

CROSSCUT



Warming Hut No.5™

Bend, Oregon

PRIVATE EVENT PACKAGE

566 SW Mill View Way
Bend, Oregon 97702

Events.WarmingHut@gmail.com

No.  5

TAP HOUSE + 3 FOOD CARTS

Crosscut- Warming Hut No.5

566 SW Mill View Way, Bend, Oregon 97702 | Events.WarmingHut@gmail.com | CrosscutBeer.com

VERSION: 08/08/23

RENTAL REQUEST FORM

Are you looking for a great space to host your next private or corporate event?

1. Please carefully review the entire Rental Event Package
2. Email a **completed** Rental Request Form to **Events.WarmingHut@gmail.com**. If your request is approved, a signed contract will be sent to finalize your reservation. **NO RENTAL IS COMPLETE UNTIL CROSSCUT RECEIVES A SIGNED CONTRACT AND DEPOSIT.**
3. To add a digital signature to this form you **MUST** download the file and complete within Acrobat.

Name: _____

Contact Number: _____

Contact Email: _____

Interested in the Private Loft? _____ or Full Facility Buy-Out? _____

Type of event: _____

Requested Day, Time, and Length of event: _____

2nd Option: _____

Estimated # of Guests: _____ (Private Loft 28 guests maximum)

*During your event, if the total number of the Reserving Party's guests exceed the number of guests estimated and/or exceeds the maximum capacity, Crosscut- Warming Hut No.5 reserves the right to end the event in which case, the Reservation Party will forfeit all monies paid and any time remaining for the event.

Food Truck Options: _____

Self-Serve with all Standard Rental Reservations

*Please note: Our on-site food carts have seasonal operating schedules, and their menus may change without notice. If you have special requests, please confirm with Crosscut staff prior to your reservation. Special/custom menus are available, upon request for additional costs. Thank you for your understanding.

Review our food cart menus at **CLICK HERE**

1. Bluma's Chicken and Waffles
2. Gyro Power Mediterranean
3. Abe's Capanna's Detroit Pan Pizza

Any special request / furniture configuration?

RENTER/CLIENT - Reserving Party (The Reserving Party **MUST** be present during the entire event)

*A gratuity charge of 20% will be added to the total bar bill at the end of your event.

Name Printed: _____ Signature: _____ Date: _____

MANAGER APPROVAL – Crosscut- Warming Hut No.5

Name Printed: _____ Signature: _____ Date: _____

Crosscut- Warming Hut No.5

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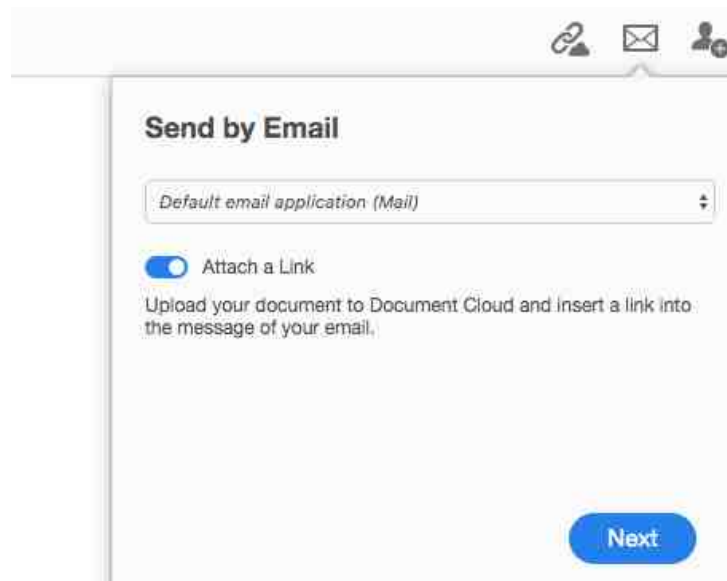


Warming Hut No.5™
Bend, Oregon

READY TO SEND THIS FORM?

OPTION 1: Digital by Email

1. Download the PDF link from the website to your local computer.
 2. Complete the Rental Request form, including digital signature(s).
 1. Email completed form to Events.WarmingHut@gmail.com
- OR -
- Click the envelope icon in the upper right corner of Acrobat.



Option 2: Print, Fill out & Deliver

Crosscut- Warming Hut No.5
566 SW Mill View Way
Bend, Oregon 97702

Thank you for contacting us for your private event.

THE SPECIFICS...

To reserve your rental time and date.

You will need to submit the rental request form for approval. Once approved, a 50% deposit payment is required to secure your rental date and time.

