

# FLINT & VINE PRIVATE EVENT SPACE RENTAL AGREEMENT

This agreement outlines the terms and conditions for reserving the private event space at Flint & Vine.

By submitting payment for the reservation fee, the renter agrees to all policies listed below.

---

## EVENT SPACE DETAILS

Capacity:

Maximum occupancy is strictly limited to 30 guests at all times, including hosts, vendors, photographers, entertainers, and all attendees.

Under no circumstances may occupancy exceed 30 individuals inside the event space. Flint & Vine staff reserve the right to deny entry to additional guests once maximum capacity has been reached.

Event Space Features:

- Fully private event room
  - Dedicated event bartender/staff
  - Private event space restroom
  - Tables and seating included with reservation
- 

## RESERVATION FEES & PAYMENT

Reservation Rates:

- Tuesday–Thursday: \$55
- Friday–Saturday: \$75

Reservation fees are required in full at the time of booking to secure the reservation date and time.

Reservation fees are refundable if cancellation notice is provided to Flint & Vine at least 5 days prior to the scheduled event date.

**Cancellations made fewer than 7 days prior to the event are non-refundable.**

Any payment disputes or chargebacks must be submitted directly to Flint & Vine within 3 days following the conclusion of the event. Disputes initiated after this timeframe will not be considered and may result in additional administrative fees and/or legal action.

---

## RESERVATION TIMEFRAME

Event reservations may only last 2 to 4 hours.

**Additional event time may be added for \$30 per hour**, subject to availability and staff approval.

Reservations include:

- 30 minutes prior to the event for setup
- 30 minutes after the event for cleanup and takedown

Guests, vendors, decorations, gifts, catering items, and personal belongings must be fully removed by the end of the cleanup window.

Events exceeding their reserved timeframe may incur additional hourly charges.

---

## DECORATIONS & EVENT SETUP

Decorations are permitted within reason.

The following are strictly prohibited:

- Glitter
- Confetti
- Open flames
- Candles with exposed flames
- Smoke or fog machines

- Nails, screws, staples, or permanent adhesives
- Wall damage of any kind

Only painter-safe tape or approved temporary adhesives may be used.

Flint & Vine reserves the right to charge for any damage, excessive cleaning, or repairs resulting from the event.

Furniture may not be removed from the event space or rearranged without staff approval.

---

## **CONDUCT & LIABILITY**

The renter is fully responsible for the conduct and behavior of all guests, vendors, and attendees associated with the reservation.

Flint & Vine reserves the right to immediately end any event for:

- Illegal activity
- Underage drinking
- Excessive intoxication
- Disorderly conduct
- Harassment of staff or patrons
- Damage to property
- Violation of occupancy limits
- Violation of any policies listed in this agreement

No refunds will be issued for events terminated due to policy violations.

Flint & Vine is not responsible for lost, stolen, or unattended personal items.

---

## **NOISE & BUSINESS OPERATIONS**

All events must remain respectful of neighboring businesses, adjacent guests, and ongoing Flint & Vine operations.

The reservation applies only to the designated private event space and restroom.

The reservation does not include exclusive access to Flint & Vine as a whole unless otherwise agreed upon in writing.

---

## CLEANUP EXPECTATIONS

Guests are expected to remove:

- Decorations
- Gifts
- Catering items
- Personal belongings
- Vendor equipment

Excessive messes, spills, stains, bodily fluids, or damage requiring deep cleaning may result in additional cleaning fees.

---

## GRATUITY

**Gratuity:** A 20% gratuity will be added to all beverage service for private events, including hosted (open) bars and individual guest tabs. This gratuity is distributed directly to the event staff providing your service.

---

## CANCELLATION POLICY

Reservation fees are refundable if cancellation notice is provided to Flint & Vine at least 5 days prior to the scheduled event date.

**Cancellations made fewer than 7 days prior to the event are non-refundable.**

One-time rescheduling may be permitted at Flint & Vine's discretion.

---

# AGREEMENT

By booking the Flint & Vine private event space, the renter acknowledges that they have read, understood, and agreed to all terms and conditions outlined above.

Renter Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Date (not including 30 minute set-up window): \_\_\_\_\_

Event Time (not including 30 minute clean-up window): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

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

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

## Shareables

### *Grazing Experience*

- Grazing Table (Minimum 10 guests)
    - \$10 per person
    - *Includes a curated selection of meats, cheeses, fruits, crackers, and sweet elements.*
  - Grazing Cups (For parties of less than 10 people)
    - \$12 each
    - *Includes a curated selection of meats, cheeses, fruits, crackers, and sweet elements.*
  - The Grand Painted Brie
    - \$30, order 2 for \$55
    - Large brie wheel topped with seasonal preserves & fruits and served with crackers
- 

### *Hearty Bites*

- Panini Platters (cut for sharing)
  - \$75 per tray. The tray includes 16 servings.

- Turkey, Brie & Fig Jam
  - Caprese (Tomato, Basil, Balsamic Glaze)
- 

- Glazed Meatballs
    - \$49 per tray
    - Marinara or Bourbon BBQ
- 

*Sweet Bites*

- Dessert grazing board
  - \$10 per person
  - Seasonal assortment of sweets like cookies, truffles, chocolate-covered strawberries, etc.