

THE RED BRICK CAFE

EVENTS GUIDE



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-OUR SPACE-



Established in 2006, Red Brick provides a cozy, intimate space right in the heart of downtown Guelph. With a large indoor space and outdoor patios, our café has been a prominent social hub in Guelph for 16 years and counting!

Renting with us will give you access to the whole 1700 sq ft of cafe space - front and back room (pictured above), and patio (seasonally). This offers an overall capacity of 70 (Back room: 50 standing, 40 seated)

-WHAT'S INCLUDED-



CAFE SPACE:

Full run of Red Brick (front room, back room, and patio), with a capacity overall capacity of 70.
(Back room: 50 standing, 40 seated)

STAFF:

We will provide 1-3 of our wonderful staff (depending on the party size) to run our counter and serve your attendees!

MUSIC/PA:

Access to PA system, 8-channel bluetooth mixer & mic.

PROMOTION (FOR PUBLIC EVENTS):

We will share any posters, links or images on our social media platforms to help promote your event! (please attach upon booking or forward to events@redbrickcafe.ca)

FOOD/DRINK:

We are fully licensed - no need to get an SOP! We offer our Events Menu at every event (includes: beer and wine, cocktails, coffee, tea and snacks), and outside catering is welcome!

CLEAN UP:

Don't get stuck sweeping and mopping after your event - we will do it for you!

-HOW TO BOOK-

All booking is done through our online booking portal located at

WWW.REDBRICKCAFE.CA/EVENTS

Click on the "Book Now!" button on our website to begin!



For any additional requests, questions or issues, please e-mail us at:

EVENTS@REDBRICKCAFE.CA

-HOUSE RULES-

NO BIGGY! WE JUST HAVE A FEW HOUSE RULES WE ASK ALL OF OUR HOSTS TO FOLLOW!

- 1. EVENT RUN TIME** - Please be on time for the agreed upon in & and out of your event! Allow Red Brick staff to work around you to clean up the space for you before and after. Your rental costs will include your event from set up to tear down, so if time is needed for set-up, please factor that in to your booking time!
- 2. CLEAN UP** - Please keep the space clean as the event progresses (garbages will be provided). The staff are happy to help reset/tidy the room (move back tables and chairs) at the end of your event. A cleaning fee of \$50 will be charged for any excessive mess, so please be respectful of our staff and space!
- 3. DAMAGES** - You are responsible for any property damage resulting directly or indirectly from you or any of your guests while on the premises.
- 4. CATERING** - You are welcome to bring in food from other businesses/from home. You must provide your own dishware/cutlery! Caterers are welcome to access our commercial kitchen for heating and plating, but must do a thorough clean up before leaving.
- 5. DECORATION** - Glue, nails, tape, etc. are not allowed. Free-standing decorations such as pull-up banners, table cloths, sandwich boards, and flowers are acceptable.
- 6. REFUNDS/CANCELLATIONS** - Events can be cancelled two weeks prior to the date, but any cancellation within 2 weeks of the event will not be eligible for refund, only reschedule.
- 8. ALCOHOL** - Absolutely NO outside drinks to be brought in. Alcoholic beverages will be served in accordance with the laws set by the Alcohol and Gaming Commission of Ontario. No alcoholic beverages can be brought onto or taken out of our licensed establishment. In keeping with the law, all alcoholic beverages consumed at your event must be purchased through the Red Brick Cafe on our liquor license. If you have any special requests, please let our Events Manager know! We are happy to accommodate.
- 9. MUSIC EVENTS** - You must provide us with intended set times for each act, and include a minimum of 20 minute intermission between sets.

The above conditions will need to be agreed to upon booking!

-RATES-



PUBLIC ARTS EVENTS:

**\$200 + HST PER NIGHT
7PM-11PM**

Past events include: live music, poetry/-
book releases, theatre acts and more!

**YOU MUST RUN DOORS, SELL TICKETS AND EMCEE
EVENTS YOURSELF - WE DO NOT TAKE ANY CUT OF
TICKET SALES!**



PRIVATE EVENTS:

**\$100 + HST PER HOUR
AVAILABILITY: 6PM-12AM**

Past events include: birthday parties,
retirement parties, wedding receptions,
meetings, staff events, and more!



**FOR ANY FUNDRAISING/CHARITY EVENTS, A SLIDING SCALE RATE WILL APPLY. PLEASE E-MAIL US
AT EVENTS@REDBRICKCAFE.CA FOR MORE DETAILS!**