

# THANK YOU

Greetings!

Thank you for considering Penn Brewery for your special event. A reception at Penn is more than just a meal in a room; it's a one-of-a-kind experience. Here, we capture the essence of German-American immigrants who brought their brewing traditions to Pittsburgh, offering "Euro-Pittsburgh" fare with a nod to our German heritage alongside our award-winning, hand-crafted beers. We serve it all in our 19th-century historic landmark facility featuring an authentic German bierhalle, brewhouse, biergarten, and lagering caves.

Penn hosts a wide variety of private events including wedding ceremonies, receptions, rehearsal dinners, showers, business meetings, cocktail parties, birthday parties, casual get-togethers, and more. Our array of indoor and outdoor banquet spaces offers a variety of choices to suit your specific needs. In addition, we also offer numerous special add-ons such as brewery tours led by our brewers, party favor options including logoed apparel and barware, custom-labeled beer bottles, and other gifts to make your event uniquely yours.

## **How to Plan Your Event at Penn**

There are four basic steps to planning an event at Penn Brewery:

1. Select your Banquet Space—[Click here to view Our Spaces](#)
2. Choose your Food Menu—[Click here to view Our Menu](#)
3. Choose your Beverages—[Click here to view Our Beverages](#)
4. Select your Embellishments—[Click here to view Our Embellishments](#)

This banquet guide details our offerings in each of these categories. Our team of banquet professionals will be happy to assist you with your planning.

Thank you, and we look forward to working with you!

Cheers,

Penn Brew Crew

# RATSKELLER

The Ratskeller is a cozy space decorated with rich dark wood paneling, colorful stained-glass windows, and a direct view of our large beer tanks in the Lager Keller. The Ratskeller seats up to 50 guests and includes its own private bar.

## Food and Beverage Minimums

\*prices do not include tax and service fees. Pricing is for a four-hour time slot.

	Sunday—Thursday	Friday & Saturday
Before 4 pm	\$1000	\$1,500
After 4 pm	\$1,500	\$2,000



# EISENHALLE (“IRON HALL”)

Designed in the style of an industrial loft, the Eisenhalle, or “Iron Hall”, pays tribute to Pittsburgh’s more recent Renaissance history. It is equipped to host buffet-style meals for larger parties and business meetings of up to 120 seated guests. However, it can accommodate more guests for cocktail parties and other “stand-up” events and features its own private bar. Eisenhalle is on the second floor of the building, a bit away from the brewpub itself, and thus offers a quieter, more private atmosphere for your event. The high ceilings and windows also create more light and a spacious feel.

## Food and Beverage Minimums

\*prices do not include tax and service fees. Pricing is for a four-hour time slot.

<b>Before 4 pm</b>	<b>\$2,000</b>
<b>After 4 pm</b>	<b>\$3,000</b>



# TERRACE



Most Penn guests best recognize the Terrace as the site of our annual Oktoberfest celebration. You can book the Terrace for your own private event as well. The Terrace offers spectacular views of our city with this tented space for up to 100 seated guests\*, or more for a stand-up reception or party. German bierhalle style tables and benches are available. A 20 x 30 foot tent covers this space and is included in the price. **When booking the Terrace, please be aware that we cannot guarantee alternate indoor space to accommodate your party in case of inclement weather.**

## Food and Beverage Minimums

\*prices do not include tax and service fees. Pricing is for a four-hour time slot.

Monday through Sunday

\$4,500 + \$500 Set Up



\*Please note that you will need to rent a tent to cover food and bar.

# BIERGARTEN

This unique outdoor space boasts a quaint European feel, with its cobblestone courtyard, wrought iron gates, and greenery in summer. Perhaps the most special architectural feature of this space is the stone caves and tunnels which were constructed to chill, or “lager,” barrels of beer in the days before refrigeration became commonplace. Penn is one of just a handful of remaining US breweries that still has intact lagering caves.

