



**Anodyne Coffee Roasting Co.  
Rental Agreement & Information**

## About Anodyne

Anodyne Coffee Roasting Co. in Milwaukee's Walker's Point neighborhood is a refurbished warehouse space featuring natural wood harvest tables, a raised stage, and a reclaimed 40 foot bar. The location provides a warm ambiance accentuated by cream city brick and exposed wood beams.

## Rental Times

Because Anodyne is a fully functioning coffee roastery and cafe, we have select rental days and times available to host private gatherings. Other dates/times may be available upon request.

### Our available rental times are:

Monday – Thursday	4:00pm – 11:00pm
Friday – Saturday	5:00pm – 12:00am
Sunday	4:00pm – 11:00am

### The following is included with your rental:

- Standard seating for 80 (More tables can be rented through Anodyne)
- 10 natural wood harvest tables
- 2 – 3 bartenders/baristas
- An Event Manager for the evening
- Access to our 3,200 sq ft venue
- A 7 hour rental time frame
- Select centerpieces
- String ceiling lights
- Two hours for setup before guests arrive

### Rental Cost (tax included)

\$2,000 Monday – Thursday	4:00pm – 11:00pm
\$2,800 Friday	5:00pm – 12:00am
\$3,000 Saturday	5:00pm – 12:00am
\$2,400 Sunday	4:00pm – 11:00pm

## Capacity

We have a maximum capacity of 200 guests for a standing reception and a suggested count of 160 – 175 guest for a seated reception. Anodyne will assist with renting additional tables and chairs.

## Room Dimensions

The square footage is approximately 3,200 sq ft or 80'x 40' (This does not include the stage or catering setup area)

### New Year's Eve Rental Cost: \$5,000

Our available rental times are: New Year's Eve / 5:00pm – 1:00am

### The following is included with your New Year's Eve rental:

- Standard seating for 80 (More tables can be rented through Anodyne)
- 10 natural wood harvest tables
- 2 – 3 bartenders/baristas
- An Event Manager for the evening
- Access to our 3,200 sq ft venue
- A 8 hour rental time frame from 5:00pm – 1:00am
- Champagne Toast

## CATERING

### Is there an on-site caterer?

We do not have an on-site caterer. You are welcome to choose your own or peruse our list of preferred vendors. Your caterer must sign and date our catering document at least 30 days prior to your event for approval.

### Catering Policies (see catering document for more information)

- Your catering program must be self-contained.
- Your caterer must remove all food/waste from the premises.
- You or your caterers are responsible for clean up immediately after the event.
- The facility must be left in "broom clean" or better condition. Failure to collect all waste and remove all equipment may result in additional cleaning fees.
- Caterers may only use propane stoves or grills outdoors.
- Our catering fee is \$2.00 (plus tax) per person. This must be paid to Anodyne Coffee Roasting Company a minimum of 10 days prior to the event.
- All caterers must be approved in advance by Anodyne and sign our catering document.
- There is no smoking of any kind on the premises.

### Preferred Catering Vendors\*

Tall Guy and a Grill | [www.tallguyandagrill.com](http://www.tallguyandagrill.com)

Ball N Biscuit | [www.ballnbiscuitcatering.wordpress.com](http://www.ballnbiscuitcatering.wordpress.com)

Beans and Barley | [www.beansandbarley.com/catering](http://www.beansandbarley.com/catering)

Café Corazón | [www.corazonmilwaukee.com](http://www.corazonmilwaukee.com)

Bunzel's Genuine Goodness Catering | [www.bunzels.com/catering](http://www.bunzels.com/catering)

Double B's Timber Catering | [www.doublebs.com](http://www.doublebs.com)

Zilli's Catering | [www.zillihospitalitygroup.com](http://www.zillihospitalitygroup.com)

Brim Catering | [www.brimcafe.com/catering](http://www.brimcafe.com/catering)

Saz's Catering | [www.sazs.com/catering/wedding](http://www.sazs.com/catering/wedding)

\*The \$2.00 per person catering fee will be waived if any of our preferred catering vendors are booked.

