



# tasting room request

Thank you for your interest in hosting an event at Smartmouth! Please complete and submit this form to Smartmouth Brewing Co., 1309 Raleigh Ave Suite 300, Norfolk, VA, 23507; or to info@smartmouthbrewing.com. Thank you!

- Rental fees will be provided in a formal agreement.
- A \$200 deposit is required to confirm your date. It can be applied to your final tab.
- Payment will be due at the conclusion of the event.

## about you

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_ Address: \_\_\_\_\_  
Relationship to your organization: \_\_\_\_\_  
Relationship, if any, to Smartmouth Brewing Co.: \_\_\_\_\_

## about your event / organization

Name of organization/Type of event: \_\_\_\_\_  
Address, if different from yours: \_\_\_\_\_  
Are you not-for-profit?  Yes  No  
If non-for-profit, please submit a copy of your tax-exempt certificate with this form.  
Give a brief description of your mission: \_\_\_\_\_

## about the event

Date of event \_\_\_\_\_ Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
Description: \_\_\_\_\_  
Anticipated number of attendees: \_\_\_\_\_  
Preferred Smartmouth Location:  Norfolk  Pilot House/Virginia Beach  
Will a caterer or food truck provide food?  yes  no Who is your caterer/food truck? \_\_\_\_\_  
Will they provide a table for your food or do you need a one provided by Smartmouth?  Other  Smartmouth  
Would your group like a tour? (Norfolk Only. Takes approx. 20-25min.)  yes  no  
Would you like to pre-purchase merchandise for your guests?  yes  no  
Will you have live music?  yes  no  
Do you plan on obtaining an ABC license for wine?  yes  no  
Do you intend to sell tickets to your event?  yes  no  
PLEASE NOTE: Only non-profit organizations or governmental agencies may host ticketed events.  
Would you like us to promote your event on our website?  yes  no  
Host is responsible for rental fees and gratuity at the conclusion of the event. Beer expense can be covered in several ways:  
Open bar to guests?  yes  no Limited tickets to guests, then on their own  yes  no  
Guests on own?  yes  no  
Who will be responsible for payment at the end of the event? \_\_\_\_\_

Anything else you would like us to know about your organization or your event? \_\_\_\_\_