The Biergarten is available for events from Memorial Day weekend through September and features its own private bar and space for entertainment. The Biergarten seats up to 40 guests, or accommodates a larger number for a stand-up reception. **When booking the Biergarten, please be aware that we cannot guarantee alternate indoor space to accommodate your party in case of inclement weather.**

<b>Food and Beverage Minimums</b>		
*prices do not include tax and service fees. Pricing is for a four-hour time slot.		
	<b>Private Rental</b> (No other patrons in Biergarten)	<b>Non-Private Rental</b> (Space shared with other patrons in Biergarten)
<b>Sunday through Thursday</b>		
<b>Before 4 pm</b>	<b>\$2,000</b>	<b>\$1,500</b>
<b>After 4 pm</b>	<b>\$4,000</b>	<b>\$2,500</b>
<b>Friday and Saturday</b>		
	<b>\$7,500</b>	<b>N/A</b>



# RESTAURANT BUY OUT

Our main dining room is designed in the style of a real German bierhalle, featuring wood paneling, long, handmade, solid wood tables and benches, and a copper-topped bar. The room features a direct view of the brewhouse so guests can watch the brewers at work.

Selecting this option will give you and your guests exclusive, private access to the entire restaurant for the entire day (noon-10PM).

<b>Up to 140 Guests Capacity including Main Dining Room and Ratskeller Food and Beverage Minimums</b> *prices do not include tax and service fees	
<b>Monday—Thursday</b>	<b>\$8,000</b>
<b>Friday or Sunday</b>	<b>\$15,000</b>
<b>Saturday (select dates available)</b>	<b>\$20,000</b>



# BREAKFAST / BRUNCH

**Not before 11AM**

**Hot Breakfast**

**\$25/per person**

Scrambled eggs, breakfast potatoes, assorted fruits and choice of bacon, breakfast sausage, or ham. Served with coffee, tea, and juice.

Add French toast or pancakes for \$3/per person.

**Continental**

**\$18/per person**

Bagels, muffins, breads, cream cheese, and butter, along with fresh fruit, yogurt, and granola. Served with coffee, tea, and juice.



# LUNCH BUFFET

Deli Platter \$26/per person  
Black Forest ham, smoked turkey, pastrami, and choice of chicken, tuna, or egg salad, along with Swiss, muenster, and Cheddar cheeses and assorted breads. Accompanied by leaf lettuce, tomato, and pickles. Served with a choice of garden salad, coleslaw, or traditional potato salad.

Salad Buffet  
Mixed greens, cherry tomato, cucumber, onion, Cheddar cheese, yellow squash, mushrooms, dried cranberries, and apples. Dressings: ranch, Weizen vinaigrette, white balsamic vinaigrette, or bleu cheese.  
With chicken \$22/per person  
With shrimp or steak \$25/per person

Bierhalle Buffet \$24/per person  
Assorted grilled sausages, sauerkraut, and hot German potato salad. Served with a choice of garden salad or coleslaw.

**Please note: Appetizers and Standard Buffets (See details on the following pages) are also available all day.**



# BOARDS

## Number of Guests—25/50/100

Seasonal Vegetable Crudités Served with ranch dipping sauce.	\$50/100/150
German Charcuterie Board Assorted meats and cheeses.	\$175/275/325
Fresh Seasonal Fruit Display Served with yogurt dipping sauce.	\$75/150/250
Domestic & Imported Cheese Display	\$125/200/300
Grilled Vegetable Display Roasted pepper hummus and assorted breads.	\$75/125/175

