Bur Oak Brewing Company

Meetings, Corporate, & Private Events

Depending on the size and duration of your event, you may want to rent out just our taproom, just our brewery, or utilize both areas!

Taproom Configuration

Our taproom is the perfect versatile space for a business meeting or small get together.

- Our taproom can accommodate approximately 30 people for a seated event.
- For a mingling style, the taproom can hold up to 45 attendees.

Brewery Configuration

Based on your guest count, we are able to position brewery inventory to either close off the space for a more intimate setting, or keep it completely open to maximize the room.

- Our brewery can seat up to 250 people.
- For standing room only, we are able to accommodate 450 guests.

Hours & Rates

Listed below are the rates for renting our taproom and brewery depending on the number of guests and time of the event. A couple of notes regarding our rates:

- Alcohol minimums are required for events with over 100 attendees, and are determined based on the duration of the event and the total number of guests.
- If your event requires us to close our taproom during normal taproom hours (Friday night and Saturday), there is a $500 closed taproom fee.
- We don't mind if you want to host an event in our brewery while our taproom is open to the public, as long as you don't mind!
- Bartender fees are applied during non-business hours or if we have to bring in extra bartenders. The bartender fee is $15/hr per bartender.

Days & Times	Number of people	Space	Cost
Mon - Thur all day Fri until 5 pm	Up to 45 guests	Taproom	$200 rental fee + bartender fee
Mon - Thur all day Fri until 5 pm	50 - 100 guests	Brewery	$300 rental fee + bartender fee
Mon - Thur all day Fri until 5 pm	100 - 450 guests	Brewery	$500 rental fee + bartender fee + alcohol minimum
Fri 5 pm - 12 am Saturday all day	Up to 45 guests	Brewery (taproom remains open to the public)	$300 rental fee + bartender fee
Fri 5 pm - 12 am Saturday all day	50 - 100 guests	Brewery (taproom remains open to the public)	$400 rental fee + bartender fee
Fri 5 pm - 12 am Saturday all day	100 - 450 guests	Brewery (taproom remains open to the public)	$500 rental fee + bartender fee + alcohol minimum
Fri 5 pm - 12 am Saturday all day	Up to 45 guests	Taproom	$200 rental fee + $500 taproom closed fee
Fri 5 pm - 12 am Saturday all day	50 - 450 guests	Brewery and/or Taproom	$500 rental fee + $500 taproom closed fee + alcohol minimum

Sunday and holiday rates are not included but available upon request.

For a tour of our space, please make an appointment by contacting Melissa at melissa@buroakbeer.com

Beverages

The first step in setting up your well-crafted event package is deciding whether you want a cash or host bar. For a **cash bar**, your guests will pay for their own drinks during the event. If you chose a **host bar**, you will pay for all of your guest's drinks. If you have over 100 attendees, both a cash and host bar require a minimum purchase, based on number of hours and attendees. The cash bar will be deducted from the minimum payment. A credit card on file will be required. You have **15 days** after your event to pay the bar fee or we will charge the payment to your credit card.

Bur Oak Brewing Company's taproom bar has variety of beer on tap, including our year round brews and limited releases. For a full list of our beers, go to www.buroakbeer.com/beers.

Wines, spirits, and non-alcoholic beverages may be acquired through Bur Oak Brewing Company. We have three different bar options available. Alcohol minimums and pricing for each package may be quoted after initial email correspondence with our event coordinator.

Bronze Bar Package	Silver Bar Package	Gold Bar Package
Bur Oak Beer	Bur Oak Beer	Bur Oak Beer
Locally Source Wine	Locally Sourced Wine	Locally Sourced Wine
Non-Alcoholic Beverages	Non-Alcoholic Beverages	Non-Alcoholic Beverages
X	Liquor	Premium Liquor

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Tables, Chairs, & Linens

Tables, chairs, and linens are not provided by Bur Oak Brewing Company and must be rented out for the brewery.