## BAR OPTIONS

- Anodyne holds a Class "B" Tavern License
- Last call at 11:30pm (10:45pm on Sunday)
- No outside beverages of any kind
- A minimum gratuity of 20% will be added to all bar tabs
- All taxes are included

### Price Per Guest:

Option 1: Full coffee menu, tea, juice, and soda	\$18
Option 2: Full coffee menu, tea, juice, soda, all beer/wine \$9 and under	\$28
Option 3: Full beverage menu (Includes espresso bar and tea service and liquor menu)	\$35
Option 4: À la carte or tally options available	

DRINK MENU (menu is subject to change)

**Tap Beer**

*ask about our rotating tap list*

**Beer**

Miller Brewing Co High Life Lager	3
Indeed Brewing Co Lucy Session Sour	4.5
<i>IPA du jour</i>	
New Glarus Spotted Cow Cream Ale	4.5
<i>Hard Cider du jour</i>	
Ale Asylum Ambergeddon Amber	5
3 Sheeps Brewing Fresh Coast Juicy Pale Ale	5
Door County Brewing Co Polka King Porter	5
Third Space Brewing Mocha Java Porter	5
NA: Lagunitas Brewing Co Hop Hoppy Refresher	4
NA: Athletic Brewing Co Upside Dawn Golden Ale	4

**Hard Seltzer**

Press Hard Seltzer Grapefruit Cardamom	4.5
Press Hard Seltzer Pomegranate Ginger	4.5

**White**

La Playa Sauvignon Blanc 2020, Chile	7/28
La Playa Unoaked Chardonnay 2021, Chile	7/28
Riff Pinot Grigio 2020, Italy	8/32
Quinta Vinha da Lage Hiatus Alvarinho 2020, Portugal	9/36

**Red**

Casa Mariol Samsó Carignan 2014, Spain	7/28
Badia a Coltibuono Cetamura Chianti 2019, Italy	8/32
Vina Maitia Roto Cabernet Sauvignon 2019, Chile	8/32
Bonny Doon Le Cigare Volant Rouge 2019, California	9/36

## OTHER VENDORS

### DJs

Milwaukee Airwaves | [www.milwaukeeairwaves.com](http://www.milwaukeeairwaves.com)

Kyle Feerick | [www.kylefeerick.com/entertainment/weddings](http://www.kylefeerick.com/entertainment/weddings)

Sound By Design

### Flowers

Unordinary Omen Floristry | [www.uofloristry.com](http://www.uofloristry.com)

Flowers for Dreams | [www.flowersfordreams.com](http://www.flowersfordreams.com)

Feisty Flowers | [www.feistyflowers.com](http://www.feistyflowers.com)

Milwaukee Flower Co. | [www.milwaukeeflowerco.com](http://www.milwaukeeflowerco.com)

Flower and Bee | [www.flowerandbee.org/wedding-info](http://www.flowerandbee.org/wedding-info)

### Invitations

Cracked Designs | [www.cracked-designs.com](http://www.cracked-designs.com)

Bay View Printing | [www.bayviewprintingco.com](http://www.bayviewprintingco.com)

Paperwhites Invitations | [www.paperwhites-invitations.com](http://www.paperwhites-invitations.com)

### Rehearsal Dinner

Chef's Table | [www.chefs-tablemke.com](http://www.chefs-tablemke.com)

Engine Company 3 | [www.enginecompany3.com](http://www.enginecompany3.com)

The Carriage House

### Accommodations

Iron Horse | [www.theironhorsehotel.com](http://www.theironhorsehotel.com)

Spring Hill Suites | [www.bit.ly/2Hrjr3v](http://www.bit.ly/2Hrjr3v)

Hilton Garden Inn Downtown Milwaukee | [www.bit.ly/2cZRIaa](http://www.bit.ly/2cZRIaa)

Double Tree by Hilton Downtown Milwaukee | [www.bit.ly/1pggJ07](http://www.bit.ly/1pggJ07)

Airbnb Options

### Cake/Dessert

The Cake Lady | [www.cakeladydesigns.com](http://www.cakeladydesigns.com)

Purple Door Ice Cream | [www.purpledooricecream.com/catering](http://www.purpledooricecream.com/catering)

### Photographers

Lindsay Stayton Photography | [www.lindsaystaytonphotography.zenfolio.com](http://www.lindsaystaytonphotography.zenfolio.com)

Roost Photography | [www.roostmke.com](http://www.roostmke.com)

O&B Photo Company | [www.oandbphotoco.com](http://www.oandbphotoco.com)

Happy Gnome Photography | [www.happygnomephotography.com](http://www.happygnomephotography.com)

JBe Photography | [www.jbe-photography.com](http://www.jbe-photography.com)

### Videographers / Photo Booth

Orphonic | [www.orphonic.com](http://www.orphonic.com)

Shutter Booth Milwaukee | [www.shutterbooth.com/photo-booth-rental-milwaukee](http://www.shutterbooth.com/photo-booth-rental-milwaukee)

## FREQUENTLY ASKED QUESTIONS

### **What is involved in reserving my date?**

A 25% retainer and signed contract are required to reserve a date. This retainer is non-refundable. The full balance is due 10 days prior to the event.

