



Updated: 07/18/23

## Policies & Procedures for Events at A. Smith Bowman Distillery

**Initial the bottom of each page to indicate you have read and understood our policies and procedures regarding events held at A. Smith Bowman Distillery.**

### **Rental Availability**

The Distillery event space is available to rent Monday – Saturday from 6:00 p.m. – 10:00 p.m. The rental rate is \$750 Monday – Thursday and \$1500 Friday and Saturday for a minimum 4-hour time-period. Additional time is available at a rate of \$100 per hour or any part of an hour beyond the initial 4-hour block.

### **Rental Space**

The indoor rental space is approximately 56' x 60'. The indoor event space and front lawn are included in the rental fee. Due to safety regulations, the barrel warehouse is not available; however, it may be used for photography. The distillery event space is ADA compliant.

### **Rental Time**

Rental time is the time guests are scheduled to be on the property. Rental time should be best estimated when the rental agreement is submitted and finalized no less than 1 month prior to the event. Ceremonies on the lawn are part of the rental time. Additional rental time is available for purchase but must be determined at least 1 month prior to the event. Rental time may not be added day of. Rental hours are between 6:00 p.m. and 10:00 p.m.

Set-up and clean-up time is offered free of charge. Set-up time begins at 10 a.m. the day of the event. Clean-up should take no longer than 1 hour after the rental time ends.

### **Suggested Capacity**

Up to 150 guests may be comfortably seated in the rental space, while still leaving room for a small dance floor, buffet and bar area. Up to 200 guests can be accommodated for a cocktail style event.

### **Insurance:**

Comprehensive General Liability Coverage, including Personal Injury/Property Damage Coverage in a combined single limit of not less than \$1,000,000 is required for the date and time period indicated on your lease agreement. This shall be purchased at your own cost and expense. A Certificate of Insurance indicating such coverage shall be delivered to the Distillery Events Associate two weeks prior to the event date. The Certificate shall indicate that the policy will not be changed or terminated without at least 30 days' prior notice to the A. Smith Bowman Distillery, shall name A. Smith Bowman Distillery as an additional named insured and shall also indicate that the insurer has waived its subrogation rights against A. Smith Bowman Distillery.

If you do not have a regular GL & Liquor liability insurance provider, you may use one of the following companies: Wed Safe: <https://www.wedsafe.com/> or The Event Helper: <https://www.theeventhelper.com/> .

Failure to provide a Certificate of Insurance will result in a breach of contract and the contract will be cancelled.

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### Tables, Chairs, Bars & Barrels

All tables, chairs and linens will need to be brought in from an outside source. You may rent them or borrow from someone you know. Be sure to include tables for catering and the DJ. A list of local rental companies is available upon request.

There is one mobile bar and 12 barrel cocktail tables available for use at no extra charge. Requests for these tables will need to be made at least 2 weeks prior to your event. You will be asked to provide a layout so that we may place these tables for you. These barrels are regularly used as tasting tables during business hours. Therefore, they will not be available for placement and decoration until after the 4 p.m. tour has concluded.

There are no additional barrels available for event use.

### Catering

Though we have an open catering policy, there are a few caterers we highly recommend. You will be provided with a list upon reservation of your event. These caterers are familiar with our facility and typically do an excellent job all around. If you would like to work with another caterer, please let us know so we may reach out to them to review our catering policies. We do require caterers in the facility to clean up the kitchen area prior to leaving.

### Outside Vendors

Vendors (rental, DJ, cake, florist, etc.) are at the discretion of the Lessee. A limited number of dedicated outlets are available for DJs/bands on the property. Live music at public events must play original music or have legal documentation allowing them to play cover music.

### Kitchen

We have an on-site prep kitchen with an electric oven/range, microwave oven, induction hot plate, tables and commercial refrigerator with one side dedicated to catering. The kitchen is NOT equipped with linens, glassware, dishes, cutlery, etc. Caterers are welcome to bring hotboxes, coolers, grills, smokers, etc. Except for Sterno, **no open flames** are allowed in the distillery. If additional equipment will be used, we will need to be made aware at least 2-3 weeks prior to the event.

