



TAPWERKS

ALE HOUSE

EVENT *and* CATERING INFORMATION

Thank you for considering TapWerks Ale House for your private event! We have two different event spaces to meet your needs, and frequently accommodate a wide range of functions: wedding receptions, rehearsal dinners, beer tastings, class reunions, corporate happy hours, or whatever your reason to gather and celebrate.

We're happy to cater your event with anything ranging from light finger foods to full buffet-style dinners. Outside catering is available upon approval from our Event Manager.

Please visit the Events tab at tapwerks.com, or contact us at events@tapwerks.com with any further questions or to obtain details on how to secure a room for the date of your event.

AVAILABLE SPACES

SECOND FLOOR

Our 2nd floor venue is available to rent 7 days a week, during the day from 11:00am - 4:00pm, and at night starting at 5:00pm. As we support live local music, private parties on the 2nd floor will end at 9:30pm. At that point your group is more than encouraged to stay, but the space would be open to the public.

The 2nd floor accommodates 175 people reception style or 60 people seated, and features a full bar with 100 tap beers, as well as 2 pool tables, a juke box, projector, big screen, 2 TVs, Sound System, Stage, Microphone and shuffleboard. Guests of any age are allowed until 9:30pm, at which point anyone under 21 will be required to leave. The food and beverage minimum for the 2nd floor is as follows:

Sunday - Thursday	\$750.00
Friday and Saturday	\$1000.00
Friday and Saturday in December	\$1500.00
Daytime	\$500

THIRD FLOOR

Our 3rd floor is available to rent 7 days a week, during the day from 11:00am - 4:00 pm, and at night starting at 5:00 pm. This space is available until 1:00am and accommodates up to 100 people. The third floor features a projector, big screen, microphone, sound system, tables with white linens, and full bar. The food and beverage minimum for the 3rd floor is as follows:

Sunday - Thursday	\$750.00
Friday and Saturday	\$1000.00
Friday and Saturday in December	\$1500.00
Daytime	\$500

APPETIZER MENU

EACH APPETIZER PLATTER IS DESIGNED TO FEED APPROXIMATELY 50 PEOPLE

Buffalo Chicken Bites	\$60	Chips, Queso, Salsa	\$50
Meatballs with House Made BBQ Sauce	\$60	Jalapeño Poppers	\$60
Southwest Eggrolls	\$70	Large Green Salad	\$60
Beef and Bean Mini Burritos	\$60	Fruit and Cheese Tray	\$80
Artichoke Dip	\$80		
Vegetable Tray	\$70		

Non-Alcoholic Beverage Service: \$2.50/Guest

DINNER BUFFETS

PRICED PER GUEST *minimum 20 guests*

TAPWERKS TACO BAR \$18

- Chips, Queso, House-Made Salsa
- Flour Tortillas
- House-Braised Pulled Chicken
- Pulled Pork
- Cilantro Rice and Black Bean Soup
- All The Fixings: Lettuce, Tomato, Onion, Shredded Cheddar, Sour Cream
- Cookie Tray

ALE HOUSE BBQ BAR \$22

- Garlic Mashed Potatoes
- House-Made Coleslaw
- House-Braised Pulled Chicken
- Pulled Pork
- COOP Gransport Porter BBQ Sauce
- Dinner Rolls
- Peach Cobbler

BEER HALL BRATWURST BAR \$20

- Beer Boiled Bratwurst
- Brat Buns
- Ranch-Dusted Kettle Chips
- House-Made Coleslaw
- All The Fixings: Sauerkraut, Spicy Brown Mustard, Chopped Red Onions, Shredded Cheddar, Dill Pickle Relish
- Cookie Tray

TASTE OF TAPWERKS \$25

- Green Salad
- Artichoke Dip with Jalapeño Tortilla Chips
- Cajun Grilled Chicken
- BBQ Marinated Pork Tenderloin
- Garlic Mashed Potatoes
- Apple Cobbler

OKIE-MEX OPTION \$20

- Chips, Queso, and House-Made Salsa
- Pulled Chicken and Pulled Pork Enchiladas
- Cilantro Rice
- Black Bean Soup
- Green Salad with Tortilla Strips and Cilantro Vinaigrette
- Apple Cobbler

PASTA AND BIRRA \$25

- Caesar Salad
- Artichoke Dip
- Garlic Bread
- Chicken with Creamy Alfredo Pasta
- Old World Italian Lasagna
- Cheesecake Bites

EVENT POLICIES

- A signed contract is required a minimum of 10 days before the confirmed event date.
- Event set-up must occur the same day of the event and must be scheduled in advance through an Event Manager.
- All decorations, rental equipment, flowers, etc. must be removed at the conclusion of the event.
- Audio/Visual Equipment may be provided to the client upon request (at an additional charge, when necessary). TapWerks does not assume responsibility for operating any A/V equipment at any time.
- TapWerks reserves the right to remove or have removed any guest(s) that deviate from appropriate behavior.
- The event host will be responsible for any damages at TapWerks due to negligence, including actions of the guests.

SERVICES

Room rental guarantees the client use of chosen room, on-site chairs, on-site event tables, projector (when available), and sound system (when available) for agreed upon event duration. Specialty linens, china, and audio/video packages may be arranged through our preferred vendors at an additional cost.

MINIMUMS

TapWerks requires a Food & Beverage minimum to be fulfilled to reserve the 2nd or 3rd floors for private use. A Food and Beverage Minimum is the minimum which must be spent in Food and Beverage only, before Gratuity and Tax is applied.