# APPETIZERS

## Number of Guests—25/50/100

- Mini Beef Wellington \$200/350/525  
Beef tenderloin, pancetta, shallots, and mushroom duxelles wrapped in puff pastry dough. Cooked medium rare with the dough baked golden brown.
- Spinach and Artichoke Dip \$75/150/200  
Chopped spinach and artichokes in a cheese cream sauce. Served with warm pita chips.
- Fried Cheese Ravioli \$75/150/200  
Ricotta-filled pasta, breaded and fried golden. Served with warm marinara.
- Smoked Salmon Napoleon \$125/200/275  
Smoked Norwegian salmon tucked between two pitas with a Boursin-style herb cheese.
- Bruschetta \$75/150/200  
Toasted bread base topped with tomatoes, garlic, capers, red onion, and olives. Finished with shaved Parmesan cheese.
- Lamb Lollipops \$200/350/525  
Marinated and grilled. Finished with balsamic glaze.
- Mini Crab Cakes \$200/350/525  
Two-ounce Maryland-style crab cakes served with lemon and a remoulade sauce.
- Shrimp Cocktail \$125/175/275  
Poached jumbo shrimp served with lemon and cocktail sauce.
- Lobster Sliders \$200/350/525  
Lobster claw and knuckle meat, sautéed in garlic butter and served on a slider bun.
- Prosciutto-Wrapped Asparagus \$85/125/200  
Asparagus blanched al dente and wrapped with prosciutto ham.
- Stuffed Mushroom Caps \$85/140/225  
Three varieties: spinach and cheese, sausage, and seafood.  
\*Choose one variety.

# APPETIZERS (CONT)

## Number of Guests—25/50/100

Mini Potato Pancakes Served with sour cream and fresh applesauce.	\$75/125/200
Warm Soft Pretzels Served with bier cheese & Bavarian mustard.	\$75/150/200
Mini Potato & Cheese Pierogies Served with caramelized onion & sour cream	\$125/175/300
Beef Sliders	\$115/165/240
Pulled Pork Sliders	\$75/125/200
Königsberger Meatballs	\$100/150/225

# STANDARD BUFFET ENTREES

**Buffet Entrees are served with choice of 1 Salad and 2 Sides**

**Standard Prices:**

**One Entree \$32/per person**

**Two Entrees \$36/per person**

**Three Entrees \$41/per person**

**Schweinebraten**

Roasted pork loin served with a savory dressing and an apple chutney.

**Pan-Fried Pork or Chicken Schnitzel**

Finished with lemon and parsley.

**Assorted Sausage**

Served with sauerkraut and Bavarian mustard.

**Jägerschnitzel**

Pork or chicken schnitzel finished with a mushroom demi-glace.

**Black Forest Chicken**

Served with a ground mustard cheese sauce.

**Beef Rouladen**

Flank steak pounded and filled with stuffing and braised in a mushroom demi-glace.

**Garden Pasta**

Seasonal vegetables sautéed with garlic, white wine, herbs and cavatappi pasta.

**Käsespätzle**

Made with bier cheese. Topped with bread crumbs, caramelized onions, and roasted tomatoes.

**Mushroom Ravioli**

Made with mushrooms, shallots, and roasted tomatoes with Madeira cream sauce.

# PREMIUM BUFFET ENTREES

**Buffet Entrees are served with choice of 1 Salad and 2 Sides**

**Premium Prices:**

**One Entree \$36/per person**

**Two Entrees \$41/per person**

**Three Entrees \$45/per person**

**You may mix entree selections from Standard entrees and Premium entrees if desired. Premium pricing will apply.**

**Beef Medallions**

Filet mignon medallions served with a roasted shallot demi-glace.

**Sliced Roasted Beef**

Finished with a mushroom Burgundy sauce.

**Stuffed Chilean Salmon**

Salmon filet stuffed with a crabmeat filling. Finished with a beurre blanc sauce.

**Beef Tips**

Roasted tips topped with candied red onions and finished with a balsamic reduction.

**Lobster Macaroni and Cheese**

Cavatappi pasta tossed in an herb cheese sauce with lobster claw and knuckle meat.

# SALAD

## Garden Salad

Mixed greens, tomatoes, cucumbers, onions.

