thetopsecretevents@gmail.com 201 S.E. Depot Ave. Gainesville, FL 32601

The Boxcar Bar

The Boxcar Beer and Wine Garden is located on the west side of the Old Gainesville Depot Building at 201 S.E. Depot Avenue in downtown, Gainesville, Florida. This notable building was placed on the US National Register of Historic Places in 1996. The Old Gainesville Depot is situated within Depot Park, and the two buildings house a general store, an event space, a bar, and a large outdoor garden patio.

The rustic charm of the Old Gainesville Depot provides the perfect atmosphere for your wedding reception, birthday party, fundraiser, banquet or any other social event. The wide-open sliding barn doors reveal sweeping landscapes and allow the incoming gentle breeze of the surrounding park. The tall ceiling and exposed beams showcase the raw beauty of the space.

Private Event Pricing

The Boxcar Bar is available for rent from 8am-10pm (or later) excluding days and times during normal operation. It includes use of the bar and patio deck, and tables. Based on the design of your event, the event space will accommodate up to 100 guests for a strolling, cocktail-style reception and 50 for a buffeted dinner. The Boxcar rental fee is \$60/hour. We offer a nonprofit rate of \$30/hour as well.

Nonprofit Event Rental Information

The discounted rental rate for nonprofit groups requires proof of nonprofit status (501c3).

Setup

Venue access prior to scheduled booking is subject to additional rental fees and is subject to venue availability. A date and time for decorating must be predetermined. No tape, staples, and other potentially damaging adhesives may be used on walls. Tables may not be moved. **Confetti, confetti balloons, glitter, open flames and bubble machines are not permitted.**

Included in rental rate:

- In-house ceiling speaker system (background)
- (6) picnic tables
- (3) pub tables with stools

Catering

The Boxcar has its own catering menu through The Top Restaurant, and the staff will be glad to help you design the perfect menu for your event. A 20% service charge is applicable to all catered food and beverage.

Outside catering from licensed and insured caterers is acceptable as long as it has been approved by The Boxcar in advance. Please contact The Boxcar staff for more information.

For events with outside catering, the Lessee is asked to do a final check out with their room attendant to ensure the space has been reset to original condition. Failure to do so may forfeit deposit.

Alcohol

Wine and beer and keg beer must be purchased through The Boxcar. There is a \$100.00 bar set up fee. The \$100 includes the bar setup, cups, napkins, garnishes, stirrers, and any other necessary supplies; the fee does not include a bar tender. A \$500 bar minimum is required for events without catering by The TOP. This number is reduced to \$250 when catering by The TOP is included with the event.

A bartender is required to serve alcohol, and the rate of pay is \$18/hour for entire rental period. All alcohol is charged at our bar price rate. No outside alcohol may be brought onto the premises. Legal restrictions regarding underage drinking will be strictly enforced. The Boxcar assumes no responsibility or liability for underage drinking and reserves the right to ask entire party to leave if unlawful activity is observed. Please contact The Boxcar staff for more information.

Please see menus for options and pricing

Top Restaurant Catering Menu

Dessert Menu

Deposit

To confirm the date of your event, a \$100 deposit is required, along with a signed event agreement. The full \$100 of the deposit is the nonrefundable security deposit and also acts as your damage deposit. The total \$100 will be refunded or applied to your final bill after the event, barring no damages to the facility.

For events with outside catering, the Lessee is asked to do a final check out with their room attendant to ensure the space has been reset to original condition. Failure to do so may forfeit deposit.

Payment

An invoice for the room rental and staffing will be given to the Lessee no later than one week prior to the event. Payment is due in full by event start time.

Staffing

At least one staff member (room attendant) required for the duration of the event, including setup and breakdown when there is no bar service or in-house catering.

Additional information

- Because of the public and historic nature of the Depot Building, any furnishing, seasonal decoration and/or appurtenances already in place will not be moved in order to accommodate any Lessee. No fixed part of the building will be disarranged in any manner.
- 2. The Lessee shall not install any wires or electrical appliances.
- 3. At the agreed upon end time, the Lessee will yield up all of the leased premises in as good order and repair as upon commencement of the event. If an event extends beyond the time specified in the Event Agreement, a charge of \$100/ fifteen minutes of overage will be assessed for every fifteen minutes past contracted event time limit. These additional fees shall be charged and may be subtracted from the deposit.

- 4. This is a smoke-free facility; smoking is prohibited and violates are subject to fine by civil authorities. It is not permissible to light candles or do anything which causes a high concentration of particles e.g., dust, vapor, confetti, snow, glitter, sparkers, etc. to be in the air, as this may activate the fire extinguishing system. In the event this regulation is disregarded and the fire extinguishing system is discharged, the Lessee is liable for the cost of recharging the system.
- 5. Confetti, confetti balloons, glitter, open flames and bubble machines are not permitted.
- 6. The use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is not allowed. All decorations shall be put up without defacing the building, and their installation shall be subject to prior approval and subsequent supervision.
- 7. A service charge of 20% on catered food and beverages served will be added to the final bill before sales tax.
- 8. At the conclusion of the event, the Lessee shall clear the facility of all material brought into The Boxcar for their event. Items left will be discarded.
- 9. All outside rentals must be approved in advance.
- 10. Minimum 25 guests for catered events.
- 11. 7.5% Sales tax will be added where applicable.
- 12. Children of minor age are to be accompanied by an adult while on The Boxcar Beer and Wine Garden premises.

The Boxcar Beer and Wine Garden is unable to assume responsibility for damage or loss of any merchandise or articles left on premise before, during or after your event. The Boxcar Beer and Wine Garden will not be held liable for injuries or property damage, and any other incidents that may occur to any person(s) by use of the building and premises during the term of this agreement. The Term of the agreement begins when the first guest arrives on the property and concluded when the last person leaves the property.

Prices subject to change.