

# Round Man Brewing Company – Private Event Packet

*Eat. Drink. Repeat.*

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## 1. Welcome & Overview

Hello!

Thank you for considering **Round Man Brewing Company** as the venue for your special event. We're excited to help create a memorable experience with great food, craft beer, and welcoming hospitality.

We offer a variety of service styles, including appetizer bars, buffet setups, or plated meals, along with a wide selection of menu options to suit your gathering. If you have any special requests, we'd love to hear them!

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## 2. Event Spaces

Room	Capacity	Notes
<b>Chef's Room</b>	12 guests	No rental fee
<b>Windsor Room</b>	25 guests	No rental fee
<b>Parlor Room</b>	50 guests	No rental fee
<b>Windsor + Parlor Combined</b>	75 guests	No rental fee, glass overhead door opens to combine spaces

*There is no fee to rent our spaces. Please note: on especially busy weekends during the summer season, a food and beverage minimum may apply.*

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### 3. Setting the Stage

We offer a variety of table configuration options (rounds, rectangular, hightop cocktail tables), place settings ranging from formal to fun, and centerpiece choices — or you're welcome to bring your own decorations to personalize your space!

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### 4. The Particulars

- **Sales Tax:** 5.5%
  - **Suggested Gratuity:** 20% (on food and beverage only)
  - **Final Guest Count:** Due 14 days prior to the event
  - **Payment:** Due in full at the close of the event
  - **Credit Card Payments:** 3% surcharge may apply
  - **Room Layout:** Finalized in advance with our team
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### 5. House Guidelines

- No real candles, rice, glitter, confetti, nails, tape, or smoke/fog machines
  - RMB staff will handle all necessary furniture movement
  - All decorations, supplies, and extra trash (balloons, wrapping paper, boxes, etc.) must be removed by the end of the event
  - All charges will be reviewed and approved prior to the event
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### 6. Bar Options

- **Open Bar** – Host covers all drinks for guests
  - **Drink Tokens** – \$6 each
    - 1 token = beer, wine, or mixed drink
    - 2 tokens = craft cocktail
  - **Cash Bar** – Guests pay individually
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## 7. Non-Alcoholic Beverage Options

Beverage	Price
Lemon Water	Complimentary
Lemonade (2 gallons)	\$30
Iced Tea (2 gallons)	\$30
Coffee (per airpot)	\$30

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## 8. Extras to Consider

- Table arrangement and seating flow
  - Gift/card table setup
  - A/V equipment needs
  - Cake or dessert display
  - Photo displays or signage
  - Florist coordination
  - Beverage station setup
  - Color themes or table décor
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## 9. Our Promise

### **Eat. Drink. Repeat.**

Our kitchen, servers, and event team are dedicated to making your gathering special with delicious food, welcoming spaces, and thoughtful service.


Let's raise a glass to your next great memory at Round Man Brewing Company!


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## 10. Contact Us


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First Lady & Party Planner Extraordinaire

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