## Ponoshe' Salad

Mixed greens, tomatoes, onions, strawberries, goat cheese, and candied pistachios. Suggested dressing is white balsamic vinaigrette.

## Spinach Salad

Fresh spinach, mushrooms, tomatoes, onions, bacon, and hard-cooked eggs. Dressed with hot bacon vinaigrette.

## Dressings

White Balsamic Vinaigrette

Ranch

Bleu Cheese

Weizen Vinaigrette

Hot Bacon Vinaigrette

**Please note that a salad selection may be added to an Appetizer-only party for an additional \$5 per person.**

# SIDES

## **Vegetables**

Seasonal Vegetables

Sautéed Green Beans with Bacon and Shallots

Roasted Brussels Sprouts with Red Onions

House Sauerkraut

Braised Red Cabbage

## **Starches**

Oven-Roasted Potatoes

Warm German Potato Salad

Garlic Mashed Red Skinned Potatoes

Herb and Butter Cavatappi Pasta

Rice Pilaf

Spätzle with Brown Butter and Parsley

# DESSERT PLATTERS

Number of Guests—25/50/100

Chef's Bread Pudding	\$125/200/300
Almond Torte Cake	\$150/225/350
Apple Dumplings	\$150/225/350
Chocolate Mousse Cake	\$150/225/350
Apple Pie	\$150/225/350
Aunt Linda's Mini Cookie Table	\$150/225/350
Black Forest Cake	\$150/225/350
<b>Premium</b>	
New York-Style Cheesecake	\$175/275/400
Flourless Chocolate Cake	\$175/275/400



# SPECIAL DIETARY NEEDS

We are happy to accommodate guests with special dietary restrictions. Please inquire with our banquet manager for details on vegetarian, gluten-free, and dairy-free options.



# BAR SERVICE

## Hosted Bar

With this package all drinks are run as one tab and are added to the final bill and paid for by the host.

## Cash Bar

A cash bar option is also available for your event. Guests are responsible for paying for their own drinks. For the convenience of your guests, there is an ATM in the lobby. We also accept credit cards.

## Drink Tickets

Drink tickets will be purchased by the host, and guests may then redeem them at the bar. Two types of drink tickets are available:

1. **Standard:** Choice of one beer or glass of wine per ticket - \$8 each
2. **Premium:** Choice of one beer, one glass of wine, or mixed drink (mixed drink includes premium-brand alcohol) per ticket - \$12 each

Tickets are pre-purchased and cannot be redeemed in the restaurant or taken off of the final tab. Once all drink tickets have been redeemed, hosts may arrange to either purchase additional tickets or switch to a cash bar option.

## A la Carte Pricing

Draft Beer—Year Round Selections \$8.00  
(Note: Seasonal Selections may have a higher price; please inquire)

Premium Brand Mixed Drinks	\$12.00
Wine	\$8.00
Soda	\$4.00

Toast of Champagne	Price Varies Per Person
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**Non-Alcoholic Drink Package** \$4 per person. This must be purchased for every guest in the group and will cover all coffee, tea, and soft drink beverages ordered.

# BREW YOUR OWN BEER



Our expert brewing staff is always ready to help you make your own beer and we promise you'll be proud to exclaim, "That's my beer!"

We'll provide you with the recipes, ingredients, and assistance while you brew and keg your favorite style of beer in our Small Batch system.

Your brew session will last approximately 2-1/2 hours. When your brew is complete, we'll look after it during and after the fermentation process. When you return two to four weeks later, your beer will be chilled, filtered, carbonated and ready for you to keg. Commemorate your next special occasion such as birthdays, weddings, baby announcements, and holidays with your own brew.

If you are hosting an event with us, your beer will be served to your guests and you will receive 1/6 keg to take home. Cost to brew your own beer is \$1,800.

If you are not hosting an event with us, you will receive 2/6 kegs for you to take home. Additional kegs can be purchased. Cost to brew your own beer is \$2,000.

