



Maywood Hall & Garden is Trophy Brewing Company's dedicated private event space. Located right on the edge of Downtown Raleigh in the Caraleigh district.

The inside totals just over 2600 sq ft of open-ended space with soft lighting and windows looking out to the lawn. The green space includes an additional 4500 sq ft of room for celebrating. This venue is an industrial warehouse-style space that can be customized to fit your needs!



Furniture and Additional Offerings

Included Furnishings

- 12 - 60" Round Dining Tables
- 2 - 48" Round Dining Tables
- 120 - Hercules Early American Wood Stackable Cross Back Chair
- 8 - 30" Round Birchwood Cocktail Table with 42" Columns
- 4 - 6' Folding Tables
- 6 - 8' Folding Tables
- Custom white shiplap bar with mobile draft system
- Black linens for all of the tables we provide
- Dimmable market lights and pendants

Included A/V

- Mounted speakers inside and outside that blend in seamlessly with the space
- Wireless Microphone
- Projector
- Simple Bluetooth connection to the sound system

Upgrade Options

- Tablecloths can be upgraded to White Polyester or Sage Green, Floral, and Gold
- Bud vases and simple florals
- Votives and tealight candles



What's included?

- Access to the grounds between 8 AM to 10 PM for the consecutive length of your rental
- Option of a 5-hour or 10-hour rental (Looking for something shorter or longer? Just let us know!)
- Large interior venue hall
- Lush private landscaped lawn
- Access to two lounge areas that can be used as getting ready rooms, staging zones, or break out spaces
- Access and use of 5 private restrooms
- All-day onsite venue manager
- Beverage services provided exclusively through Trophy Brewing
- Set up and break down of all venue furniture, including flips
- Coordination of floor plans
- Two smaller lots with dedicated spaces for private parking on both sides of the building, with ample overflow options for public street parking and parking at the two Trophy-owned buildings beside our venue
- Furniture and black linens for up to 120 guests
- A/V Access

Breakdown of Fees

Venue Fee | Cost of the venue includes all of the details listed

- 50% paid at the time of booking, the remainder paid 14 days before the event

Bar Minimum Spend | to be met before any taxes or fees

Event Staffing | The number and types of staff needed for your event will be determined working alongside our team based on the details of your event

Bar Packages | Multiple options for base packages and add-ons. Priced per person, per hour.

- Menu offerings submitted no later than 30 days before the event
- Headcount confirmed and balance paid 15 days before the event

Service Fee | % of Bar Package

This is paid towards the event team for all planning and execution of your event - If you don't opt for a bar package we will have a flat fee.

Taxes | We are required to collect North Carolina, Raleigh, and Wake County taxes on the venue fee, beverages, and service fee. The rates you see on your proposal reflect what they require of us.

Please reach out for pricing for upgraded linens, additional venue access time, and decor add-ons!



Vendors

All vendor information must be submitted to our team in advance. Vendors are required to provide a COI. We are happy to provide a list of our vendor partners we have worked with in the past, or you are welcome to bring in someone new with approval!

Vendor arrival/drop-off times must occur within the booking window.

Looking for a unique vendor to partner with? We are happy to make suggestions based on what you are searching for!

Catering

We are happy to cater your event through Trophy Brewing & Pizza or Trophy Five Points. Costs would be determined based on your menu selections, headcount, and service needs - costs would include the food itself, catering staff, and any applicable taxes and service fees.

If you'd like to work with an outside Caterer, they must be approved by our team. The Caterer will be asked to sign a contract with us and provide a COI (certificate of insurance). The Caterer must pay a 10% Hospitality fee to the venue based on the net food sales.

This Contract is included below.

Guests who opt not to have an onsite caterer and just do a drop-off option or bring in the food themselves will take over the responsibilities noted in the client contract, from receiving, storage, service, and clean up of the food.

Rental Companies

We partner with Grand Rental Station for tenting services and work on your behalf to secure the tent as the go-between, handling all scheduling and communication. There is no additional cost, we'd supply you the invoice and you'd pay that to us.

We highly encourage reaching out to the many wonderful local teams that can provide any number of needs from dining ware, decor, linens, lighting, and furnishings. When making arrangements with rental companies, you must be sure that deliveries and pick-ups take place within your rental window. If they must occur outside of those hours, you must reach out to our team so that we can help coordinate those times; otherwise, we cannot guarantee our ability to allow those.

Caterer Contract

Catering Company: _____

Point of Contact: _____

Phone: _____ **Email:** _____

Client Name: _____ **Event Date:** _____

Timeline

An arrival time must be scheduled with and approved by the Venue. Please make arrangements to submit your requested time to events@trophybrewing.com.

What are the scheduled arrival and departure times? _____

Hospitality Fee

A Hospitality Hosting Fee equal to 10% of the food bill is due to Maywood Hall & Garden for providing services onsite at this venue. The Caterer should provide a valid business check along with an enclosed copy of the final invoice paid by the client when they arrive for the event. Please note, the caterer will not receive a bill.

The Caterer agrees to provide an up-to-date health certificate and COI at least fifteen (15) days before the event.

Bar Services

Trophy Brewing Company will provide the bar/bar service for all events, and no unauthorized alcoholic beverages can be brought onto the premises at any time. This rule is strictly enforced; any unauthorized alcoholic beverages found will be confiscated and disposed of.

Set Up/Clean Up

- The Caterer is responsible for the setup and breakdown of the furniture they will be using during the event. If the Caterer plans to utilize the Venue furniture, they must inform the Client in advance so that they can account for it in their floor plan.
- The Caterer is expected to clean up any spaces they use during food prep and service; this also includes bussing and disposing of all items used by the Client in the consumption of the goods provided. The Venue will provide a checklist in advance - a copy of this must be signed on departure by the main point of contact for the Catering team.
- The Caterer is responsible for supplying all of the necessary dining ware, serving ware, kitchen equipment, and any other supplies needed to prepare and serve the items they are providing. If ice is necessary for any beverage services provided by the caterer, the catering company must provide ice sufficient for this service. If the Caterer will be renting any supplies to be delivered from a third party, they must schedule the drop-off and pick-up times with the Venue. The Caterer will be responsible for returning any rental items left behind for pickup to the designated space.
- The Caterer must provide adequate staff to service the entirety of the event. The Caterer will notify the Venue Coordinator of any damages that may have occurred while on-site.

By signing below, you are agreeing that you have read and understand this contract and will adhere to its contents.

Caterer Signature: _____

Date: _____

A signed copy of this Contract must be submitted to Maywood Hall & Garden via email. That can be sent to events@trophybrewing.com