



Schlafly Bankside

First Floor and Third Floor Events

Thank you for considering Schlafly Bankside for your event!

The following pages will tell you everything you need to know about having an event on the First Floor or the Third Floor at Schlafly Bankside. If you have never seen the space before, come on down and check it out. You're welcome to stop by during regular restaurant business hours to view the space on your own or email parties@schlafly.com to set up an appointment or inquire about availability.

To check room availability first, please email parties@schlafly.com. Once availability is confirmed with the Private Party Manager, there are a couple of easy ways to submit your contract (found at the end of the packet)

- Scan/email the contract to parties@schlafly.com with credit card info for your room charge.
- Drop it off at Schlafly Bankside in St. Charles at **920 S. Main Street, St. Charles, MO 63301**

Please note:

- Your room charge and contract must be submitted together. No room will be held until both these items have been received together.
- The contact information on the contract must be the main point of contact for the event.
- The Room Charge is not a deposit and is not subject to refund in the event of a cancellation.
- Within 72 hours of submitting your contract and room charge you will receive an email (at the email address listed on your contract) with receipt for your room charge.

As you begin to make decisions, our Private Party Manager is available for any and all questions and will record the evolution of your event on your BEO (Banquet Event Order). Email correspondence is the easiest form of communication, as we can track our dialogue on updated BEOs, floor plans, invoices, etc., as things evolve. A final meeting can be scheduled for 15 to 30 days prior to your BEO deadline, which is two weeks prior to your event, in order to solidify all your details. You will need to request this through the Private Party Manager. Everything is final by your BEO deadline. Nothing can be changed after this date.

Our Private Party Manager is here to help in any way possible but is not an Event Coordinator. Our main concern is your food and drink and making sure you have all the necessary items to enjoy both. We can provide some services, along with recommending outside vendors, to help make your event a success but it is your responsibility to organize all the details of your occasion.

Room/Rental Set Up

Schlafly Bankside – First Floor & Third Floor

The First Floor can handle up to **50 guests** for dinner or up to **100 guests** for cocktail. The room comes equipped with low top tables that can be arranged to suite your event. We also have additional seating at the bar.

The Third Floor can handle up to **50 guests** for dinner and/or cocktail. The room comes equipped with low top tables that can be arranged to suite your event. A large center TV is available for laptop hookup.

Included in your rental are the following:

- Tables and chairs. Buffet table. Cake and gift tables upon request.
- All necessary flatware and stoneware for appetizers, dinner and dessert.
- We do not linen our dining tables.
- Access to the event space one hour prior to your event to decorate.
- Event start times are flexible depending on availability.
- 4 hours of event time ending no later than 11pm.

Please Note:

- There is a \$25 dessert fee should you decide to bring in an outside dessert
- Because we are not a full time banquet facility we do not offer tastings. The Catering menu however is designed and managed by the same chef that manages the restaurant menu. A meal in the dining room will give you a great feel for the style and quality of food we provide. Come on down, and have a beer while you are here!

Bar Packages

Schlafly Bankside – First Floor & Third Floor

When deciding the bar package for your event you must first consider if you want a **cash bar** or a **host bar**. A cash bar would allow guests to purchase their own drinks; whereas, the host bar would prepay for guests drinks for the evening. Your bar package must run the length of your event. We do not offer a “running tab” option.

Schlafly Brand Beer Bar

Includes Schlafly Brand Beers, House Wines, Juice, Fountain Soda, Tea and Coffee.

- 2 Hours \$15
- 3 Hours \$20
- 4 Hours \$25

Schlafly Brand Beer Bar Plus

Includes Schlafly Brand Beers, Call Liquor, House Wines, Mixers, Fountain Soda, Tea and Coffee.

- 2 Hours \$19
- 3 Hours \$24
- 4 Hours \$29

Schlafly Brand Beer Bar Premium

Includes Schlafly Brand Beers, Premium Liquor, House Wines, Mixers, Fountain Soda, Tea and Coffee.

- 2 Hours \$23
- 3 Hours \$28
- 4 Hours \$33

Specifications:

- The bar will pour up to 12-14 Schlafly brand beers and will include a combination of our year round beers and seasonal beers.
- Beers with 8% or higher alcohol by volume (ABV) are not served on host bars.
- All guests under the age of 21 will be charged half price for the host bar. All guests under 12 are free. This includes juice and fountain drinks.
- Being that we are a craft brewery known for great locally brewed beer, we offer a beer toast in lieu of a champagne toast for wedding receptions. We will pour your choice of available Schlafly Beer for the bride and groom or the wedding party. This service is not available for all guests.
- We do not pour shots on Host Bars.
- No outside beverage of any kind will be permitted into Schlafly Bankside by the patron(s) or their guests.
- All alcoholic beverages served at Schlafly Bankside are served under state liquor laws.
- Schlafly Bankside will not deviate from any state or city regulations.

Cocktail Party Packages

Schlafly Bankside – First Floor & Third Floor

The Schlafly Hefeweizen

- 19.95 per person
- Choice of 3 platters plus Bavarian Pretzel Sticks with White Cheddar Dipping Sauce.