A \$300 deposit will secure your date.

# BREWERY TOUR



Give your guests an experience to remember with a private tour of Penn's historic 19th-century brewery. All tours are guided by one of our brewers.

Private tour prices start at \$200 for the first ten people, plus \$10 for each additional person. We can accommodate up to 20 guests per tour. Larger groups can be accommodated by splitting into multiple tours. On average, each of these tours lasts approximately 30 minutes.

A \$100 deposit will secure the date of your tour. Please note that tours of more than 20 guests may require a larger deposit.

# MEMORY MAKERS



The memories made from your night here don't have to stop at the end of the evening! Offer your guests a gift from our collection of merchandise to take home with them.

- Logo Pint Glass \$5 per guest
- Weizen Glass \$9 per guest
- Liter Stein \$15 per guest
  
- Growler Empty \$7 per guest
- Growler Filled \$11 per guest
  
- Paddle-style Bottle Opener \$5 per guest
  
- "Drink Local" T-Shirt \$18 per guest
- "Drink Local" Hoodie \$30 per guest

Thirty days' advance notice is required to ensure that we have the merchandise in stock. Other retail items available seasonally.

# PERSONALIZED BEER BOTTLES



We pride ourselves on personalizing the guest experience here at Penn Brewery, and this extends to our merchandise!

Penn can create personalized beer bottle labels using the photo and text of your choice and apply to Penn beer bottles, offering unique party favors for your guests. These custom-labeled beer orders require a 30 day notice, and a minimum of one case (24 bottles) must be purchased. The cost is \$72 per case if used during a banquet being held at the Brewery or \$96 per case if you simply wish to purchase personalized bottles for your use outside of the Brewery. Please inquire about available beer selections.

We can personalize other merchandise as well, but be advised some items require more advance notice. Please inquire with our banquet manager.

Customized merchandise makes a great addition to bridal showers, weddings, co-branding for corporate events and other special occasions.



# BEER PAIRING

For an extra-special touch, allow our chef and brewmaster to recommend a tasting flight of Penn's award-winning beers to accompany your menu and highlight the flavors of the dishes you've selected. Pricing for a flight of three different 5 oz. beer samples is \$8 per guest OR five different 5 oz. beer samples for \$13 per guest. For an additional \$100, one of our brewers will explain the beers and guide your guests through the pairing.



# DÉCOR AND ADD-ONS



- Use of Centerpieces \$8 per Table  
Centerpieces are a mix of white flowers and hops.
- Colored Linens \$7 per Table  
Standard Linens are Black or White
- Upgrade Dinnerware \$1.50 Per Guest
- Personalized Activity Bags \$15 without Camera  
For Children—Camera is disposable \$20 with Camera
- Personalized “Thank You” Box \$25 Each  
Box includes private label bottled beer, Penn Brewery pint glass, and bottle opener
- Ask about our personalized party favors.



# GROUP RESERVATIONS

We are happy to accommodate large groups with advance reservations with the following guidelines:

- Reservations are available every day from noon until kitchen closing.
- Groups of 25 or fewer guests may reserve tables grouped together in our Main Hall and will be offered our large reservations menu. **Please see next pages for menu.** Reservations cannot be made for the Biergarten.
- One check will be presented to the group with a single form of payment required.



# LARGE PARTY MENU

## STARTERS

- Soup of the Day (Cup or Bowl) \$4.00/\$6.00
- House Salad \$6.00/\$9.00  
Mixed greens, cucumbers, tomatoes, and onions served with your choice of dressing.  
(Gluten-free) Choose small or large size.
- Appetizer Platter \$25.00  
An assortment of one pound of wings, two soft pretzels, two potato skins, and three potato-cheese pierogi.
- Steak Roll \$12.00  
Two rolls filled with shaved ribeye, onions, and mozzarella cheese then fried golden.  
Accompanied by a pineapple salsa & Penn Dark sauce.
- Bavarian-Style Pretzels \$6.00 for 2/\$10.00 for 4  
Lightly salted and oven roasted. Served with mustard and our signature bier cheese.

