



# ★ 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.

## WANT TO KNOW MORE?

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

## FOOD AND NON-ALCOHOLIC BEVERAGES

Private Events have the option to coordinate catering/delivery, bring food, or visit a food truck (when available). PCBC serves a selection of snacks and soda charged on consumption.

We welcome any licensed, insured catering company and recommend a selection of preferred vendors. Order and payment are coordinated by the host with the caterer directly. Drop off and set up can be coordinated by PCBC as needed.

[Borinquen Lunch Box](#)

[Old Blue BBQ](#)

[Haute Dogs](#)

[Pork Barrel BBQ](#)

[Killer Tomato](#)

[Rocklands BBQ](#)

Private event hosts are also welcome to bring food (platters, snacks, cakes, etc.). Because we don't serve food at the brewery, we do not stock plates, napkins, silverware, etc., so please bring anything you'll need for food service. Non-alcoholic beverages may also be provided by the host. We do not have a kitchen or food storage/prep area. We do not have ice. We require any hot food heating device or open flame to be set up by a licensed, insured caterer.

We regularly schedule food trucks Friday – Sunday and occasionally on weekdays. We have a number of restaurants that deliver to the area. Our ABC license allows us to serve the beer we brew on premise. Outside alcohol is not allowed.

## 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.