



**Anodyne Coffee Roasting Co.  
Rental Agreement & Information**

## About Anodyne

Anodyne Coffee Roasting Co. in Milwaukee's Walker's Point neighborhood is a refurbished warehouse space featuring natural wood harvest tables, a raised stage, and a reclaimed 40 foot bar. The venue provides a warm ambiance accentuated by cream city brick and exposed wood beams.

## Rental Times

Because Anodyne is a fully functioning coffee roastery and cafe, we have select rental days and times available to host private gatherings. Other dates/times may be available upon request.

### Our available rental times are:

Monday – Thursday	2:00pm – 11:00pm
Friday – Saturday	3:00pm – 12:00am
Sunday	2:00pm – 11:00am

### The following is included with your rental:

- 80 mahogany chairs. (Additional tables, chairs, and linens can be rented through Anodyne).
- 10 natural wood harvest tables
- 2 – 3 bartenders
- A wedding planner
- Access to our 3,200 sq ft venue
- 9 hour rental time frame
- String lights
- Customizable floor plans

## Room Dimensions

The square footage is approximately 3,200 sq ft or 80'x 40' (This does not include the stage or catering setup area)

### Rental Cost: May – October (tax & service fee included)

\$2,800 Monday – Thursday
\$3,300 Sunday
\$3,750 Friday
\$3,990 Saturday

### Rental Cost: November – April (tax & service fee included)

\$2,000 Monday – Thursday
\$2,400 Sunday
\$2,800 Friday
\$3,000 Saturday

**New Year's Eve & Holiday Rental Cost: \$5,000**

### Event Coordinator Package: \$500

- Pre-wedding deep clean & room flip
- Table, chair, & linen setup
- Oversee vendor load-in
- Set centerpieces (includes table numbers, name tents, dessert table, seating chart, signage, etc)
- Manage logistics and timeline
- Clear tables, reset room, post-wedding deep clean

## CATERING

### Is there an on-site caterer?

You are strongly encouraged to choose from our list of preferred vendors. Outside catering is available for a \$2.00 (plus tax) per person vendor fee. Your outside caterer must sign and date our catering document at least 30 days prior to your event for approval.

### Catering Policies (see catering document for more information)

- Your catering program must be self-contained.
- Your caterer must remove all food/waste from the premises.
- You or your caterers are responsible for clean up immediately after the event.
- The facility must be left in "broom clean" or better condition. Failure to collect all waste and remove all equipment may result in additional cleaning fees.
- Caterers may only use propane stoves or grills outdoors.
- Outside catering fee is \$2.00 (plus tax) per person. This must be paid to Anodyne Coffee Roasting Company a minimum of 10 days prior to the event.
- All outside caterers must be approved in advance by Anodyne and sign our catering document.
- Anodyne allows drop and go catering services with a \$750 service charge. This will cover labor cost and gratuity charge for two additional Anodyne staff.

### Preferred Catering Vendors\*

Tall Guy and a Grill | [www.tallguyandagrill.com](http://www.tallguyandagrill.com)

Ball N Biscuit | [www.ballnbiscuitcatering.wordpress.com](http://www.ballnbiscuitcatering.wordpress.com)

Beans and Barley | [www.beansandbarley.com/catering](http://www.beansandbarley.com/catering)

Café Corazón | [www.corazonmilwaukee.com](http://www.corazonmilwaukee.com)

Bunzel's Genuine Goodness Catering | [www.bunzels.com/catering](http://www.bunzels.com/catering)

Double B's Timber Catering | [www.doublebs.com](http://www.doublebs.com)

Brim Catering | [www.brimcafe.com/catering](http://www.brimcafe.com/catering)

Saz's Catering | [www.sazs.com/catering/wedding](http://www.sazs.com/catering/wedding)

Antigua | [www.weddingsbyantigua.com](http://www.weddingsbyantigua.com)

All Occassions Catering | [www.bubbs.com](http://www.bubbs.com)

## BAR OPTIONS

- Anodyne holds a Class 'B' Tavern License
- Last call at 11:30pm (10:45pm on Sunday)
- No outside beverages of any kind
- A minimum gratuity of 20% will be added to all bar tabs
- All taxes are included

### Bar Options: Price Per Guest (includes tax):

<b>Option 1:</b> Drip coffee, cold brew, soda, 2 tap beers, 1 white, 1 red wine	\$20
<b>Option 2:</b> Drip coffee, cold brew, soda, 2 tap beers, 2 domestic, 2 craft, 2 red & 2 white wines	\$25
<b>Option 3:</b> Drip coffee, cold brew, soda, 2 tap beers, 4 domestic, 4 craft, 4 red, 4 white wines, hard seltzers, hard cider	\$30