## ENTREES

- French Dip \$15.00  
Shaved ribeye and caramelized onions served on a toasted bun. Served with choice of side and a pickle, with au jus on the side.
- Pork Schnitzel \$20.00  
Two pork cutlets pounded thin, breaded, and cooked until golden, then garnished with lemon. Served with mashed potatoes and vegetable of the day.
- Garden Pasta \$18.00  
Seasonal vegetables sautéed with vegan pasta, garlic, shallots, white wine, and herbs.  
(Vegan)
- Oven-Roasted Chicken \$18.00  
Half chicken served with potato dumplings and seasonal vegetable. Finished with a fresh chicken jus made with our Penn Pilsner.
- Lobster Mac & Cheese \$25.00  
Lobster claw and knuckle meat tossed in a velvety Havarti cheese sauce with cavatappi pasta and topped with herbed bread crumbs.

## FOR THE KIDS

- Burger \$6.00  
Cooked thoroughly and served on a brioche bun with fries. Add cheese \$1.00
- Grilled Cheese Sandwich \$6.00  
Cheddar cheese on a sourdough bread, toasted golden and served with fries.  
(Vegetarian)

# LARGE PARTY MENU (CONT)

Cheese Pizza	\$7.00
Flatbread with tomato sauce and mozzarella cheese baked until crust is golden. (Vegetarian)	
Chicken Nuggets	\$7.00
Breaded chicken cooked golden and served with fries.	
Hot Dog	\$6.00
Quarter-pound all-beef hot dog served on a brioche bun with fries.	
Kid's Ribs	\$8.00
Quarter rack of ribs served with fries. (Gluten-free)	
Seasonal Fruit Cup	\$3.00
Fresh fruit cut into cubes, served chilled. (Gluten-free and vegan)	
<b>DESSERTS</b>	
Brulee'd Cheesecake	\$8.00
Banana Xango	\$8.00

# RELEASE AND INDEMNITY AGREEMENT

Name of Customer: \_\_\_\_\_

Name of Customer Contact: \_\_\_\_\_

Email of Customer Contact: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Group or Event: \_\_\_\_\_

