Baker’s On Main Guidelines and Fees for Facility Rental 2024

**PLEASE READ IN ENTIRETY**

Event Space Fee for Large Events Nights/Weekends After Normal Business Hours:

* $450 rental fee for indoor event space for up to 70 people
* $850 rental fee for indoor event space for 71 up to 175 people (approx. 96 seated)
* Rental includes the following:

-Use of facility after hours weekdays/weekends from 5:00 p.m.-9:30 p.m. day of event with clean up ending by 10:30 p.m. (earlier use must be made by special request and approved by facilities coordinator. Additional charges could be incurred.)

-Bakers On Main Staff preparation of event space prior to event, cleaning, set up of tables and chairs to accommodate designated number of guests:

- 60 inch round tables, natural wooden folding chairs, 8 foot and 6 foot tables for serving,

 and 30 inch round high top tables

-Hand crafted pallet tables for additional serving and stations by request.

-Onsite Event Space Coordinator to assist with coordination of outside rentals and removal of rentals.

-Stage for band or DJ.

-Ladders for decorating.

- Outdoor space and deck area available and can be reserved for an extra fee of $600.

-It is client and caterer’s responsibility to gather and consolidate all trash at conclusion of event and place in dumpster to left of building. Also all items brought in by client are to be removed immediately following event.

-We ask that no glitter be used as decoration unless it is contained.

* Audio speaker and sound system/microphones/video projector/video screen-available for $50.00 fee
* $400 deposit required to book the $850 event, of which one half of the deposit can be returned up to 6 months prior event. Balance is to be paid in full 30 days prior event. No exceptions.
* $450 rental fee for up to 70 guests is to be paid in full day of booking event. Half of this fee can be returned up to 6 months prior to event. No exceptions.

Event Space Fee for Small Events **During Normal Hours of Operation**

* $95.00 fee for up to 25 guests maximum including hostesses.
* $150.00 fee for up to 50 guests maximum including hostesses.
* $200.00 fee for up to 75 guests maximum including hostesses.
* $275.00 fee up to 125 guests maximum including hostesses.
* **Full amount of fee for small events must be paid at event booking. This fee is nonrefundable. No exceptions.**
* Sunday events up to 3:00 (clean up by 4:00) add $150. To price of event. After 4:00 add $250.
* Rental includes the following:

-Use of facility during the weekdays in the 10:00 a.m.–4:00 p.m. time frame, 10-3 on Saturday and 11-3 Sunday with 1 hour for clean up. Price is for a 3 hour event time frame only. Please allow for clean up to be out of space by closing. Earlier time must be preapproved and possibly not available. Event coordinator can discuss.

-Set up/take down of tables and chairs

-60 inch round tables

-Folding chairs, 8 foot and 6 foot tables, high top tables, wooden pallet tables

-Stage

-Ladders for decorating.

**PLEASE NOTE!** -Parking available across street at City Hall lot and in front of City Hall during business hours.

-Client must dispose of trash in dumpster to left of building.

-Please note this does NOT include use of kitchen. You may dispose of liquids in the kitchen but you are responsible for your coolers/ice to keep items cool.

* -We provide trash cans with one bag each. Please bring extra bags, gloves, paper towels, coolers, scissors, tape, serving pieces and any take away containers you might need.
* Approved tape is allowed to hang decorations. No screws or nails are allowed.
* Audio speaker and sound system/microphones/video projector/video screen-**available for $50.00 fee**
* Extra garage space, outdoor space and deck area available and can be reserved for a fee of $600.
* Guests are not allowed to stray from designated event space or borrow any items that belong to the shops. Security cameras are in place to monitor retail shops and guests will be asked to leave if they do not adhere to rules.
* Bakers On Main is not responsible or liable for any injury incurred by guests who enter areas that are marked

and prohibited. This is for the protection of both parties.

* Baker’s on Main is a smoke-free facility. Designated smoking areas are located outside the building.
* Forms of payment: Cash, check, or all major credit cards are accepted. **Bakers on Main incurs a 3% credit card processing fee which will be added to final rental payment.**
* Sunday events add $125. To price of event up to 3:00 and $250. After 3:00.