### **Where will we have access? Are there restrictions?**

You will have access to our 3,200 sq ft cafe, stage, bathrooms and seasonal outside tables. Your caterer will have space in our wholesale production area. More space may be made available upon request.

### **What are your parking and transportation suggestions?**

We can connect with Bradley Tech High School on your behalf for parking across the street. Rental for parking is a donation to Bradley Tech for \$200 (plus tax) for approximately 45 parking spots. The parking lot is subject to availability and requires a signed waiver. You can also purchase Lyft codes for your guests. Find more information here: [lyft.com/events](https://lyft.com/events)

### **Is Anodyne ADA accessible?**

Yes. We have a lift at the main entrance off of Bruce street and all of our restrooms are accessible.

### **Are there any restrictions?**

No items are to be placed on the walls or hung from the ceiling. We suggest the use of easels or table top frames for pictures. All current displays located within the building cannot be changed or removed. The use of glitter, confetti, sequins, bubbles, rice, flower petals, smoke machines, bubble machines, or tinsel are prohibited. Tape, nails, glue, tacks & staples are not allowed. Only glass enclosed candles are permitted – please limit to 4 per table. Smoking is prohibited in all areas of the building.

### **What are our bar options?**

A full bar menu is available from our cafe and is charged at current prices for cash bar.

### **Do you provide a sound system, AV or PA system?**

We can provide our house stereo for an ipod or computer for \$100 (plus tax). To host a band, we can provide our in-house sound technician for a \$250 fee (plus tax). There is no vender fee for a DJ.

### **Are there adequate electrical outlets for the entertainment?**

Yes. The stage area is equipped for full performances and performers. Have your DJ or band contact us for more specific specs of our stage and set up.

### **Can we host our wedding ceremony and reception?**

Of course! We do not charge extra to host your ceremony on-site!

### **Is there a certain time when we must leave?**

You and your party must be cleaned up and out of the building by 12:30am. (11:30pm on Sunday)

**What is your cancellation policy?**

Anodyne reserves the right to withhold the 25% non-refundable retainer in the event of a cancellation.

**How can I share Anodyne coffee with my guest?**

We offer 2oz samples of our House Blend coffee. We can make as many or as little as you'd like. This also includes a label with your event name and date. \$2.95 per sample.

**Tell me more about renting additional tables, linens, and chairs.**

We are happy to assist with additional rentals of tables, linens, and chairs. We offer standard 8' x 30" folding tables that are similar in size to our natural wood harvest tables. The rented folding tables also include black, white, or ivory linens. Price per table and linen with mahogany chair included is \$40 (plus tax).

**Anything else I didn't think of?**

**Puke Policy** – If any of your guests throw up on our premises, we will charge you a \$100 fee (plus tax) per incident.

**Clean Up Policy** – If your party does not remove and neatly put away all decor items in your designated storage area by 12:30am after your event, you will be subject to a \$500 fee (plus tax).

**Outside Alcohol Policy** – If your party brings any outside alcohol to your event, you will be subject to a \$500 fee (plus tax). Only beer, wine, and cocktails provided by our bartenders is allowed on Anodyne premises.

**Can I follow you on social media?**

Follow @anodyne\_events on Instagram for sample pictures, decor ideas and weddings updates! #anodyneweddings

## COST BREAKDOWN

### Optional Add-ons

House Sound System (iPod, iPhone, or Computer)	\$100*		
Yes	No	PRICE	TOTAL
Band PA (Includes Sound Technician)	\$250*		
Yes	No	PRICE	TOTAL
Bradley Tech Parking (45 – 50 Spaces)	\$200*		
Yes	No	PRICE	TOTAL
Outside Catering	\$2* PER GUEST		
Yes	No	PRICE	# OF GUESTS TOTAL
2oz House Blend Party Favors	\$2.95 EACH		
Yes	No	PRICE	QTY TOTAL
Folding tables w/ Black, White, or Ivory Linen (Chairs Included)	\$40* EACH		
Yes	No	PRICE	QTY TOTAL

Total Add-ons

Room Rental

Tax\*

Total Due

Due Date (10 days prior to Event)

### Bar Options:

Price Per Guest (includes tax):

Option 1: Full coffee menu, tea, juice, and soda	\$18
Option 2: Full coffee menu, tea, juice, soda, all beer/wine \$9 and under	\$28
Option 3: Full beverage menu (Includes espresso bar and tea service and liquor menu)	\$35
Option 4: À la carte or tally options available	