The kitchen MUST be returned to its original state at the end of the evening. Garbage may be placed in our trash cart or taken with you. We do ask that trash liners not be overfilled or filled to more than 25 lbs. A roll of trash bags will be provided in the kitchen. Should you run low, please let a staff member know.

### Alcohol Policy

You will need to obtain the appropriate license from Virginia ABC. We will need a copy of the license for our files. For more information, please visit: <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>. When serving alcohol from a bar, a bartender is required. Due to state regulations, we are not able to discount alcohol for events, nor can we allow guests to purchase alcohol to take back to the event. All purchases must be held at the reception desk or taken directly to vehicles.

The rental space is within the A. Smith Bowman Distillery building. **Please respect the nature of our business and bring ONLY distilled spirits within the A. Smith Bowman Distillery or Tinkerman's brand into your**

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**event. This includes all purchased, served and donated alcohol. Any spirits not within our brand will not be allowed in the building.**

All alcohol-based mixers and bitters must be within the Sazerac Company portfolio. There are no restrictions on non-alcohol mixers such as sodas, tonic waters, etc.

Please reference the Approved Product List for more details. If you encounter difficulties, please contact the Distillery Events Associate for assistance and approval of alternative products.

There are no restrictions on beer and wine brands.

### **Set-up**

Access to the rental space will be given free of charge beginning at 10 a.m. the day of your event for set-up and decorating. You are responsible for setting up for your event – this includes tables, chairs, decorating, etc. Furniture and decorations MAY NOT block our regular tour operation until after the 4 p.m. tour has cleared the space or our entrance space until after we close at 5 p.m. We are not able to grant access to the rental space the evening before. Please note production will be occurring and guests will be touring during your set-up time.

### **Decorating Restrictions**

Except for Sterno used by your caterer, **nothing** with a flame, producing a spark or requiring ignition is allowed in the distillery or within 25 ft. of the building's entrances. Fireworks are not allowed on the property.

**No loose glitter, sequins, beads, confetti, rice, straw, feathers, etc. may be used inside the distillery.**

Decorations may be hung on the brick/tile walls using non-permanent means (ex. Command hooks, tape, etc.). Hanging of decorations on the bottling line wall, stave walls, from the ceiling and distillery signs is prohibited. Distillery decorations may not be moved.

Tents are allowed on the front lawn. We request that all tents be under 600 sq. ft. and be properly lit. County regulations do apply for larger tents.

### **Clean-up**

The lessee is responsible for the removal of all loose trash to the receptacles provided as well as decorations, food, beverages and personal items from the premises upon completion of the event. We do not allow food, gifts, alcohol, decorations, etc. to be stored overnight. Upon completion of the event, the lessee is responsible for the breakdown of tables, chairs and linens. Clean-up must be completed no later than 1 hour after the rental time is over.

### **Distillery Services**

A. Smith Bowman staff members are present during business hours to answer questions and provide minimal help during set-up. A minimum of two staff members will be present during your event.

During your event, our staff will maintain overall cleanliness of the distillery. This will include maintaining the bathroom, changing out and removing trash bags and mopping/sweeping spills. We will also guide guests through a tour of the distillery if you choose this option.

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Upon completion of the event, our staff will remove trash from receptacles to the dumpster, sweep, mop and return all furniture back to its original place.

### **Parking/Unloading**

Vehicles that need to unload are welcome to park in our yellow loading zone. Once unloaded, the vehicle will need to be moved into the parking lot. Our paved parking lot can accommodate up to 100 vehicles. Please let us know one month in advance if more parking will be needed. We can accommodate overflow parking in additional lots.

### **Tours**

For events with less than 100 attendees, we are happy to arrange a tour & tasting for your guests during the event. The tour runs about 20 minutes and includes a tasting at the end. If you are interested, please let us know at least 1 month prior to your event so that we can coordinate this for you.

For events greater than 100 guests, we are happy to arrange a tour only.

### **Smoking Area**

Smoking, vaping and use of e-cigarettes are not allowed inside the distillery, or within 25 ft. of the building entrances. For the convenience of your guests, a smoking area is set-up on the lawn.

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