ALCOHOL SERVICE POLICY:

* Bakers on Main and its staff take the provision of alcoholic beverages very seriously. The cost of yearly licensing and taxes is expensive to maintain and there are many rules and regulations we must follow. Please respect and adhere to our policies in order that we may continue to provide these services for events at Bakers On Main.
* The form entitled “Request for Service of Alcoholic Beverages at Closed, Catered Events” must be completely filled out and submitted for approval no later than 30 days prior to your event date.
* Licensed and regulated by the State of Alabama, we will comply with all laws governing the sale and service of alcoholic beverages.
* All individuals purchasing and/or consuming alcoholic beverages must be a minimum of twenty-one (21) years of age. We reserve the right to refuse alcohol service to anyone who cannot provide proper identification to verify age. It must be verified that the majority of those attending will be of legal drinking age.
* We reserve the right to remove any guest who purchases and supplies alcohol to a minor or to anyone who has already been refused service.
* We reserve the right to refuse alcoholic beverages to anyone who appears to be intoxicated.
* We reserve the right to confiscate any alcoholic beverage brought in from outside sources.
* Bar service may not exceed 4 hours duration.
* Alcoholic beverages may not be self-poured.
* We reserve the right to remove any guest, discontinue all alcohol service or discontinue an entire event for failure to abide by Alabama law or Bakers On Main regulations. Should any of these actions become necessary, payment for the event will remain due in full and no refund will be given for any inconvenience or embarrassment caused.

ALCOHOL SERVICE PRICING

* A non-refundable deposit fee of $175.00 for up to 75 guests and $250.00 for up to150 guests will be charged. This fee covers 1-2 bartenders for 2-3 hours service and 1 hour to set up/tear down bar, ice, white cocktail napkins and appropriate clear plastic cups for wine and for beer.
* If alcohol is to be purchased for guests we will provide a list and cost at time of request.
* If alcohol will be charged per drink, the coordinator will have a copy of the receipt for alcohol purchased. The bartender will keep a running tab of alcoholic beverages consumed. It is not the bartenders’ responsibility to limit drinks per guest.
* We are able to provide most all of the following:

-Domestic beer/Imported/Craft/Draft

-Wine and champagne.

A list will be provided for host to choose from for all beer and wine or special requests can be accommodated.

* If specialty glassware is preferred there will be a charge of $1.25 per guest to rent glassware.
* Sodas are available for .75 per serving.
* Applicable Sales Tax will be added to the final bill

CATERING KITCHEN GUIDELINES:

* A Catering Kitchen Fee of $200.00 is charged if use of appliances is needed, such as warming oven, refrigeration and icemaker. If kitchen space is needed only for serving/plating purposes and clean up, the fee will be $75.00. This applies to after hour events. Kitchen cannot be used during Café serving hours.
* A separate deposit payment (cash or check) for kitchen use of $100 is due at Event Space booking. The deposit amount will be held and refunded within 30 days after event if clean up specifications are met. Specification list will be posted in kitchen and a copy given to the licensed caterer. Inspection to be done by owner and kitchen manager. This is not negotiable.
* All caterers must be on the approved list by Bakers on Main and must have a current business license and food permit. Clients may also bring in their own food.
* Use of kitchen per event will begin at designated time between client and caterer as approved by Bakers on Main.
* These items are available for the caterer or private individual’s use:

-Service carts for unloading/loading

-Warming unit

-Commercial Icemaker

-2 compartment prep sink

-Commercial refrigeration (Space is limited in coolers so caterer is encouraged to provide portable coolers, etc. to keep food items chilled)

* Certain items are the property of Café 336 and are clearly marked and are not to be used by caterer.

 CATERING KITCHEN CLEAN UP POLICES:

* All left over food must be removed at end of event-no exceptions. Please bring your own containers for leftover food.
* Client and/or Caterer is responsible for all catering supplies, used plates, cups, etc. to be removed from Event Space at conclusion of event. This is not the responsibility of Event Space Coordinator and their staff.
* Wipe down all counter space, sinks, equipment used for the event. Cleaning supplies are available for use in mop sink closet.
* All trash in catering kitchen must be removed and taken to garbage receptacle on the property to the left side of building.
* Floors are to be swept and mopped.
* Catering Kitchen Deposit of $100 will be returned to the client within 30 days once kitchen is inspected.

I have read and understood the above guidelines pertaining to the rental of event space at Bakers On Main. I understand that failure to comply with said guidelines will result in possible cancellation of my event with no refund given.

Signature of responsible party:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_