### Bar Options Continued

Champagne Toast	\$4.50 EACH		
Yes	No	PRICE	QTY TOTAL
Bar Option			
	OPTION PRICE	# OF GUESTS	TOTAL

Gratuity

Total Bar (Due the night of your event)

\*Tax percentage subject to change



**RENTAL INFORMATION**

Date of Event \_\_\_\_\_ Estimated Number of Guest \_\_\_\_\_

Name of Event \_\_\_\_\_

Set Up: **3pm** // Start of Rental: **5pm** // End of Rental: **12am** // Tear-down End: **12:30am**

\*Additional hours may be added for \$300/hour

Will you be tying the knot at Anodyne?                      Yes / No / Undecided

**RENTER CONTACT**

Renter Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CREDIT CARD INFORMATION**

Please provide your Credit Card Number for incidentals and payment.

By signing this document I hereby authorize Anodyne Coffee Roasting Company to charge my credit card for the room rental deposit (25%) to hold the event date listed above.

I understand that this credit card may also be used for incidentals and payment of the agreed upon rental and/or bar tab selected in this agreement. The credit card below must expire after your event date.

Credit Card Number: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BILLING ADDRESS**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**RENTAL TERMS AND CONDITIONS:**

1. The venue manager retains the right to enforce all rules and regulations on public safety, egress, and any other emergency preventative measures, at any time during any event. Client and vendors must comply with such rules and regulations enforced by the event manager.
2. Stairways, elevators, fire lanes, emergency exits, and hallways and entrances must be kept clear, unblocked and unobstructed at all times.
3. Client is responsible for obtaining all permits, certificates, and insurances required for his/her individual event.
4. Nothing may be dragged along the floors. Any moving equipment, including but not limited to hand trucks, dollies, must be equipped with rubber wheels.
5. The person signing this contract is responsible for the conduct of all people in attendance and for damage they may cause to Anodyne or its guests.
6. Nothing is to be attached to the floor, walls or ceiling. No tape, nails, tacks, glue or staples. Glitter, confetti, sequins, bubbles, rice, flower petals, smoke machines, bubble machines, or tinsel are prohibited. All candles must be kept to a minimum (2 - 4 per table) and must be enclosed in glass.
7. The specific areas of Anodyne property accessible during this event are noted in the rental agreement for renter and guests. All other parts of the property and facilities are off-limits unless otherwise noted in the rental agreement. It is the renters' responsibility to ensure all guests remain in approved areas. All guests must remain in the designated event area.
8. DJ or band of your choice but no fog or bubble machines etc.
9. Catering vendors must be licensed and insured. Proof of insurance must be readily available by all vendors if asked.
10. No smoking allowed inside the building or on Anodyne premises.
11. Communications with caterer, photographer, band/DJ are all others are sole responsibility of renter.
12. We reserve the right to discontinue the service of alcohol to anyone during the event if deemed necessary by Anodyne. We reserve the right to remove guests from our premises if deemed necessary.
13. Outside beverages, of any kind, are not allowed on Anodyne premises.
14. I understand the catering policies that I must share with my caterer listed on page 4 of this packet and the packet provided to me. This agreement must be signed by the caterer and returned to Anodyne at least on month prior to the event date listed on this agreement.
15. All caterers must be approved by Anodyne prior to your event and provide a signed catering agreement.
16. The event, music and catering services must stop by midnight.
17. Clean up must begin directly after the event is over and be completed within the hours agreed upon (typically 5pm – 12:30am unless otherwise agreed upon). If this is not completed, overtime for venue, staff, maintenance will be invoiced to the renter.
18. The Anodyne staff should be permitted to walk through the venue space between the hours of your event without any interference and be permitted to conduct walk through during the setup of each event.
19. I am aware of the following: \$100 "Puke Policy", \$500 "Clean Up Policy" and \$500 "Outside Alcohol Policy"
20. I will pay the agreed upon amount for our rental and add-ons a minimum of 10 days prior to our reservation. I also understand that my bar tab agreed upon is due the night of our event.
21. Anodyne reserves the right in the event of an 'Act of God' or false advertisement, this contract may be canceled or void. This includes Covid-19 and other viruses or pandemics. In any event, the retainer will be refunded in full. Any additional payments made will be subject to a 13% accounting and administrative fee.
22. If the client can verify they have tested positive for Covid-19 or any other virus, their retainer and other payments will be refunded in full.

I have read, understand, and agree to the above stated Terms and Conditions

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

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

Agreed Upon Event Date: \_\_\_\_\_

Anodyne Representative: \_\_\_\_\_ Date: \_\_\_\_\_