Anticipated Number of Guests: \_\_\_\_\_

Deposit(s): \$300

Address of the Property: 800 Vinial Street, Pittsburgh, PA 15212

Room: \_\_\_\_\_

Required Minimum Spend: \_\_\_\_\_

1. The Customer referenced above, on behalf of itself and all of the Customer's guests, employees, suppliers, representatives, agents and any other third-party present at the Property at the request of any of the foregoing persons or entities (together with the Customer, collectively, the "**Customer Parties**"), expressly agrees to indemnify, release and hold Pennsylvania Brewing Company, a Pennsylvania corporation ("**Penn Brewery**") and each of its shareholders, directors, officer, employees, representatives and agents (together with Penn Brewery, collectively, the "**Penn Brewery Parties**") harmless from and against any and all attorneys' fees, expenses, and/or other liabilities (collectively "**Liabilities**") growing out of, or otherwise resulting from, (a) any violation of the terms set forth in this Agreement and/or (b) any of the Customer Parties' use of our presence at the Property referenced above in connection with the Event that is the subject of this Agreement, including, without limitation, any personal injury (whether by slip-and-fall, or otherwise) associated with any of the Customer Parties' use of said Property, the service and/or consumption of alcoholic beverages and/or food, except in each case to the extent that any of the foregoing are caused directly by any of the Penn Brewery Parties' gross negligence or willful misconduct. Without limiting the foregoing, none of the Penn Brewery Parties shall be liable to any of the Customer Parties for utility outages occurring at the Property, including but not limited to water, natural gas, and electricity. Penn Brewery shall not provide Customer with any refund of funds received by Penn Brewery as a result of any such interruption to utility service at the Property, whether before, during or after the Event.
2. The Customer Parties are strictly prohibited from (a) bringing any type of food, alcohol, or other beverages onto the Property and/or (b) permitting any person under the age of 21 to consume alcohol on the Property. Every Customer Party at the Property shall at all times carry a valid driver's license or other government-issued identification on his or her person, whether before, during or after the Event. If any of the Penn Brewery Parties reasonably believes that any of the Customer Parties has (i) brought any type of food, alcohol, or other beverages onto the Property without prior written approval by an officer of Penn Brewery, or (ii) allowed any person under the age of 21 to consume alcohol on the Property, any of the Penn Brewery Parties may take any action it reasonably determines to be necessary to mitigate any risk associated with such violation of this Section 2, which action may include, without limitation, any of the following: (1) Penn Brewery may levy a charge upon the Customer equal to the full price that Penn Brewery would charge for the items brought onto the Property by any of the Customer Parties, plus a service charge and all applicable taxes will become immediately due and payable by the Customer; (2) Penn Brewery staff may request any of the Customer Parties to dispose of his or her beverage, or otherwise to turn over his or her beverage to a Penn Brewery staff member; (3) in the event that any of the Customer Parties refuses any such request or otherwise causes any disruption at the Property, any such Customer Parties may be asked to leave the Property immediately; and (4) in the event that any such situation continues to escalate and the Customer Contact listed above is not available to defuse the situation, Penn Brewery reserves the right to close the bar immediately and/or terminate the Event entirely, at the customer's expense and without any refund to the Customer. The Customer will be directly responsible for all Liabilities resulting from the above.

# RELEASE AND INDEMNITY AGREEMENT

3. The Deposit(s) set forth above shall be applied to the Customer's final invoiced dollar amount for the Event. Deposit will only be **refundable** if the Customer's Event reservation is cancelled in writing by the Customer at least **30 days** before the Date of Event set forth above. **If the Date of Event is less than 30 days after the date Penn Brewery receives this Agreement from the Customer, then the Deposit(s) set forth above (as well as any other amounts paid to date) shall be non-refundable.** Customer cancellations within **14 days** of the Date of Event set forth above will be subject to all charges as more particularly set forth in Section 5 below. The Deposit(s) set forth above (as well as any other amounts paid to date) are personal to the Customer and are strictly non-transferable by the Customer. Penn Brewery shall refund the deposit amount to the Customer unless Customer books an alternative event date with Penn upon cancelling the initial date, in which case Penn will hold the deposit and apply it to the alternative event date.
4. The Deposit(s) set forth above must be provided to Penn Brewery within 24 hours of the date this Agreement is submitted by the Customer. The Event space will not be reserved nor considered "booked" until Penn Brewery receives both the signed, completed contract and the credit card authorization forms, and the deposit transaction on the credit card has been successfully completed. Penn is under no obligation to provide event space, food, beverages, or other services until the Customer satisfies all of the above requirements.
5. Customer cancellation within 14 days of the scheduled Event will be subject to **the greater of** the following full charges; **(a) the minimum food revenue guarantee plus beverages; and (b) the minimum number of guests that the Customer guarantees will be paid for times the lowest priced lunch or dinner entrée plus beverages applicable to the confirmed meal period, or the contracted menu for the Event plus beverages based on the published menu price the date of cancellations, whichever is greater.** Service charge and taxes (see Section 6 below) will be added and the total amount (less the non-refundable Deposit(s) paid to date). Fee is due and payable by the Customer within 3 days of Event cancellation.
6. Prices for the Event DO NOT include Federal, State and/or Allegheny County taxes, some or all of which may be applicable to the Event and/or the food, beverages and/or services provided in connection with the Event. A 22% service charge will be added to all prices related to the Event. Additionally, all applicable taxes will be added to all prices related to the Event, including, without limitation, sales tax (currently 7%). Due to market price fluctuations, prices are subject to change prior to the Event, without prior notice to the Customer. Customer will be charged based on the prices listed on Penn Brewery's website on the Event Date. Customer is responsible for meeting the required minimum spend noted above.
7. The final menu and guarantee of the number of people attending the Event must be provided in writing to Penn Brewery at least 14 days PRIOR to the Event. Please note that the minimum number of guests that the Customer guarantees to attend the Event or the minimum guarantee of food revenue as stated on the front of the banquet contract shall form the basis of the charges contemplated for the Event, and if such guaranteed number of guests is reduced at any time the Customer's costs for the Event shall not be reduced and the Customer shall not be entitled to any refund in connection with any such reduction.