\*Bar minimum is determined based on final guest count\*

### Bar Option Add-ons

<b>Espresso Package:</b> 8pm – 11pm, full espresso bar, custom Couples Drinks, with an Anodyne-certified barista	\$5
<b>Cocktail Package:</b> 6pm – 10pm, locally crafted with garnishes included	\$10

\*each additional hour for \$2 per person, per hour

## DRINK MENU *(menu is subject to change)*

### BEER

- **On Tap:** Rotating menu with the season
- **Domestic:** Miller Lite, PBR, Modelo, Bud Light
- **Selection of local craft & imported:** Rotating menu with the season

### WINE

Sauvignon Blanc  
Chardonnay  
Pinot Grigio  
Riesling  
Brut Sparkling  
Pinot Noir  
Cabernet  
Red Blend  
Malbec

### COCKTAILS

Gin & Tonic  
Moscow Mule  
Old Fashioned  
Lime Margarita  
Rum & Coke  
Espresso Martini  
Manhattan

## OTHER VENDORS

### DJs

Milwaukee Airwaves | [www.milwaukeeairwaves.com](http://www.milwaukeeairwaves.com)

Kyle Feerick | [www.kylefeerick.com/entertainment/weddings](http://www.kylefeerick.com/entertainment/weddings)

Sound By Design

### Flowers

Unordinary Omen Floristry | [www.uofloristry.com](http://www.uofloristry.com)

Flowers for Dreams | [www.flowersfordreams.com](http://www.flowersfordreams.com)

Feisty Flowers | [www.feistyflowers.com](http://www.feistyflowers.com)

Milwaukee Flower Co. | [www.milwaukeeflowerco.com](http://www.milwaukeeflowerco.com)

Flower and Bee | [www.flowerandbee.org/wedding-info](http://www.flowerandbee.org/wedding-info)

### Invitations

Cracked Designs | [www.cracked-designs.com](http://www.cracked-designs.com)

Bay View Printing | [www.bayviewprintingco.com](http://www.bayviewprintingco.com)

Paperwhites Invitations | [www.paperwhites-invitations.com](http://www.paperwhites-invitations.com)

### Rehearsal Dinner

Anodyne Bay View | [www.anodynecoffee.com](http://www.anodynecoffee.com)

Chef's Table | [www.chefs-tablemke.com](http://www.chefs-tablemke.com)

Engine Company 3 | [www.enginecompany3.com](http://www.enginecompany3.com)

The Carriage House

### Accommodations

Iron Horse | [www.theironhorsehotel.com](http://www.theironhorsehotel.com)

Spring Hill Suites | [www.bit.ly/2Hrjr3v](http://www.bit.ly/2Hrjr3v)

Hilton Garden Inn Downtown Milwaukee | [www.bit.ly/2cZRIaa](http://www.bit.ly/2cZRIaa)

Double Tree by Hilton Downtown Milwaukee | [www.bit.ly/1pggJ07](http://www.bit.ly/1pggJ07)

Airbnb Options

### Cake/Dessert

The Cake Lady | [www.cakeladydesigns.com](http://www.cakeladydesigns.com)

Purple Door Ice Cream | [www.purpledooricecream.com/catering](http://www.purpledooricecream.com/catering)

### Photographers

Lindsay Stayton Photography | [www.lindsaystaytonphotography.zenfolio.com](http://www.lindsaystaytonphotography.zenfolio.com)

Roost Photography | [www.roostmke.com](http://www.roostmke.com)

Sarah Elizabeth | [www.photoandfilmbysarahelizabeth.com](http://www.photoandfilmbysarahelizabeth.com)

O&B Photo Company | [www.oandbphotoco.com](http://www.oandbphotoco.com)

Happy Gnome Photography | [www.happygnomephotography.com](http://www.happygnomephotography.com)

JBe Photography | [www.jbe-photography.com](http://www.jbe-photography.com)

### Videographers / Photo Booth

Orphonic | [www.orphonic.com](http://www.orphonic.com)

Shutter Booth Milwaukee | [www.shutterbooth.com/photo-booth-rental-milwaukee](http://www.shutterbooth.com/photo-booth-rental-milwaukee)

## FREQUENTLY ASKED QUESTIONS

### **What is involved in reserving my date?**

A 25% retainer and signed contract are required to reserve a date. This retainer is non-refundable. The full balance and bar tab is due 10 days prior to the event. Card on file will be run automatically with a 5% penalty charge applied to invoice if paid late.

### **Where will we have access? Are there restrictions?**

You will have access to our 3,200 sq ft cafe, stage, bathrooms and seasonal outside tables. Your caterer will have space in our wholesale production area.