OPTION A: Loft Rental

Our private Loft at Crosscut is a unique and exciting setting for private parties, perfect for smaller gatherings of up to 28 guests maximum. Whether an intimate family celebration, casual business meeting or a corporate holiday party, Crosscut will help you host your next event.

The 470 sf Loft is a warmly lite space located on the 2nd floor with rustic wood walls and flooring, over-looking the main taproom/bar area below. We have multiple furniture options, from leather lounge chairs, wood dining and pub tables, folding chairs and metal pub stools. The Loft is also equipped with a video projector, screen, and TV monitor for presentations or watch your favorite sports team. Public Wi-Fi is available for our guests and our food carts are self-serve.

*Additional services and dining options available upon request, for additional cost.

LOFT STANDARD RENTAL FEES:

28 Guests Maximum Occupancy - Beverages, food, and table service not included.

SUNDAY - THURSDAY UNTIL 4:00PM (Available Hours 12:00 to 9:00 PM, last call 8:45pm)

- \$85 per hour / 2 hour minimum
- \$70 per hour for additional time
- *Any added time must be approved by Crosscut due to availability.

THURSDAY AFTER 4:00PM TO SATURDAY (Available Hours 12:00 to 9:00 PM, last call 8:45pm)

- \$125 per hour / 3 hour minimum
- \$100 per hour for additional time
- *Any added time must be approved by Crosscut due to availability.

***RESERVATION PARTY WITH 12 GUESTS OR LARGER GROUPS:**

- The Reserving Party will place a credit card on file upon their arrival date/ time, for all beverages purchased.
- 20% gratuity will be added to the final bar tap at the end of your rental time.
- The Reserving Party would like to set a bar tap amount \$ _____ to be charged to your credit card, before the Reserving Party's guests will be required to pay for their beverages. Other options available upon request.

*Loft Rental Deposit of 50% + \$100 Cleaning Deposit (Refundable) must be paid in full to reserve the space. No "holds" will be accepted. Availability is first come, first served. No exceptions.

**FOR ALL RESERVATIONS WE REQUIRE A DEPOSIT
BY CREDIT CARD OR CHECK TO CONFIRM THE RESERVATION.**



OPTION B: Entire Tap House “Buy-Out”

Crosscut- Warming Hut No.5- Entire Tap House buy-out with a 4- hour minimum, only available Sunday - Thursday. The rental includes the private use of the entire Tap House, our food carts standard menus, Loft access, and full access to all outside seating and firepit areas (Seasonal option). 78 guests inside maximum & 80 guests outside maximum. Total facility capacity up to 158 guests.

Please contact us for more information and to schedule a time to review our facility details and your event needs.

TAP HOUSE (BUY-OUT) STANDARD RENTAL FEE:

*Available on a limited basis.

78 Guests Inside / 80 Guests Outside Maximum Occupancy - Beverages and table service not included.

Rental prices include our 3- food cart standard menus, full bussing services, and full private access to our beer gardens.

SUNDAY- THURSDAY (Available Hours 12:00 to Closing, TBD)

- \$3,000 per hour / 4 hour minimum
 - \$2,500 per hour for additional time
- *Any added time must be approved by Crosscut due to availability.

*** RESERVATION PARTY:**

- The Reserving Party will place a credit card on file upon their arrival date/ time, for all beverages purchased.
- 20% gratuity will be added to the final bar tap at the end of your rental time.
- The Reserving Party would like to set a bar tap amount \$_____ to be charged to your credit card, before the Reserving Party's guests will be required to pay for their beverages. Other options available upon request.

*Tap House Buy-Out Rental Deposit of 50% + \$500 Cleaning Deposit (Refundable) must be paid in full to reserve the space. No “holds” will be accepted. Availability is first come, first served. No exceptions.

FRIDAY TO SATURDAY

“Crosscut Tap House is not available on these days”

FOOD CART STANDARD MENU ORDERS W/ BUY-OUT:

Guests receive up to **2- Food Items & 2- Beverages from carts**, per guest during event hours and no orders are allowed for take-out or deliveries. Any menu items ordered for “to-go” by the Reserving Party's guest(s), will be responsible to pay actual menu cost for each item ordered and at the time the order is placed.

The remainder of your rental cost, all beverage fees, special food menu items, and 20% gratuity charges must be paid in full the day of your rental time.

**FOR ALL RESERVATIONS WE REQUIRE A DEPOSIT
BY CREDIT CARD OR CHECK TO CONFIRM THE RESERVATION.**



TERMS AND CONDITIONS:

Please review these rules and regulations carefully.

These are the terms and conditions regarding the rental for the Crosscut- Warming Hut No.5's private Loft or buy-out the entire tap house facility. Crosscut- Warming Hut No.5 reserves the right to refuse rental to any event request deemed inappropriate.

