



## LSBC Party & Meeting Rental Information

Revision 06.13.24

Lost Street Brewing Co. features a variety of rental space for your party or business event. Our building, built in 1919, boasts 18,000 square feet of flexible space in a variety of sizes to host your next party business event.

### **Grain Room**

The Grain Room is conveniently located adjacent to the tap room. This private room has a finished concrete floor, historic brick walls and natural lighting from south windows. For evening, the room features dimmable white lighting. The Grain Room accommodates up to 80-100 guests with our 8' tables and chairs and makes a perfect setting for showers, birthday parties, private luncheons and business meetings.

### **Break Room**

The Break Room features high ceilings, an abundance of natural light in the daytime and, of an evening, showcases original twinkle light lath and brick walls for a dramatic and unique atmosphere. It is a step into the past, highlighting a variety of vintage furnishings, rugs and accent pieces to give an extra special look for your private event. The Break Room is available for luncheons, bridal and baby showers, tea parties and a host of other events. This space accommodates approximately 50 guests.

### **Iron Horse Beer Garden**

The Iron Horse Beer Garden includes umbrella tables for the sunny days and fire pits for the cooler evenings. The blooming flowers and the green lawn make a beautiful natural setting with cafe lights for an extra touch. The garden is a relaxing setting for family gatherings; cornhole and lawn games; business mixers; and outdoor weddings to name a few. The garden sits beside the Kiamichi Railway, which at times, can add an interesting element to any party. The Beer Garden accommodates approximately 175 guests with plenty of room to mingle.

### **Warehouse Small Event**

The Lost Street Warehouse rents by the bay and is the most flexible space. This 10,000 square foot area can be divided by pipe and drape to any size needed however large or small. The Warehouse features a tall wood braced ceiling, exposed brick, solid wood pillars, original concrete floor and natural daytime lighting with warm café lighting for evening. It is best described as a casual, vintage industrial space.

Additional Rental Areas—Request information at [events@loststreetbrewing.com](mailto:events@loststreetbrewing.com).

### **Taproom—Semi-Private**

For parties of 35 guests or less, a semi private area in the Taproom is available. This area rents by the table making it an affordable semi private area for small gatherings, birthday parties, showers and other family events. Decorations are encouraged to add to the festivities and fun. Request our Taproom Semi Private Event Form at [events@loststreet.com](mailto:events@loststreet.com) for details.

### **Lost Street Warehouse**

With a 10,000 square foot floor print, the warehouse lays out well for business trade shows, meetings, benefits, award banquets, bridal and art shows plus a host of other events and activities. The Warehouse is practical for fun, exciting casual events, yet dresses elegantly for a beautiful wedding ceremony or reception. Request our Warehouse Rental Information packet at [events@loststreetbrewing.com](mailto:events@loststreetbrewing.com) for all the details.

### **Lost Street Full Facility**

For those who are looking for the ultimate large gathering experience, the Lost Street facility and its full 18,000 square feet in its entirety is available for private parties during our closed days and hours. See our event coordinator for a custom quote.

## LSBC Party & Meeting Rental Form

|                                                                                                 |                                 |
|-------------------------------------------------------------------------------------------------|---------------------------------|
| Event Contact Name * _____ <span style="color: red;">*must be present entire rental time</span> |                                 |
| Company/Organization _____                                                                      |                                 |
| Phone # _____                                                                                   | Email Mailing _____             |
| Email _____                                                                                     |                                 |
| Mailing Address _____                                                                           | Town _____ State ____ Zip _____ |

|                         |                                                       |
|-------------------------|-------------------------------------------------------|
| Event Date _____        | Circle: Mon Tue Wed Thur Fri Sat Sun                  |
| Occasion _____          | Appx # of Guests _____                                |
| Rental Start Time _____ | Rental End Time _____ Additional Time Purchased _____ |
| Event Start Time _____  | LSBC Catering serving time _____                      |

Rental includes **3 hours** time and **8 foot black rectangle tables & chairs**. Deliveries, setup, decorating and cleanup are required to be completed within the purchased hours. Additional hours for set up/clean up can be purchased.

