



6995 W 38th Ave. Wheat Ridge, CO 80033 / 720.353.4853

## PRIVATE DINING INFORMATION & AGREEMENT

Thank you for considering Colorado Plus Brewpub to host your special event!

Our unique event space is located on the second floor of the Colorado Plus Brewpub in Wheat Ridge. It offers an inviting, artistic space—including a fully stocked bar, panoramic windows, built-in sound system, and private restrooms lending to an intimate and comfortable experience for your event.

### SUBMIT A BOOKING REQUEST

The 2nd floor consists of two semi private rooms separated by the bar. The Banquet Room located in the rear can seat up to 45 guests with bar service provided by the waitstaff. The entire floor can be utilized for up to 80 guests and will include use of the bar. Groups of more than 80 guests can be accommodated for an additional service charge.

#### Our Craft Lounge amenities include:

- **A sprawling view of the mountains complete with panoramic window**
- **Custom menus for any occasion or dietary requirements**
- **Private bathrooms**
- **Six taps behind the bar – Private keg available**
- **Full wine and spirit bar.**
- **Soda, Lemonade, Iced Tea, etc...**
- **Access to all of our 56 craft beers on tap downstairs.**
- **Standard head phone jack for any phone, ipod, or ipad connected to the speakers.**
- **Ample parking**

#### Customized Menu

The event coordinator will guide you in creating an event that best suits your budget and your vision. We aim to exceed your expectations and to handle the details for you, leaving you to enjoy your time with us. Please let us know if you have any questions at all, and if you are interested in setting up a meeting!

Should you prefer a customized menu, our team would be happy to work with you to create a custom menu for \$150. All beverages are based on consumption. We offer 6 taps, a wine list, and full bar, along with hand-crafted cocktails specifically chosen to pair with your menu.

Below are our regular event menus for you to review. We can also write custom menus for any occasion or dietary requirements!

### PRIVATE EVENT FOOD MENU



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## **SALES MINIMUM**

Food & Beverage Minimums are for food and beverages only and do not include service charges, sales tax or additional services requested (such as flowers, music and other miscellaneous charges).

## **AVAILABLE SERVICE HOURS**

Lunch 11:00am - 3:00pm | Dinner 3:00pm - 10:00pm

All food and beverage shall be supplied and prepared by COLORADO PLUS BREWPUB as contracted. No client nor his/her guests may bring any food or beverage (including desserts) to the event without prior approval by COLORADO PLUS BREWPUB. In addition to our dessert selection we have partnered with a local bakery to provide more options. These bakery selections will be delivered and set up for you. The cost for the items will be added to your Colorado Plus invoice due at the end of the event.

Each event is allotted 4 consecutive hours of room use which includes setup and tear down. Early setup may be available on a case by case basis. Each hour past the allotted 4 hours will be billed at \$250.00 in addition to the total. Happy hour prices are not available for 2nd floor events.

## **Change of Menu and Time Policy**

We can tailor your wine selections to match your menu and enhance your dining experience. Menu selections and wine requests should be made fourteen days in advance to ensure availability. Menu changes within seven days of the event are not guaranteed and you may be charged a menu-change fee of \$100.

We require a confirmation of your guest count 1 week prior to your event. We will be prepared to accommodate a last-minute 10% increase in your guest count, and you will be charged accordingly. If the actual guest count is less than the number guaranteed one-week prior to your event, you will still be charged for the guaranteed number. If we are not notified of your guaranteed count one week prior to your event, we will use your original estimated guest count as the confirmed guest count, and you will be charged accordingly.

## **Decorations**

Open flames, glitter and confetti are prohibited. We recommend using Command Strips to fix anything to a wall to avoid paint damage. All decorations must be removed during the allotted event time. Setting up and removing decorations is the responsibility of the host. The table layout is pre-set for the number of guests in your party. Custom table configurations are permitted and we will be happy to set this up for you. There is a \$75 service charge to change the table layout whether you or Colorado Plus employees move the tables due to properly resetting the room after the event.

In-house speakers with iPhone/headphone hookup are available which will be setup for you. Bands, DJ's, Trivia, Karaoke, etc. are potentially allowed on a case by case basis but do require the entire floor buyout and previous approval by Colorado Plus management. COLORADO PLUS BREWPUB provides regular background music free of charge with a variety of selections through a streaming service.

## **Payment**

We require a reservation agreement completed with a valid credit card and a deposit of the room rental fee (\$250.00) to confirm the reservation. Payment is due upon completion of the event. We accept all major credit cards and cash. Payments not provided within 24 hours of an event are subject to a \$250.00 late fee. Service Charge and Tax: Events are subject to a 20% gratuity and applicable tax.



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## Cancellation Policy

If a cancellation occurs within 4 weeks of your event, your credit card will be charged for 1/2 the room minimum. If you cancel your event within 7 days of the event date, your credit card will be charged the entire room minimum to cover lost revenue. Events canceled within 24 hours will be charged the room minimum plus 25%.

In December, your credit card will be charged for one-half the room minimum if a cancellation occurs within 30 days of your event date and the full room minimum if cancellation takes place within 14 days of your event.

## Liability

The hosts and guests of the event shall hold Colorado Plus Brew Pub harmless from any claims or expenses on account of injury to any party in connection with the event. The hosts and guests of the event are responsible for any and all damages to the restaurant.

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By signing below, you expressly acknowledge and agree that (a) you have carefully read it, and fully understand what it means; (b) you have had answered to your satisfaction any questions you have with regard to the meaning and significance of any of the provisions of this Agreement; (c) you have agreed to this Agreement voluntarily, and assent to all the terms and conditions contained herein with the intent to be bound hereby.

By signing below, you are giving permission for Colorado Plus Brew Pub, as stated in the cancellation section, to charge any cancellation fee to the credit card provided below.

**Print Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Credit Card:** \_\_\_\_\_

**Exp Date:** \_\_\_\_\_

**\*Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*The signature required must be that of the authorized credit card user.

**Event Name / Event Date:** \_\_\_\_\_ / \_\_\_\_\_

**Arrival Time / Guest Count:** \_\_\_\_\_ / \_\_\_\_\_

Thank you for choosing Colorado Plus Brew Pub to host your special occasion.  
We look forward to welcoming your guests. Cheers!