The Schlafly Kolsch

- 24.95 per person
- Choice of 3 platters, Bavarian Pretzel Sticks with White Cheddar Dipping Sauce, and 2 of the Hot Appetizers.

The Schlafly IPA

- 29.95 per person
- Choice of 3 platters, Bavarian Pretzel Sticks with White Cheddar Dipping Sauce, and 3 of the Hot Appetizers.

Appetizer Platters <ul style="list-style-type: none">• Vegetable Crudit� Platter• Cheese Board• St. Louis Meat Board• Antipasto Platter• Hummus with Pita and Vegetables	Hot Appetizers <ul style="list-style-type: none">• Jerk Chicken Skewers• Smoked Beef Skewers• Nacho Bar• Stuffed Mushroom Caps• Buffalo Wings• Pretzels with White Cheddar Dipping Sauce
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Please Note: All food served buffet style

Dinner Packages

Schlafly Bankside – First Floor & Third Floor

The Schlafly Pale

- 21.95 per person
- Choice of 1 Tier 1 entrée, 1 vegetable, 1 starch and 1 salad

The Schlafly Lager

- 27.95 per person
- Choice of 1 Tier 2 entrée, 1 vegetable, 1 starch and 1 salad

The Schlafly APA

- 39.95 per person
- Choice of 1 Tier 1 entrée, 1 vegetable, 1 starch and 1 salad. Plus 2 appetizer platters and 2 Hot Appetizers.

The Schlafly Stout

- 42.95 per person
- Choice of 1 Tier 2 entrée, 1 vegetable, 1 starch and 1 salad. Plus 2 appetizer platters and 2 Hot Appetizers.

Please Note:

- All guests will enjoy the same selection
- All food served buffet style
- Add an additional entrée to any package – Tier 1 for 9.95 or Tier 2 for 14.95 per person for your full guest count
- Add an additional side to any package for 3.95 per person for your full guest count

Tier 1 <ul style="list-style-type: none">• Smoked Chicken• BBQ Pulled Pork• Pasta Primavera• Meatloaf	Tier 2 <ul style="list-style-type: none">• Smoked Ribs• Airline Chicken• Salmon• Smoked Prime Rib• Oven Roasted Cod in Lemon Butter Sauce
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Vegetables

- Roasted Asparagus
- Steamed Broccoli
- Baked Beans
- Cauliflower Gratin
- Braised Green Beans

Starches

- Baked Mac and Cheese
- Hot German Potato Salad
- Mashed Potatoes
- Chilled Bowtie Pasta Salad

Salads

- Mixed Greens, Bleu Cheese Crumbles, Dried Cranberries, Sunflower Seeds, Red Onions, White Balsamic Vinaigrette
- Caesar, Chopped Romaine, Caesar Dressing, Garlic Croutons, Parmesan Cheese

Desserts

- Additional 6.95 per person
- Sticky Toffee Pudding
(Traditional Schlafly Dessert served with Caramel Sauce and Whipped Topping)
- Mini Cheesecakes

Kids Menu

- Children under 12 may choose from the following for \$9.95 per person.
- Chicken Fingers and Fries
- Grilled Cheese and Fries
- Macaroni and Cheese (can be ordered as a side to your main entrée)

Please Note:

- All food served buffet style

Banquet Event Order (BEO)

Your Banquet Event Order (BEO) is the single most important document surrounding your event. You will get a copy at the time you get your rental confirmation, which will only include your rental payment and event details such as head count and time/date. We will begin to record your menu, bar, event timings, set up details, music details, EVERYTHING, on your BEO. We will reference this document for every detail of your event so if you want something to happen that night, it MUST be on your BEO. It is also what our chef and event staff will work from the night of your event. This document is the manifestation of all our planning. Food order must be placed 2 weeks prior to your event.

When we finalize your BEO at your deadline (2 weeks before your event), and it is approved by you, it will become our contract for the evening. Everyone involved in orchestrating your event should be familiar with your BEO.

ALL BEO DETAILS ARE FINAL 2 WEEKS PRIOR TO YOUR EVENT.

NO CHANGES CAN BE MADE AFTER THIS DEADLINE.