| Rental Areas                         | \$/ Hour  | Total \$ |
|--------------------------------------|-----------|----------|
| Grain Room (Thur/Fri/Sat)            | \$300/3hr | \$       |
| Grain Room (Tue/Wed/Sun)             | \$250/3hr | \$       |
| Break Room                           | \$300/3hr | \$       |
| Iron Horse Beer Garden               | \$300/3hr | \$       |
| Warehouse Bay<br>(appx 15'x15' each) | \$55/Bay  | \$       |

| Optional Fees                            | Cost      | Total \$ |
|------------------------------------------|-----------|----------|
| Additional Time                          | \$50/1hr  | \$       |
| Outside Catering Service                 | \$50      | \$       |
| Table Covering                           | \$3ea     | \$       |
| Convenience Set Up/Take Down/Cleanup Fee | \$50      | \$       |
| Round white tables 60" with 8 chairs     | \$10/ Set | \$       |

| Add Ons                                            | Cost   | Total \$ |
|----------------------------------------------------|--------|----------|
| Bose Speaker w/ one mic & stand (Two Available)    | \$75ea | \$       |
| Monster Speaker w/ one mic & stand (Two Available) | \$25ea | \$       |

## LSBC Party & Meeting Rental Form

|                                                |          |    |
|------------------------------------------------|----------|----|
| Podium                                         | \$15     | \$ |
| TV Monitor Portable                            | \$25     | \$ |
| Live Music/DJ Music Service & Licensing        | \$35     | \$ |
| Dance Floor 12'x12'                            | \$100    | \$ |
| Dance Floor 12'x24'                            | \$200    | \$ |
| Large Furniture - sofas, lounges, dressers etc | \$25ea   | \$ |
| Small Furniture - tables, foot stools, chairs  | \$10ea   | \$ |
| Rugs                                           | \$10ea   | \$ |
| Lifesize Games                                 | \$15ea   | \$ |
| Cornhole                                       | \$10/set | \$ |

|                                                        |           |
|--------------------------------------------------------|-----------|
| <b>TOTAL Rental Areas, Optional Fees &amp; Add Ons</b> | <b>\$</b> |
|--------------------------------------------------------|-----------|

| <b>Beverage Payment Options</b> | <b>How it works</b> <span style="color: red;">Applicable tax and gratuity apply</span>        | <b>✓</b> |
|---------------------------------|-----------------------------------------------------------------------------------------------|----------|
| Tab Bar                         | You pick up the tab for your guests                                                           |          |
| Limited Tab Bar                 | You pick up the tab for your guests with a specific time limit or dollar limit                |          |
| Tab Bar with Tickets            | You give your guests tickets to redeem at the bar.<br>You pay the tab at the end of the event |          |
| Cash Bar                        | Your guest pay for their own beverages                                                        |          |

Full Payment due at time of booking. All beverage tabs must be closed day of event.

### NOTES:

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

**Signature** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

Office Use:

**Circle: Cash Card Check#** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

|                                                                                           |
|-------------------------------------------------------------------------------------------|
| <b>109 W Lost Street, Durant OK 74701    580-634-2936    events@loststreetbrewing.com</b> |
|-------------------------------------------------------------------------------------------|

# Lost Street Brewing Co Liability Waiver

**Liability Waiver** Lost Street Brewing Co. resumes no responsibility or liability for damage, loss or theft to any article brought upon the premises and shall be held harmless of liability resulting in a guest's negligence. Renter agrees to indemnify, defend, and hold Lost Street Brewing Co, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the person guarantee of provision, service and dispensing of payment by owner, its employees, and agents of alcoholic beverages at Lost Street Brewing Company. In the event Lost Street Brewing Co, its owners, officers, employees and/or agents are required to file an action in court in order to enforce and provision of this agreement, renter agrees to pay Lost Street Brewing Co its officers, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Lost Street Brewing, including all collection expenses and interest due.

**Alcohol Policy** We uphold all federal, state and local laws regarding the serving of alcoholic beverages. We do not permit the serving of alcohol to anyone under the age of 21, or to a visibly intoxicated person. It is our responsibility to check for valid identification, remove alcoholic beverages from minors or visibly intoxicated persons, and to stop serving them. Guests may not order multiple alcoholic beverages without clearly identifying who they are for. If a guest is suspected of serving a minor or a person is refused service, alcohol services may be halted to the entire party regardless of the time remaining for the event. It is the sole discretion of the bartender, server, or manager on duty to make such calls, and once made, will not be reversed. All alcohol must be served through the bar. Any flasks, bottles, or outside containers will be confiscated and may result in the closing of the bar or the early termination of the event. All renters should encourage guests to drink responsibly and provide a designated driver or alternative transportation for their guests.

**Conduct** There is absolutely no drug use of any kind permitted on premises. Smoking is only permitted in designated outdoor space. Disparaging remarks of any type, threats, or physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall always use the premises in a considerate manner. Conduct deemed disorderly at the sole discretion of Lost Street Brewing Co staff shall be grounds for immediate expulsion from the premises, and conclusion of the rental period. Guests are expected to follow all Lost Street Brewing Co policies and staff mandate, including or pertaining to, but not limited to, children, pets, noise, etc.

