



GRISTMILL PAVILION RENTAL

The Forge Bar and Grill

Ben Wheeler, TX

Name of Renter/Responsible Party: _____

Address: _____ City, Zip: _____

Phone: _____ Email: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Number of Guests attending: _____ Type of Event: _____

Available For:

- Private Events: Weddings, Birthdays, Anniversaries, Graduations, Ect.
- Public Events: Markets, Trade Shows, Craft Shows, Bazaars

Fees:

- Private Events: \$350 per day
- Public Events: \$650 per day

A \$150 cleaning deposit will be due at the time of booking the rental. In the event of a cancellation, this will be refundable up to 72 hours before event. If you cancel within 72 hours of your reservation- the deposit will be **NON-REFUNDABLE**. (The cleaning deposit is separate from the rental amount)

What's Included:

- Use of covered Gristmill pavilion, including electrical outlets, lights, fans and stage
- Outdoor restrooms are located in backyard area near the back of the restaurant and the restaurants indoor restrooms are accessible as well
- (3) 6ft tables and 25 chairs

Hours of Usage:

- 8:00am – Closing time of restaurant, that specific day. If additional time is required for set up or break down, please communicate in advance to make sure there are no overlapping rentals.
- Seasonally, on **Saturday's** "under the live oaks music series" is from 7:00pm to 10:00pm in the backyard area. There is a **\$10 cover charge per person that will apply to your party if you stay beyond 7:00pm**

Guidelines for Usage:

- You are allowed to use Gristmill entry to load and unload as needed- however, parking behind Gristmill is NOT allowed. Do not block staff's access to gate or dumpster area.
- Undesirable behavior inside or outside of Gristmill or anywhere on The Forge property will not be tolerated.
- Overnight stays and unaccompanied minors are not allowed.

Guidelines for FOOD and BEVERAGES:

- **NO outside food or drinks is permitted**
- The only exception to this rule is cake. And we ask that you communicate if you intend to bring a cake, we will happily put it in our refrigerator until needed.
- Absolutely NO outside beverages are allowed.
- **NO outside alcohol is allowed.**
- If any staff members find outside alcohol, they will confiscate and dispose of it immediately. And if issues persist, your party might be asked to leave depending on the severity of the situation. Your rental fee will not be returned in the event that you are asked to leave.

Notices:

- The Forge reserves the right to cancel any reservation for reasons deemed necessary
- All local and federal laws must be abided
- The Forge is not responsible for injury, theft, damage, or death in conjunction with events or activities held on rented properties.
- The outdoor area with picnic tables is open to the public, your reservation includes ONLY the covered Gristmill pavilion
- Please do not leave children unattended.
- Please do not allow children to destroy our property or get into creek area.

Guidelines for Decorating:

- Decorations must not alter or damage the Gristmill or the surrounding grounds
- When securing décor, use zip ties, string or wire. No adhesives, nails, pushpins, staples or command strips allowed
- All areas must be left in an orderly condition, and trash/litter must be contained in trashcans
- **The Forge Bar and Grill reserves the right to invoice the renter with the cost of damage repairs to the buildings or grounds when these guidelines are not followed.**

ADDITIONAL OPTIONS

If you have needs that are not covered here, let us know. We want to make your event as smooth as possible.

If you would like to book your own band or DJ or would like for us to book an artist for you, let us know.

****Saturday Nights**** entertainment cannot overlap or compete with The Forge's band between 7:00PM and 10:00PM

Catering

The Forge would love to accommodate all of your party's needs. Pricing varies depending on what you decide to serve, and the number of guests included. Please fill out the following information if you would like a catering quote:

What would you like to serve?

Forge Menu _____

Other _____

How many guests _____

Allergies _____

Please check an option

Self-serve _____ staff serving guests _____

Please allow 7 business days after submitting forms to allow us to accurately price catering.

Bar

Below are some popular additional options for your bar needs:

-Gristmill bar open w/ 1 bartender- \$300

-Beer Trough/ large batch cocktails- set up in a self-serve fashion with pre-purchased beverages.

(All guests must be 21 or older) and all guests must get their driver's license scanned and become members of our private club. \$100 set up fee (includes ice, containers for beer or cocktails, cups straws and beverage napkins.

Plus, price for alcohol (pricing varies upon individual needs)

Each additional staff member required or requested for private parties will be an additional \$150

Please fill out the following if you would like a cocktail bar quote:

What would you like to serve? _____

Please check an option

Self-Serve _____ Staffed _____ how many server's/bartenders _____

Please give us 7 business days to get a finalized quote

Sound System

If you would like for us to set up sound equipment, we've got you covered. We can set up our house iPad or make it to where renter can plug in their own device/own playlist.

Depending on event- we can set up microphone for announcements as well.

\$200 rental fee

Propane Heaters

3 heaters - \$85

Port-A-Cool Fans \$50 each. **Large Fans**\$35 each

Additional Tables and Chairs

6ft tables - \$10 each

\$1.25 per chair

Special Request's/Comments

Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. The authorization will remain in effect until cancelled.

Credit Card Information

Card Type: ___ M/C ___ VISA ___ Discover ___ AMEX ___ Other

Cardholder Name (as shown on card): _____

Card Number: _____

Expiration Date (mm/yy): _____

CVV: _____

Cardholder ZIP Code (from credit card billing address): _____

I, _____, authorize The Forge Bar and Grill to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file until final bill and any additional charges agreed to be paid are settled.

Customer Signature

Date