The remainder of your rental cost, all beverage fees, special food menu items, and a 20% gratuity charges must be paid in full the day of your rental time and after the event has ended.

Your credit card information or check is due minimum 7 days prior to your event and confirms your reservation on a definitive basis. If your credit card information or check is not received by the due date, your reservation will be canceled and Crosscut- Warming Hut No.5 will have no further obligation. You agree and authorize Crosscut- Warming Hut No.5 to charge your credit card, in accordance with the attached credit card authorization form and or final payment, unless otherwise specified.

Crosscut is not responsible for inconveniences or difficulties due to inclement weather.

Estimated # of Guests: During your event, if the total number of the Reserving Party's guests exceed the number of guests estimated and/or exceeds the maximum capacity, Crosscut- Warming Hut No.5 reserves the right to end the event in which case, the Reservation Party will forfeit all monies paid and any time remaining for the event.

LOFT – Standard Rental: (Additional services available, upon request for additional costs)

The rental includes the private use of the Loft, furniture for up to 28 people, TV / presentation monitor, Wi-Fi, outdoor deck seating, access to the lower east public garden and firepit area (Seasonal option), and private use of the space. Standard Rates shown do not include table and bussing service during rental period. All beverages to be purchased from the main bar and all food to be purchased from our food carts. Please confirm our food cart(s) operating hours and menus, prior to accepting your reservation.

You will be given 30 minutes to set-up and 30 minutes to break-down. You must receive approval prior to the day of the event for additional set-up/break-down time. If the time is exceeded, an additional hour will be added to your rental fee.

Estimated # of Guests: During your event, if the total number of the Reserving Party's guests exceed the number of guests estimated and/or exceeds the maximum capacity, Crosscut- Warming Hut No.5 reserves the right to end the event in which case, the Reservation Party will forfeit all monies paid and any time remaining for the event.

TAP HOUSE BUY-OUT – Standard Rental: (Additional services available, upon request for additional costs)

The rental includes the private use of the Tap House, our food cart's standard menus, Loft access, furniture for up to 78 guests, 3- TV / presentation monitors, Wi-Fi, outdoor seating/standing area for 80 guests, with access to all 4- private garden, and 3- firepit areas (Seasonal options), and private use of the space. Standard rates shown does not include table service during the rental period. You will be provided with 1-2 bartenders and 1- busser/fire tender. All beverages to be purchased from the main bar and all food to be purchased from our food carts. The option to buy-out the entire facility is only available on selected days from Sunday to Thursday, with a minimum 4-hour reservation.

- Additional services and dining options available upon request, for additional cost.
- Additional time for event set-up and after event break-down available upon request.
- Special Event Liability Insurance may be required, to be determined upon event request details.



CANCELLATION POLICIES: A non-refundable deposit is required to reserve the date of your function. All events are considered tentative until a deposit is received, and a contract is signed. Deposits can be paid over the phone with a credit card or in person with cash. All deposits will be credited toward your final bill. If you decide to cancel your event for any reasons you forfeit any amounts paid to date. In the event the Reserving Party is forced to change the date of the event, we will make every effort to transfer reservations to support the new date. If Crosscut cannot accommodate the new date, the Reserving Party will forfeit all fees paid to date.

GENERAL RULES & REGULATIONS:

Smoking and Vaping is not allowed anywhere in the indoor facility or outdoor garden areas.

No pets are allowed in the indoor facility at any time, no exceptions. Pets are only allowed in the outdoor garden areas with supervision and must **always be kept on a leash**.

It is the Reserving Party's sole responsibility **to always provide adult supervision** for children, special needs adults and animals, while on Crosscut- Warming Hut No.5 property.

The Reserving Party agrees to accept liability for any loss, theft, or damages to their guest's property and Crosscut- Warming Hut No.5's building, grounds, its equipment, or its furnishings: the cost replacement or repair of any item will be charged to the client. Crosscut- Warming Hut No.5 and its insurers are not to be held liable for any damages or losses.

The Reserving Party agrees to assume full responsibility for the conduct of his/her guests and to conduct the event in an orderly and responsible manner in compliance with the applicable laws.

Any damages resulting from guests in attendance of the event will be charged to the Reserving Party. In addition to the rental fee, a minimum cleaning/damage deposit fee (Refundable) will be collected with the reservation deposit and used should the following requirements have not been followed. If cleaning and/or damage costs exceed the received cleaning deposit, additional charges will be collected.

[Redacted]
*Reserving Party's Initials

PROHIBITED ITEMS: Firearms, other weapons, fireworks, explosives, and illegal drugs are strictly prohibited. Additionally, No Sparklers, Glitter, Birdseed, Sand, Confetti, and Cigars allowed at any time.