### **What are your parking and transportation suggestions?**

We can connect with Bradley Tech High School on your behalf for parking across the street. Rental for parking is a donation to Bradley Tech for \$200 (plus tax) for approximately 45 parking spots. The parking lot is subject to availability and requires a signed waiver. Anodyne has insurance for this lot and will cover and incidentals during your rental time at Anodyne. You can also purchase Lyft codes for your guests. Find more information here: [lyft.com/events](https://lyft.com/events)

### **Is Anodyne ADA accessible?**

Yes. We have a lift at the main entrance off of Bruce street and all of our restrooms are accessible.

### **Are there any restrictions?**

Although nothing can be affixed in any to Anodyne walls or ceiling, we would be happy to hang decor for you. We suggest the use of easels or table top frames for pictures. All current displays located within the building cannot be changed or removed. The use of glitter, confetti, sequins, bubbles, rice, flower petals, smoke machines, bubble machines, or tinsel are prohibited. Tape, nails, glue, tacks & staples are not allowed. Only glass enclosed candles are permitted. Smoking and vaping is prohibited in all areas of the building.

### **What are our bar options?**

A full bar menu is available from our cafe and is charged at current prices. Due to Wisconsin state law, no outside alcohol of any kind is allowed on site.

### **Do you provide a sound system, AV or PA system?**

We can provide our house stereo for an iPod or computer for \$100 (plus tax). To host a band, we can provide our in-house sound technician for a \$250 fee (plus tax). There is no vendor fee for a DJ.

### **Are there any centerpieces available to rent from Anodyne?**

Yes. Check out our Anodyne Pinterest board for decor options @anodyne\_weddings

### **Can we host our wedding ceremony and reception?**

Of course! We can accommodate a ceremony and/or room flip for an additional \$100 (plus tax)

**Is there a certain time when we must leave?**

You and your party must be cleaned up and out of the building by 12:30am. (11:30pm on Sunday)

**What is your cancellation policy?**

25% deposit is non-refundable in the event of a cancellation.

**How can I share Anodyne coffee with my guest?**

We offer 2oz samples of our House Blend coffee. We can make as many or as little as you'd like. This also includes a label with your event name and date. \$3 per sample.

**Tell me more about renting additional tables, linens, and chairs.**

All additional tables, chairs, and linens must be rented through Anodyne. We offer standard 8' x 30" folding tables that are similar in size to our natural wood harvest tables. The rented folding tables also include black, white, or ivory linens. Price per table and linen with mahogany chair included is \$40 (plus tax).

**Anything else I didn't think of?**

**Puke Policy** – If any of your guests throw up on our premises, we will charge you a \$100 fee (plus tax) per incident.

**Clean Up Policy** – If your party does not pack up and remove all decor items by 12:30am after your event, you will be subject to a \$500 fee (plus tax). See Event Coordinator package.

**Outside Alcohol Policy** – If your party brings any outside alcohol to your event, you will be subject to a \$50 fee (plus tax) per container found on Anodyne premises.

**Can I follow you on social media?**

Follow @anodyne\_events on Instagram for sample pictures, decor ideas and weddings updates! #anodyneweddings  
Follow @anodyne\_weddings on Pinterest for wedding photos and decor ideas.

## COST BREAKDOWN

### Optional Add-ons

House Sound System (iPod, iPhone, or Computer)	\$100*		
Yes	No	PRICE	TOTAL
Band PA (Includes Sound Technician)	\$250*		
Yes	No	PRICE	TOTAL
Bradley Tech Parking (45 – 50 Spaces)	\$200*		
Yes	No	PRICE	TOTAL
Catering	\$2* PER GUEST		
Yes	No	PRICE	# OF GUESTS TOTAL
2oz House Blend Party Favors	\$3 EACH		
Yes	No	PRICE	QTY TOTAL
Ceremony Room Flip	\$100*		
Yes	No	PRICE	TOTAL
Event Coordinator Package	\$500		
Yes	No	PRICE	TOTAL
Anodyne Centerpieces	\$*		
Yes	No	PRICE	QTY TOTAL
Folding tables w/ Black, White, or Ivory Linen (Chairs Included)	\$40* EACH		
Yes	No	PRICE	QTY TOTAL

Total Add-ons

Room Rental

Tax\*

Total Due

Due Date (10 days prior to Event)

### Bar Options: Price Per Guest (includes tax):

**Option 1:** Drip coffee, cold brew, soda, 2 tap beers, 1 white, 1 red wine \$20

**Option 2:** Drip coffee, cold brew, soda, 2 tap beers, 2 domestic, 2 craft, 2 red & 2 white wines \$25

**Option 3:** Drip coffee, cold brew, soda, 2 tap beers, 4 domestic, 4 craft, 4 red, 4 white wines, hard seltzers, hard cider \$30