These minimums are as follows:

- Second Floor & Third Floor- Sunday through Thursday \$750.00
- Second Floor & Third Floor- Friday & Saturday \$1000.00
- Second Floor & Third Floor- Friday & Saturday in December \$1500.00
- Second Floor & Third Floor Daytime \$500

BOOKING, CANCELLATION, FINAL PAYMENT, TAX AND SERVICE GRATUITY POLICIES

To hold your booking, a credit card on file and signed confirmation sheet is required. Clients will be billed, on one tab, for the balance due the evening of the event. The invoice amount is due upon receipt. Tax will be charged at the current rate of 8.375%. There will be an automatic service charge of 20% of the food total in addition to the final bill for staff gratuity. A service charge of 20% of the beverage total is a suggested addition to the final bill for staff gratuity as well.

FOOD ORDERS AND GUEST COUNTS ARE REQUIRED 10 DAYS BEFORE THE EVENT.

CANCELLATION FEES

- Within 10 days of event - 25% of minimum
- Within 5 days of event - 50% of minimum
- Day of event cancellation - 100% of minimum



PRIVATE EVENT INFORMATION AND CONFIRMATION SHEET

Please fill out this information sheet and either fax or email back to us in order for us to be able to better assist you in planning your event.

Events@Tapwerks.com or fax 405-319-0516

A credit card is required to hold your event reservation.

Date of Event: _____ Type of Event: _____

Contact Person: _____

Phone Number: _____ Email: _____

Event Start Time: _____ Event End Time: _____

Estimated Number of Guests: _____

Room Requested *please circle one:* Second Floor Third Floor

CREDIT CARD INFORMATION

Circle Credit Card Type *please circle one:* AMEX Master Card Discover Visa

Credit Card Number: _____ Expiration Date: _____

Credit Card ID: _____ Card Holder Name: _____

Card Holder's Billing Address: _____

Card Holder's Signature: _____

I hereby authorize TapWerks to charge my credit card.

FREQUENTLY ASKED QUESTIONS

Are people under 21 allowed in the private spaces?

Yes, guests of all ages are allowed in our private event spaces. As our 3rd floor shares restrooms with our 2nd floor, which always goes to 21+ when open to the public or at 9:30, any underage guests must be accompanied to the restroom

Are plates, napkins, and silverware provided?

What kind do you use?

Yes, we provide plates, napkins, and silverware for any food purchased from us. We use plain black Styrofoam plates (we have both appetizer and dinner plate sizes), black plastic silverware, and white paper napkins.

Drinks on the third floor are served in clear plastic cups.

What is the seating capacity for each space?

The overall capacity for the second floor is 175. The second floor features a full bar of seating, as well as ten bistro tables with four chairs each. We can also add 6' tables if necessary to increase seating capacity.

The overall capacity for the third floor is 100. We have 12 5' rounds that comfortably seat 8 people each, for a total seating of 96. We can easily accommodate 12 rounds, however, if there are other entertainment features brought in (a DJ, photo booth, casino tables, etc) the available amount of seating will decrease.

Are waitstaff included in the cost (minimum tab requirement) of the room?

We provide staff members for your event based on the headcount that is provided ten days prior to your event. Staff members will be responsible for clearing plates, as well as making both alcoholic and non-alcoholic drinks. Service in our private spaces is bar service only. As there is no room or service fee, we recommend 20% gratuity.

Is Audio-Visual equipment available?

Yes, both floors have big screens with projector available free of charge. The projectors have VGA ports, so you will need a computer or VGA compatible adapter. We have microphones available, and an iPod port if you want to provide your own music. We do not have the capability to play DVDs or CDs.

Do you provide linens for the tables, and how much do they cost?

We provide white linens for the 6' rounds on the third floor, as well as any gift or cake tables. If you would like a different color, we can facilitate the rental of those linens. The typical cost for a standard linen is \$4 each. Linens for the bistro tables on the second floor are \$3 each.

Do we need to bring our own music, or is house music provided?

We do have house music that we are happy to play, or you are more than welcome to bring a device to plug into our iPod jack.

When can I get in the space to set up and decorate?

Nightly rental starts as early as 5pm, so that is when you would be able to access the room to decorate. If you wish to have access to the space for the entire day, you would need rent the space for the entire day, and meet the combined minimum for day and night. The day minimum is \$500 seven days a week.

What kind of decorations can we bring?

Do you have any restrictions?

You are more than welcome to bring decorations to personalize the space. We do not allow any decorations involving glitter or fire. Any decoration you wish to keep must be removed at the conclusion of the private portion of your event. TapWerks is not responsible for anything left at the conclusion of your event.

What if we run out of food? Can we order food off of the catering menu at the time of the event?

Many items on our private event catering menu are not featured on our general dining menu, so there is no guarantee that you would be able to order more food the day of the event.

How does the bar tab work?

We have multiple options for the bar set-up, in terms of how you and your guests will pay. Cash bar is a common set-up, which just means that each guest is responsible for their own drinks. We can also provide drink tickets, cap the bar tab at a certain time or dollar amount, offer a limited menu of more economical options, or do a combination of the three.

Can we bring a DJ/band/photo booth/casino tables?

Yes, you are more than welcome to bring/rent any entertainment you wish. We book live talent through Box Talent, boxtalent.com. We have a full sound system on the second floor. If you wish to use the sound system for a band or DJ, that requires a \$100 fee for our sound technician. Any band or DJ on the third floor would be required to bring their own sound equipment.

We have many events that choose to bring other entertainment such as gaming tables, karaoke machines, or photo booths. We typically recommend Jackpot Casino Parties at jackpotcasinoparties.com. Keep in mind that the addition of these features can impact the available amount of seating on each floor.