GENERAL POLICIES

- Parties are contracted for **up to 4 hours**. If you would like to extend your party, there is a fee of \$150/per hour. All party extensions must be scheduled and paid for in advance. No matter how far you extend your event, bars will run for no more than 4 hours.
- We ask that guests vacate the private room following the event end time. Your guests are permitted to visit the restaurant bars if they wish to continue drinking.
- You are permitted to access your private room **one hour before your event**.
- For a **\$300 early set-up fee**, you are allowed access to the room up to 3 hours before on the day of the event, if you would like more time and there is no other scheduled event.
- We **do not allow** any decorations that require nails, tacks, staples, glitter, or confetti. Nothing can be hung from any part of the ceiling or any fixture that is in the ceiling. Nothing requiring a ladder can be installed. Centerpieces and candles are encouraged. All decorations must be removed immediately following your event.
- Decorations, displays or entertainment (including singing telegrams or any other personal appearances) **must have approval** prior to the confirmation of your event. Schlafly Bankside is not responsible for the arrangement of deliveries or entertainment. Deliveries of goods and/or services must be coordinated with our Private Party Manager.
- Food and beverage prices are subject to a 19% service charge. **This service charge is a labor charge and not a gratuity**. Staff working the event receive an hourly wage and therefore expect no additional gratuity. Additional gratuity is not mandatory but is at your discretion and is much appreciated. We reserve the right to place tip jars on the bar in our private spaces.
- State and city sales tax will be charged on all food and beverage items. State and city laws require that sales tax also be charged on service fees.
- **All food items from a buffet style set-up, with the exception of desserts, may not be taken in "to go" boxes from the premises. This is against the city's Health Codes.**
- No outside food is allowed to be brought on the premises except for specialty desserts made by a licensed vendor.
- IT IS AGAINST THE ESTABLISHED POLICY OF THE SAINT LOUIS BREWERY RESTAURANTS TO SERVE ALCOHOLIC BEVERAGES TO "VISIBLY INTOXICATED" PERSONS. NO SHOTS WILL BE Poured ON HOST BARS.

RESERVATIONS, ROOM CHARGE AND PAYMENT

- Parties cannot be penciled in. In order to secure your date, please send the room charge as well as a completed contract.
- Room charges for Schlafly Bankside First Floor are as follows:
 - The First Floor accommodates up to 100 people depending on the room setup. We have low top family style tables that can be arranged as desired, as well as additional seating at the bar.
 - Tables, chairs, cutlery, silverware, and china.
 - The First Floor has its own private bar.
 - Room requires **\$300** room charge.
- Room charges for Schlafly Bankside Third Floor are as follows:
 - The Third Floor seats 50 people for dinner/cocktail depending on the room setup. We have low top family style tables that can be arranged as desired.
 - Tables, chairs, cutlery, silverware and china.
 - The Third Floor has a large TV for laptop hookup.
 - Room requires **\$300** room charge.
- An approximate guest count must be specified at the time of booking. ***Final guest count and menu choices are required two weeks prior to event.***
- Final payment is required one week prior to your event date. In the event of non-payment, the credit card number that we have on file will be charged the remaining balance.
- Past Due accounts will be charged 1.5% on a monthly basis.
- If your party is a tax-exempt entity, you must provide a MISSOURI STATE Use and Tax Exempt Form at the time the contract and room charge is turned in. If the tax-exempt form is not provided at that time, your group will be held accountable for all taxes applied to event.

CANCELLATION POLICY

- In the event of a guest cancellation ***within two weeks or less*** of the event, Schlafly Bankside reserves the right to ***all charges applied to the party.***
- In the event of a guest cancellation ***within 6 months or less*** of the event, Schlafly Bankside reserves the right to keep ***the amount of the room charge.***
- In the event of a guest cancellation with ***more than 6 months notice*** of the event, you will receive a refund within 30 days after deduction of a ***\$100 administration fee.***

PARKING, SECURITY, AND LIABILITY

- Parking is limited to the public lots around Main Street. The individual or group hosting the party must manage valet needs if necessary (Schlafly Bankside does not offer this option)
- Schlafly Bankside reserves the right to inspect and control all private functions.
- The customer agrees to be responsible for any damage done to the premises.
- Schlafly Bankside will not assume responsibility for damage to or loss of any articles and merchandise brought onto the premises.
- No outside beverage of any kind will be permitted into Schlafly Bankside by the patron(s) or their guests. All alcoholic beverages served at Schlafly Bankside are served under state liquor laws. Schlafly Bankside will not deviate from any state or city regulations.
- ***The customer acknowledges that an inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending this event, you and all guests voluntarily assume all risks related to exposure of COVID-19 and agree not to hold The Saint Louis Brewery or any of its affiliates, directors, employees or contractors liable for any COVID-19 related illness or injury.***



BANKSIDE PRIVATE EVENT ROOM RENTAL CONTRACT

Name: _____
(Main contact that will be planning the event)

Event Name: _____
(Used for signage the night of your event)

Mailing Address: _____

Daytime Phone: _____

Email: (required) _____

Event Details:

Date of Event _____

Start Time _____

End Time _____

Approximate Guest Count _____

Please select 1 of the following:

Catered Cocktail Party

Catered Dinner Party

Room Desired:

Third Floor Rental

First Floor Rental

Other

Payment of Room Charge:
(if paying by check, enclose check with contract)

Card Type _____

Card # _____

Exp Date _____ 3-Digit CVV# _____

By signing this contract, you are agreeing to rental policies of The Saint Louis Brewery, LLC, as well as all other information in The Party Packet this contract was included in.

Signature: _____ Date: _____

Print Name: _____

Please scan and email to parties@schlafly.com, fax to 314.241.8101, or mail to:
The Saint Louis Brewery - Attn: Private Events – 920 S. Main Street, St. Charles, MO 63301
*Within 72 hours of receiving your contract you will receive confirmation via email.