### Bar Options Continued

Champagne Toast	\$4.50 EACH		
Yes	No	PRICE	QTY TOTAL
Bar Option			
	OPTION PRICE	# OF GUESTS	TOTAL

Gratuity

Total Bar (Due 10 days prior your event)

\*Tax percentage subject to change



## RENTAL INFORMATION

Date of Event \_\_\_\_\_ Estimated Number of Guest \_\_\_\_\_

Name of Event \_\_\_\_\_

Set Up: **3pm** // Start of Rental: **5pm** // End of Rental: **12am** // Tear-down End: **12:30am**

\*Additional hours may be added for \$300/hour

Will you be tying the knot at Anodyne? Yes / No / Undecided

## RENTER CONTACT

Renter Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## CREDIT CARD INFORMATION

Please provide your Credit Card Number for incidentals and payment.

By signing this document I hereby authorize Anodyne Coffee Roasting Company to charge my credit card for the room rental deposit (25%) to hold the event date listed above.

I understand that this credit card may also be used for incidentals and payment of the agreed upon rental and/or bar tab selected in this agreement. The credit card below must expire after your event date.

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

Name on Credit Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BILLING ADDRESS

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## RENTAL TERMS AND CONDITIONS:

1. The venue manager retains the right to enforce all rules and regulations on public safety, egress, and any other emergency preventative measures, at any time during any event. Client and vendors must comply with such rules and regulations enforced by the event manager.
2. Stairways, elevators, fire lanes, emergency exits, and hallways and entrances must be kept clear, unblocked and unobstructed at all times.
3. Client is responsible for obtaining all permits, certificates, and insurances required for his/her individual event.
4. Nothing may be dragged along the floors. Any moving equipment, including but not limited to hand trucks, dollies, must be equipped with rubber wheels.
5. The person signing this contract is responsible for the conduct of all people in attendance and for damage they may cause to Anodyne or its guests.
6. Nothing is to be attached to the floor, walls or ceiling. No tape, nails, tacks, glue or staples. Glitter, confetti, sequins, bubbles, rice, flower petals, smoke machines, bubble machines, or tinsel are prohibited. All candles must be kept to a minimum (2 - 4 per table) and must be enclosed in glass.
7. The specific areas of Anodyne property accessible during this event are noted in the rental agreement for renter and guests. All other parts of the property and facilities are off-limits unless otherwise noted in the rental agreement. It is the renters' responsibility to ensure all guests remain in approved areas. All guests must remain in the designated event area.
8. DJ or band of your choice but no fog or bubble machines etc.
9. Catering vendors must be licensed and insured. Proof of insurance must be readily available by all vendors if asked.
10. No smoking or vaping allowed inside the building or on Anodyne premises.
11. Communications with caterer, photographer, band/DJ are all others are sole responsibility of renter.
12. We reserve the right to discontinue the service of alcohol to anyone during the event if deemed necessary by Anodyne. We reserve the right to remove guests from our premises if deemed necessary.
13. Outside beverages, of any kind, are not allowed on Anodyne premises.
14. I understand the catering policies that I must share with my caterer listed on page 4 of this packet and the packet provided to me. This agreement must be signed by the caterer and returned to Anodyne at least on month prior to the event date listed on this agreement.
15. All caterers must be approved by Anodyne one month prior to your event and provide a signed catering agreement.
16. The event, music and catering services must stop by midnight.
17. Clean up must begin directly after the event is over and be completed within the hours agreed upon (5pm – 12:30am unless otherwise agreed upon). If this is not completed, overtime for venue, staff, maintenance will be invoiced to the renter.
18. The Anodyne staff should be permitted to walk through the venue space between the hours of your event without any interference and be permitted to conduct walk through during the setup of each event.
19. I am aware of the following: \$100 "Puke Policy", \$500 "Clean Up Policy" and \$50 "Outside Alcohol Policy"
20. I will pay the agreed upon amount for our rental and add-ons a minimum of 10 days prior to our reservation. I understand there is a late payment fee of 5% and my card will be run automatically.
21. I understand that Anodyne will send invoice and bar total two weeks prior to my event. Final balance is due ten days prior to the event.
22. Anodyne reserves the right in the event of an 'Act of God' or false advertisement, this contract may be canceled or void. This includes Covid-19 and other viruses or pandemics. In any event, the retainer will be refunded in full. Any additional payments made will be subject to a 13% accounting and administrative fee.
23. If the client can verify they have tested positive for Covid-19 or any other virus, their retainer will be refunded in full.

I have read, understand, and agree to the above stated Terms and Conditions

Renter Name: \_\_\_\_\_ Date: \_\_\_\_\_

Renter Signature: \_\_\_\_\_

Agreed Upon Event Date: \_\_\_\_\_

Anodyne Representative: \_\_\_\_\_ Date: \_\_\_\_\_