- **A-1 Party and Event Rental**
  - 211 Peach Way, Columbia, MO
  - (573)-474-7881
  - www.a1partyfun.com
- **U.S. Rents-It**
  - 1513 Industrial Drive, Jefferson City, MO
  - (573)-635-6171
  - www.usrentsit.com

Catering

Have your ideal event by bringing in a caterer of your choosing! All caterers must be approved by Bur Oak Brewing Company upon reservation. Need help choosing a caterer? Here are some well-crafted caterers for you to check out:

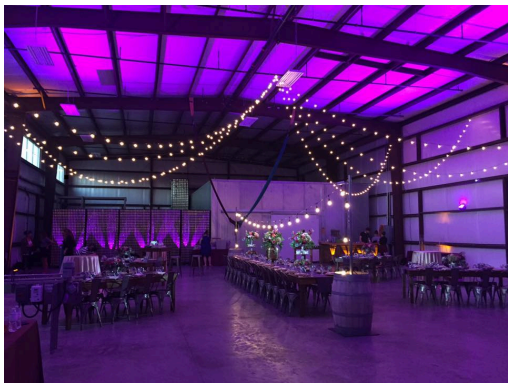
- **Bleu Events**
  - Travis Tucker
  - (573)-442-8220
  - www.mybleuevents.com
- **Sara Fougere Catering**
  - Sara Fougere
  - (573)-999-1654
  - www.sarafougerecatering.com

Any event lasting longer than two hours is required to have food. Bur Oak Brewing Company does not allow self-catering. Any food or related equipment not from a restaurant or licensed caterer is **strictly prohibited**.

Audio - Visual

The following audio and visual equipment is available for your use:
Projector, smart phone hookup, bluetooth speaker, & microphone.

Lighting



Our brewery's ceiling opens up to 24 feet high offering many lighting and draping options for effect. Lighting needs to be set-up by an approved outside professional of your choosing.

- **SW Productions**
  - Ryan Adams
  - (573)-424-6676
  - sw.productions@outlook.com

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Policies

Set-up & Breakdown

Specific set up and break down times must be identified upon reservation of the brewery. Set up must occur during regular business hours. Breakdown of your event should happen within an hour of it ending, and no later than 1 am. Rental pickups should be scheduled the first business day after the event, with the exception of Saturday events that must be picked up on Monday. Other arrangements may be made if necessary, with applicable fees.

Payments

- Dates are only reserved once the Facility Use Agreement is signed and a deposit of 50% of all fees are paid. The full balance must be paid one month prior to the wedding.
- All deposits are non-refundable.
- A credit card is required to be on file in the case of any missing payments, damages, or cancellations.
- Any bar fees above the minimum must be paid within 15 days of your event. If we do not receive a payment after 15 days, we will charge the fee to the credit card on file.
- Checks should be made out to Bur Oak Brewing Company.

Other

- Smoking is strictly prohibited inside the brewery.
- Bur Oak Brewing Company is not responsible for any lost or stolen items.
- Self-catering is strictly prohibited. Any food or related equipment not from a restaurant or licensed caterer is not allowed.
- Misconduct that is unruly or inexcusable can result in dismissal of the individual or entire group. Violence toward Bur Oak staff/other guests or any vandalism of Bur Oak property will result in immediate dismissal of the individuals involved or the entire group. The on-site contact will be assigned full responsibility for the entire group.
- No outside beverages are permitted at the brewery.

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Accommodations

Sleeping Arrangements

There are numerous hotels in the Columbia area, the following are equipped with shuttle services.

The Tiger Hotel
Historic, luxury boutique hotel located in the heart of Columbia, Missouri.

- 23 S 8th St
- (573)-875-8888
- http://www.thetigerhotel.com

The Broadway Hotel
One-of-a-kind, Double Tree by Hilton Hotel located in downtown Columbia.

- 1111 E Broadway
- (573)-875-7000
- http://thebroadwaycolumbia.com

Holiday Inn Columbia-East
Modern hotel located off interstate 70, minutes away from the Brewery

- 915 Port Way
- (573)-474-4444
- https://www.ihg.com

Transportation

Whether you're heading from the airport, or leaving the brewery after your event, we want to make sure you get to where you need to be, safe and sound.

Mo-X
Scheduled service providing ground transportation between Columbia and the St. Louis & Kansas City airports.

- 303 Business Loop 70 East
- (573)-256-1991
- http://moexpress.com

White Knight Coaches & Limos
Professional and safe ground transportation, including limousines, luxury sedans, SUVS, and more.

- 1500 Jade Road
- (573)-814-5466
- http://gowhiteknight.com

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