**Customer will be charged and will pay the greater of the following amounts:**

- **The full charge as calculated for cancellation within 14 days in Section 5 above;**  
**and**
- **The minimum number of guests (which the Customer guarantees by phone, fax, or in person) that will attend or the number of guests attending the Event (whichever is greater) multiplied by the selected menu item price, plus beverages, plus all additional arrangements, service charge and taxes.**
- **If Customer increases the number of guest at any point between 14 days prior to the Event and the Event date itself, Penn Brewery will make every effort to accommodate the additional guests, but cannot guarantee to. If the additional headcount is able to be accommodated, Penn will add the incremental fee at the same per-person rate charged for all other guests.**
- **If Customer does not submit menu selections before the 14-day window prior to the Event, Customer's menu options will be limited to Brewery's on-hand food and beverage inventory. NOTE: Penn Brewery (a) sets and prepares 5% over the stated number of guaranteed guests and (b) does not set or prepare an overage for hors d'oeuvres.**

# RELEASE AND INDEMNITY AGREEMENT

8. The customer agrees to be fully responsible for any and all Liabilities and/or any physical damage done to the Property during the period of time for Event setup, during the actual Event, and/or during the clean-up and/or tear-down of the Event, to the extent caused by any of the Customer Parties.
9. Penn Brewery assumes no responsibility of any kind for the damage or loss of any merchandise of articles left on the Property prior to, during or following the Event, including but not limited to personal articles, cake decorations, pillars, dividers, cake tops and/or any other personal property of any kind.
10. Decorations and decoration materials, including candles, must be in full compliance with all applicable laws, codes, rules and regulations (including, without limitation, conformance to local fire department regulations). Banners, or materials of any kind to be affixed to any ceiling wall, partition or curtain in any of the rooms within the building on the Property are expressly prohibited without the Customer first obtaining prior written approval from an officer of Penn Brewery.
11. All sums described herein are required to, and will, be paid by the Customer in full on the **day of the Event**. Penn Brewery will also be entitled to recover any other costs or associated Liabilities first arising after the date of the Event in accordance with the terms of this Agreement.
12. Should any portion of this Agreement be found to be invalid by a court of law, the invalidity of that portion of this Agreement shall not affect the validity of the remaining portion(s) of this Agreement, which shall remain in full force and effect.

**Under no circumstance is the Customer allowed to take food from the Event out of the building located on the Property, pursuant to Allegheny County Health Department rules and regulations.**

**Smoking at the Property is only permitted outside the building.**

**Customer Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

# CREDIT CARD AUTHORIZATION

**Please complete the form and return to us to secure your event**

**By Mail:** Penn Brewery  
Attn: Banquet  
800 Vinial Street  
Pittsburgh, PA 15212

**By Fax:** 412-237-9406

**By Email:** officemanager@pennbrew.com



Name on Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CCV \_\_\_\_\_ ZIP \_\_\_\_\_

I authorize Penn Brewery to charge my account \$ \_\_\_\_\_ as deposit  
for an event to be held on \_\_\_\_\_.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_