**Other Restrictions** Firearms, other weapons, fireworks, explosives and illegal drugs are strictly prohibited. Smoking and vaping are prohibited except in designated outdoor areas.

**Promotions & Copyright** Should Lost Street Brewing Co. be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. Before using our name, prior approval is required from our team. We are happy to provide professionally created images and graphics of our space for promotional materials.

## **Cancellation Policy**

Cancellation requested by the renter—Lost Street Brewing Co. will refund 50% of the paid rental to the organization or person of record with written notice of cancellation, either by email or postal, received by email or postmarked 30 days prior to the event date.

Cancellation requested by Lost Street Brewing Co—Lost Street Brewing Co. reserves the right to cancel a rental at any time. In the event that a rental is canceled by the venue, the renter is entitled to receive a full refund within 30 days of the cancellation unless the cancellation is caused by Pandemic, Act of God, or Emergency as outlined by federal, state, or local authorities, in which case, renter may receive a rebook credit to be used within one year from the original rental date presuming Lost Street Brewing Co. is open to the public.

Cancellation of catering—No refunds will be granted for catering cancellations.

**Damages** The renter agrees monetarily to make whole any damages by themselves, guests, independent contractors or agents hired for the event while said parties are on the premises. Repair and replacement costs will be assessed by LSBC and may be charged to the card on file.

Print Name\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

# LSBC Credit Card Authorization Form

Please complete ALL fields

| Type of Card | MasterCard | Visa | Discover | AMEX | Other (Specify) |
|--------------|------------|------|----------|------|-----------------|
| ✓            |            |      |          |      |                 |

|                                              |  |
|----------------------------------------------|--|
| <b>Cardholder Name</b><br>(as shown on card) |  |
| <b>Card Number</b>                           |  |
| <b>CCV</b>                                   |  |
| <b>Expiration Date</b><br>(mm/yy)            |  |
| <b>CC Billing ZIP Code</b>                   |  |

I, \_\_\_\_\_, authorize Lost Street Brewing Co. LLC to charge my credit card above for the rental amount due, incidentals, cleaning fees, damages and/or other fees associated with the event rental.

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

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# LSBC Party & Meeting Rental Frequently Asked Question

Revised 06.07.24

## Rental Fee —How much does the Warehouse rental cost?

- Grain Room - Thur, Fri, Sat - \$300
- Grain Room - Tue, Wed, Sun - \$300
- Break Room - \$300
- Iron Horse Beer Garden - \$300

## Available Time —What hours does the rental include?

- Rentals are available during our open hours
  - Tue-Thursday 3pm-9pm
  - Fri 3pm-10pm
  - Sat 10am-10pm
  - Sun 10am-6pm
- Rental includes decorating, setup, take down and cleaning time
- All deliveries, decorating, setup and cleanup is required to be complete within the purchased rental hours

## Additional Time —Can we get additional time or use the space the day before?

- Additional Time \$50/hr

## Table and Chairs —Are tables and chairs included in the rental and will they be set up?

- Includes
  - Black Lifetime rectangle 108 inch tables—seats 8-10
  - Black chairs
- Optional—\$10/table
  - White Lifetime round 60 inch tables—seats 8
  - White chairs
- Table and chairs are included in the rental fee
- Renter is responsible for setting up and taking down tables and chairs, decorations and trash removal unless the Convenience Setup/Take Down/Cleanup option is selected (see optional extras)

## Table Coverings —What about tablecloths?

- Table coverings are required
- Renter provides cloth or plastic coverings or
- Renter purchases plastic coverings from venue - \$3/table

## Convenience Fee - Setup/Take Down/Cleanup Fee —Is this fee optional?

- Yes, this fee is optional for those who would like to totally enjoy the party without the responsibility
  - \$50 - includes our staff taking care of
    - Setting up tables and chairs
    - Providing and placing plastic disposable white covers on each table
    - Clearing and cleaning tables, floors, decoration and trash removal
  - (Renter is responsible for clearing and taking only the items they wish to keep)

## Family & Pet Friendly—Can my kids and our dog come to the brewery?

- Absolutely, we are family and pet friendly
- All ages are welcome, even the little ones
- We have a variety of food, beverages and events especially for the under 21 crowd.
- Pets are welcome with responsible owners
  - Pets must remain on a leash

