) Parking: All vehicles associated in any way with the event or wedding must be parked within the parking area. The drop off zone can be utilized for those physically impaired. No vehicles shall be parked on any other lawn surface unless granted permission by the owners.

c) Candles: All candles must be flameless.

d) Exits: No confetti, rice, bird seed, food, balloons, wish lanterns, potpourri, or glitter allowed for exit. Please check with the Event Coordinator for verification on anything other than bubbles, ribbon wands, glow sticks, or sparklers. Exits must be conducted outdoors. Excessive use of any of these prohibited items may result in the forfeiture of the security deposit.

e) Clean Up: All items brought in by you, your vendors, or your guests will need to be removed. At the conclusion of the event all floral inside and outside should be removed, including flower petals. Each vendor is responsible for their trash. Trash should be completely removed or placed in designated trash receptacles around the property.

#### **5) EVENT ENDING TIMES:**

All outdoor events must end by 10pm on Friday and Saturday evenings, 10pm on Sunday-Thursday evenings to comply with sound ordinances and in order to allow for cleanup and closure of the site by midnight. Indoor event times must end by 10pm or as determined by Twin Oast Brewing.

#### **6) DECORATIONS:**

Decorations may not be hung with tape, nails or screws which will damage the venue. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Client(s) and the venue.

#### **7) OCCUPANCY:**

According to International Fire Code, the total occupancy for the reserved space of \_\_\_\_\_ shall not exceed \_\_\_\_\_ people.

#### **8) LIQUOR/BEVERAGES/ILLEGAL SUBSTANCES:**

All alcohol must be served by Twin Oast Brewing. The bar will give last call 15 min prior to event end time. THERE IS A NO SHOT POLICY! Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premises. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premises and possible termination of event without refund.

#### **9) MUSIC:**

All music must end by 10pm during weekdays and 10pm on weekends to comply with sound ordinances.

#### **10) CHILDREN:**

All children under the age of 16 MUST be supervised at all times!

#### **11) PHOTOGRAPHY:**

This venue uses live, video and still photography to assist with promotion of the venue. All photos taken at Twin Oast Brewing by your Photographer may be used for promotional purposes.

**12) BEVERAGE/BAR/FOOD DETAILS:** see appendix A for details. Client has chosen the following:

**BAR SELECTIONS:**

- ☐ Option #1 | Host Bar
- ☐ Option #2 | Beer & Wine Only
- ☐ Option #3 | Cash Bar

**FOOD SELECTIONS:**

- ☐ External Caterer
- ☐ Option #1 | Twin Oast
- ☐ Option #2 | Twin Oast

**13) FAILURE TO COMPLY WITH POLICIES WILL FORFEIT SECURITY DEPOSIT**

**SIGNATURES:**

Client(s) financially responsible for all the above.

Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TWIN OAST BREWING**

Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX A**