



Event Policies

Catering and Food Service – All food must be brought in prepared and ready to serve by a full-service licensed caterer that has been approved by Madhouse Event Management. The caterer is responsible for setting up/replenishing/clearing food, clearing plates, silverware and glasses, removing all catering equipment, food, refuse, etc. from the premises and cleaning areas used by caterer. If the clients or clients' hired vendors fail to perform these tasks, the client will be charged for the cost of cleaning, refuse removal, and storage fees.

Beverage Service – Madhouse Brewery carries a beer and wine only beverage license and is solely responsible for handling the operation of the bar and alcohol-related beverage service for all events. Beer/wine must only be served and consumed inside the building and, upon special agreement, the beer garden patio. Alcohol will not be served after 11pm. We will refuse service to anyone showing obvious signs of intoxication. Alcohol not provided by Madhouse may not be brought inside the building or consumed on its premises or in designated parking areas. A fee of \$300 will be added to the bill if outside liquor is found on the premises. BY LAW NO ONE UNDER 21 YEARS OF AGE MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES. Madhouse staff may ask guests for identification and reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The client renting the facility is responsible for ensuring that no underage drinking is allowed.

Decorations – Decorations may be brought in by the client and must be removed after the conclusion of the event by the time indicated on the rental agreement, unless other arrangements have been made prior to the event. Installation of decorations shall not inconvenience Madhouse or any other person or group. All signs and their placement must be preapproved by Madhouse. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or any part of the building and/or its furniture. Any pre-existing hooks throughout the building may be used. No tape is allowed on floors, walls, windows or furniture. Anything hung from the ceiling must be done by an insured decorator. Madhouse prohibits use of any 'open flame' candle; all candles used must be placed in a holder and the flame must be at least ½ inch below the rim of the container as to prevent fire hazard and wax spills. No confetti, glitter, silly string, tacks, staples, water gel beads, gum, sparklers, fireworks, smoke or fog machines, bubbles, or rice are allowed inside or outside the building. The renting party will be charged a cleaning fee, if any of the items listed are brought into the building or excess cleanup is required. If you have any extraordinary requests, please ask our event manager for approval prior to your event.

Setup and Teardown – Setup including tables and chairs will be done by Madhouse staff prior to rental period. All other setup must be done within the rental hours. All items must be removed within the rental period. Madhouse is not responsible for damage or loss of any merchandise or articles left on premise before, during or after your event. All musicians and/or djs must cease playing 45 minutes prior to end of rental period. This will allow time for them to dismantle their equipment and be off the premise.

Other General Rules and Guidelines – Madhouse staff reserves the right to ask or remove any guest from the facility as a result of disorderly conduct or inappropriate behavior. Madhouse staff has the authority to contact law enforcement officials, if necessary. Firearms and weapons are banned from the premises and smoking is prohibited in any portion of the building. No animals or pets of any kind except service animals are allowed in the building. Sound levels and lighting are to be controlled by Madhouse staff only. Any production equipment is not to be touched or tampered with by the renters or any of their guests. Children must be supervised at all times.

Damages - The renter assumes full responsibility for any damage caused or unlawful act committed in connection with the renter's use of the facility. Madhouse will not be held liable for injuries or property damage/loss during this function including but not limited to; death, personal injury, property damage, and any other incidents that may occur to any persons by use of the building and premises during the term of this agreement. The term of the agreement begins when the first guest arrives on the property and concludes when the last person leaves the property. A fee of \$5 per glass will be charged if any glasses are broken or missing.

Hold Harmless and Indemnification – Madhouse shall not be liable for any claim, loss, injury, damage or expense, either with respect to person or property, sustained by you, or by any of your employees, agents, invitees and guests due to your use of the facilities, or arising out of the use, operation or condition of any equipment, machines or appliances, used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees or guests of yours. It is agreed and understood that you hereby expressly release and discharge Madhouse Brewery and its owners, officers, employees and agents from any and all demands, claims and actions arising out of any such causes. Moreover, it is agreed and understood that you shall defend, indemnify and hold harmless Madhouse Brewery and its officers, directors, employees and agents from and against any and all claims, demands, actions, losses, costs, damages and expenses (including, without limitation, reasonable attorney’s fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon or about the facilities due directly or indirectly to your use of the facilities. This obligation of yours to protect, indemnify and hold harmless Madhouse Brewery shall include the obligation to pay all reasonable expenses incurred by Madhouse Brewery in defending any such claims, including reasonable attorney’s fees.

Madhouse Brewery reserves the right to change the conditions of, or cancel, this agreement up to 30 days prior to rental. All deposits and payments will be returned in the event Madhouse cancels the event.

Deposit and Payment – To confirm the date of your event, a deposit of half the rental fee is required along with this signed contract. The deposit will go towards your final bill. THE DEPOSIT/ANY PAYMENTS MADE ARE NOT REFUNDABLE UPON CANCELLATION OF THE EVENT. Madhouse cannot and will not be responsible for inclement weather or the parties’ change of plans. A charge of \$200/hr will be assessed for every hour past contracted limit (this includes all guests/DJ/band/caterers/etc.). For your protection, all guests should be notified of these hours.

I, _____ (Renter’s name) have read and agree to all terms in this contract.

_____	_____	_____	_____
Renter’s Signature	Date	Approved By	Date
Date of Event _____	Type of Event _____	No. of Guests _____	Event Timeframe _____
Name 1 _____	Address _____		
Day Phone _____	E-mail _____	City/State/ZIP _____	
Name 2 _____	Address _____		
Day Phone _____	E-mail _____	City/State/ZIP _____	
Credit Card Number _____	Exp. Date _____		
Total Rental Fee _____	Deposit Paid Today _____		
Balance due (including remaining rental fee, additional rentals) by _____			

Payment for any hosted beverages will be due at the end of your event before you leave.