The use of nails, screws, thumbtacks, staples, masking/duct tape or anything that will damage or create marks on the walls, ceilings, floors, or furniture are strictly prohibited.

No amplified equipment allowed – i.e.: Microphone, Speakers, Instruments, Radio, Etc.

NO OUTSIDE ALCOHOL ALLOWED:

Guests may not bring outside alcohol on the premise at any time or no one under the age of 21 will be served or allowed to consume alcohol on Crosscut- Warming Hut No.5 property, per OLCC Regulations. Any outside alcohol brought on premise is a cause for immediate dismissal from the property and/or subject to additional \$500 fee.

We reserve the right to request a photo ID of any person of questionable age and reserved the right to refuse alcoholic beverages to anyone that appears in our judgment to be intoxicated. If it is determined that minors are being served alcohol at your event, Crosscut- Warming Hut No.5 reserves the right to end the event in which case, the Reservation Party will forfeit all monies paid and any time remaining for the event. You and your guests are responsible for minors at your event and you indemnify us from any liability created from any minors consuming alcohol at your event.

*Upon written pre-approval by Crosscut, wine or Champagne may be allowed, with additional corking fees charges.

[Redacted]
*Reserving Party's Initials



NO OUTSIDE FOOD ALLOWED:

Guests may not bring outside food on the premise at any time, per DOH Regulations. In the event that this happens, Crosscut- Warming Hut No.5 reserves the right to end the event in which case, the Reservation Party will forfeit all monies paid and any time remaining for the event.

*Upon written pre-approval by Crosscut, desserts and special foods maybe allowed.

[Redacted] *Reserving Party's Initials

POST EVENT:

At the completion of your event, the Reserving Party is responsible for returning the Loft and/or the Tap House back to its original condition, which includes, but is not limited to; clearing tables, properly disposing of all trash in the designated trash cans throughout the Loft and/or Tap House, ensuring no items are left on the floor and removing non-Crosscut decor items and all property not owned by Crosscut.

Following the event, Crosscut's staff is responsible for the majority of the facilities cleanup, including trash removal, bathrooms, supplies, and maintenance, sweeping, mopping, trash receptacles, trash bags, etc.

HOLD HARMLESS:

The Reserving Party agrees to hold harmless the restaurant, its partners, associates, agents, officers, directors, affiliates, and independent contractors from any and all claims, actions, suits, or allegations from damages to personal or property which relates, emanates, or in any way pertains to the event other than those resulting from the negligence or misconduct of the restaurant or its employees.

This Rental Agreement constitutes the entire agreement between (Client) Reserving Party and Owner (Crosscut-Warming Hut No.5) and supersedes any prior understanding or representation of any kind proceeding the date of this agreement. There are no other promises, conditions, understandings or other agreements, weather oral or written, relating to the subject matter of the agreement.

Attorney fees: In the event Crosscut retains the services of an attorney to present its interests in regards to the rental or to bring action for the recovery of damages or other charges, the Reserving Party agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

IN WITNESS THEREOF, the Parties have approved this contract to be executed on the day and year written above and below.

***THE RESERVING PARTY MUST BE PRESENT DURING THE ENTIRE EVENT.**

I have read and agree to the abide by the terms of the contract:

X [Redacted] Print (Reserving Party First & Last Name)

X [Redacted] Sign [Redacted] Date [Redacted]

FOR CROSSCUT USE ONLY

Reviewed and accepted by: _____ Date _____
Crosscut Manager



CREDIT CARD AUTHORIZATION FORM

Name on the Card: _____

Type of Card: Visa _____ MC _____ AmEx _____ Discover _____ Other _____

Account Number: _____

Expiration Date: _____

Security Code: _____

Billing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Event Date: _____

By signing this form, you authorize Crosscut-Warming Hut No.5 to charge for the following:

1. Rental Deposit and Final Balance after event.
2. Cleaning Deposit \$100 Loft or \$500 Tap House- Refundable after event.
3. Should the cleaning/damage criteria not be met and exceeds the Cleaning Deposit received.
4. Should you exceed your rental time.
5. For any outstanding bar balance or other items purchased.
6. For violation of Crosscut alcohol and food policy.
7. For any outstanding rental balance not paid by payment scheduled date.
8. 20% gratuity fees when closing out final bar bill.

Payment may be made by check or cash; however, your card will be charged if payment is not received by the end of your event date.

Check payment made to: Warming Hut Operations, LLC

Signed: _____ **Date:** _____
Client / Reserving Party

Reviewed and accepted by: _____ Date: _____
Crosscut Manager