- Have up to date vaccinations
- Use the designated potty area

### **Beverages —How much are the drinks and what are the bar options?**

- Cost of Beverages
  - Non-alcoholic bottled sodas - \$3
  - Craft beer and wine - \$6-\$8
  - Tea, Sweet Tea, Lemonade - \$10/gal cups, ice, water provided
- Bar Options
  - Tab bar—You pick up the tab for guests
  - Limited tab bar—You pickup the tab for your guest with a specific time or total dollar limit for the event
  - Tab bar with tickets—You give your guests a specific number of provided tickets to redeem at the bar. You pick up the tab at the end of the of the event
  - Cash bar –Your guests pay for their own beverages

### **Additional Beverage Charges—Will there be any additional beverage charges?**

- Applicable sales tax applies
- 20% gratuity will be added to the final beverage bill at the close of the event
- All tabs must be closed at the end of the event
- Cash, credit card or check (with prior approval) is accepted

### **Beverage Limitations—Can we bring in our own beer, alcohol, soda or other drinks or purchase a keg?**

- No outside beer, alcohol, soda or other drinks are allow to be carried in
- We offer a large selection of beverages including
  - 18 craft beers brewed our facility
  - A variety of local & other red, white, rose, sweet, semi sweet & dry wines
  - 8 on tab craft fountain drinks
  - A large selection of bottled craft sodas and main brands bottled sodas
- We find that guests prefer a selection of beer rather than only one option from the purchase of a keg. In addition, a licensed tap tender is required to dispense from a keg. There is no monetary savings with a keg option

### **Add Ons—Do you have a sound system and other items that we might need?**

- Wi-Fi - Included
- Sound System
- Bose portable bluetooth tower speaker - two available Includes one mic and one stand \$75 each
- Monster, portable bluetooth speaker - two available Includes one handheld mic and one stand \$25 each
- Stage - 10'9 x 5' wood pallet stage - \$35
- Podium - \$15
- Live Music/DJ - music service and licensing - \$35
- TV Screen - portable \$25
- Dance Floor - Includes our staff setting up and taking down
  - 12'x12' \$100
  - 12'x24' \$200
- Furniture - for setting areas
  - Included at no additional cost with Break Room rental
  - Large \$25      Small \$10      Rug \$10
- Life-size Games \$15 each    Cornhole \$10/set
  - Package price available

### **Payment Requirements—When is payment due?**

- Rental Areas, Optional Fees, and Add Ons - Full payment due at time of booking
- Beverage Tab - Due at close of event
- Catering - Final count and full payment due 7 days prior to the event date

**Decorations—We want to decorate for our party. What do we need to know?**

- Decorations are welcome with the following exceptions
  - No candles or open flames
  - No decorations may be attached to the walls
  - Absolutely, no glitter or confetti
  - If balloons are confetti filled, release the air while holding inside a trash can
- Party planners and decorators must complete their work within the purchased rental hours
- All decorations must be removed unless the 'Convenience Setup/Takedown/Cleanup' fee is selected
- All items owned by the renter, party planners and/or guests must be removed from the building at the end of the rental time

**Disclaimer—Why can't we pick up some of our decorations and other items the next day?**

- Rental and personal items can not be picked up the next day
- A large number of employees and guests travel through our brewery everyday, we cannot be responsible for the safekeeping of items
- It is highly possible that the space will be rented the next day
- We require time and space to clean and prepare for the next event. Items left at the end of an event will be considered forfeited property

**Post-Event Checklist—What do we need to do at the end of our event?**

- If the 'Convenience Setup/Takedown/Cleanup' Fee is paid
  - Gather all personal and vendor items that might need to be returned. Pay the open tab. Leave the rest to us
- Otherwise
  - Return the rented area back to its original state. This includes:
    - Clearing and stacking all tables and chairs
    - Properly disposing of trash in designated trash cans and recycle areas
    - Removing decor and ensuring no items are left on floor
    - Sweeping and spot mopping where necessary
  - A detailed Post-Event Checklist will be provided at check-in the day of your event.
  - A \$50 clean up fee may be imposed and charged to the credit card given at the time of booking if the Post-Event List is incomplete

**Catering—This sounds fantastic, but what about my catering needs?**

- LSBC is prepared to fulfill your catering needs
- Email [events@loststreetbrewing.com](mailto:events@loststreetbrewing.com) for a custom quote
- Something for every need and budget, large or small
- References available by request
- In order to maintain our high standards of hospitality and service, we do not allow outside catering for our warehouse events

**Questions—We still have a few questions. Who do we talk to for answers?**

- The best way to receive prompt answers is to email [events@loststreetbrewing.com](mailto:events@loststreetbrewing.com)
- Our event coordinator will schedule an appointment in person here at the brewery or by phone so that we will have all the available staff here to answer any question you may have.

- We are looking forward to our part in creating a memorable event for your occasion
- Thank you for the opportunity

**NOTES:**