



# ★ PRIVATE EVENTS FAQ ★

## HOW DO I BOOK A PRIVATE EVENT OR PRIVATE TOUR AT PORT CITY BREWING COMPANY?

Contact Laura Hammond ([hammond@portcitybrewing.com](mailto:hammond@portcitybrewing.com)). We recommend booking private events a month in advance, but we are glad to accommodate our guests when we can.

## DO YOU HAVE PARKING?

Parking is available in our facility lot. Street parking is available on Wheeler Avenue.

## WHAT ARE MY OPTIONS FOR THE BAR TAB?

Rental rates do not include beer. Hosts may offer an Open Bar, Cash Bar, or a Host Set Tab. A set tab allows you to distribute full pour or tasting tickets to guests, or to set a max amount on the tab, after which we transition to cash bar. We'll work with you to determine the best option for your event.

## WILL THERE BE A TIP ADDED TO MY BILL?

We add an 18% service charge to private events including room rentals, private tours, and host tabs. Our staff will handle beer service, set up, maintenance, and breakdown for your event.

## DO YOU REQUIRE A CREDIT CARD OR DEPOSIT TO HOLD THE RESERVATION?

Room rentals require a 25% deposit at the time of booking. The amount will be deducted from your final bill the day of your event. Deposits are fully refundable up to 30 days prior to your reservation.

## DO YOU ALLOW OUTSIDE ALCOHOL?

Our ABC licensed allows us to serve the PCBC beer we brew on site. Outside alcohol (wine, liquor, cider, or other beer) is not allowed on premise. We are not able to host temporary alcohol permits.

## FOOD AND NON-ALCOHOLIC BEVERAGES

We do not serve food at the brewery. Private events are welcome to bring food or coordinate catering. For hosts providing non-alcoholic beverages, we do not have cups, ice or coolers. We do not allow heating devices or open flame unless set up by a licensed, insured catering company. Below is list of our preferred caterers. Order and payment is coordinated with the caterer directly. Set up and delivery will be arranged by PCBC and your caterer. We welcome any licensed, insured catering company. We will gladly provide information regarding our facility and amenities.

Bittersweet Catering: [www.bittersweetcatering.com](http://www.bittersweetcatering.com)

Borinquen Lunch Box: [www.borinquenlunchbox.com](http://www.borinquenlunchbox.com)

Federal City Caterers: [www.federalcity.com](http://www.federalcity.com)

Old Blue BBQ: [www.oldbluebbq.com](http://www.oldbluebbq.com)

Rocklands BBQ and Grilling Company: [www.rocklands.com](http://www.rocklands.com)

Windows Catering: [www.catering.com](http://www.catering.com)

## WI-FI, MUSIC AND A/V

The brewery has free Wi-Fi available for all guests. Our staff will gladly provide the password when you arrive. For music, you may choose a music style or station from our selection or use the auxiliary connection to play a personal playlist from your own device.

We have an in-house microphone for toasts and presentations. Music and microphone are available at no additional cost.

The Tasting Room and Lighthouse Lounge each feature 55" HD Smart TVs. These may be used for presentations or slideshows. The host will provide the necessary device and cables. PCBC does not provide cords. TVs may be used for private events at no additional cost.

Additionally, we have a projector, screen and speaker system available to rent. This equipment rents for a flat rate of \$100 per event for the entire setup. This equipment includes HDMI and VGA connections that are PC friendly. Mac users will need to provide their own cables. PCBC staff will setup and breakdown the projector/screen/speaker. The host of your event will run the equipment during your event.

## WANT TO KNOW MORE?

[Contact us](#) to schedule a visit.