



## Tigard Taphouse Event Reservations

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Thank you for considering the Tigard Taphouse for your upcoming event. Below are some of the questions we are most often asked. If you are interested in either of our rental spaces, please email the answers to the questions below and we can tell you if your requested date is available and then meet with you at the Taphouse to show you the space in person, receive your deposit to hold the date and answer any questions you may have.

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_ Event type: \_\_\_\_\_  
Requested Date: \_\_\_\_\_ Requested Time : \_\_\_\_\_  
Number of Guests : \_\_\_\_\_ Upstairs or Outside \_\_\_\_\_

### Deposit or minimum?

We charge a \$400. fee to reserve either space and hold the date. This fee is non refundable.

In addition we have a minimum charge of \$26. per guest. Once we confirm the number of guests for your group, we will ask for a deposit that will come off of your bill the day of your event.

### About the upstairs space:

To accommodate groups of 20 to 40 people, we are able to reserve our upstairs floor for you.

The area seats up to 40 people and is a great place for birthday parties, corporate events and holiday parties. It includes a restroom, speakers, windows and ample seating.

You are allowed to set up a projector with a screen if needed. We do not provide equipment.

**About the outdoor space:** The covered outdoor space known as the Cornhole area easily seats 40 to 50 people and larger groups. This area is in the public space so we do not allow presentations or events that the rest of our customers might hear.

**Takeover the Taphouse:** We offer the entire Taphouse as private rental space on Mondays only. This is great for larger groups of up to 100 to 300 guests and is very private. For this space we require a \$1,000. rental fee and a minimum charge of \$26. per guest which applies toward your final bill.

**Food & Drink:** We request that groups pre order food from our menu two weeks in advance of event. We do not allow outside food of any form. We do allow groups to bring deserts such as cakes and or cupcakes.

**Gratuity:** A 20% gratuity is added to all event tabs to cover our staff.

**Ordering drinks:** All drink orders can be placed at the bar counter with a visible list of the drinks we offer on the TV monitor next to the bar or the chalkboard outside. Once the groups tab is open, we are happy to take drink orders from the room or event area to save you the trip up and down the stairs and or to avoid the line.

**Open Tab:** We ask for one open tab for your group to keep things simple.

**Drink tickets:** Sometimes it is easier to have a person from your group hand out drink tickets that we can provide. You can hand out drink tickets to your guests and when they are presented to our staff, we will take the ticket, add the drink to the open tab and throw the ticket away. This is helpful if you only want to offer one or two drinks per guest or charge your guests for food and or drink.

**Decorating:** You are welcome to bring decorations such as balloons and pictures as long as you are not putting holes in the walls of any form and everything is left as when you arrived.

**Children:** Children are allowed until 8:00, but must be seated at a table at all times.

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# May 2024

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	May 1	2		4
5	6	7	8	9		11
12	13	14	15	16		18
19	20	21	22	23		25
26	27	28	29	30		Jun 1
2	3	4	5	6		8

# June 2024

< Today >

Sun	Mon	Tue	Wed	Thu	Sat
26	27	28	29	30	Jun 1
2	3	4	5	6	8
9	10	11	12	13	15
16	17	18	19	20	22
23	24	25	26	27	29
30	Jul 1	2	3	4	6

# July 2024

< Today >

Sun	Mon	Tue	Wed	Thu	Sat
30	Jul 1	2	3	4	6
7	8	9	10	11	13
14	15	16	17	18	20
21	22	23	24	25	27
28	29	30	31	Aug 1	3
4 • New moon 8 PM	5	6	7	8	10