

# Room Rental Agreement

1. Food/drink orders need to be placed one full week before the date of the room rental.
2. No removing pictures or artwork off walls.
3. Tables and chairs can be arranged any way you would like as long as they are put back where you found them before the party.
4. General cleanup needs to be completed before leaving the Coffee Shop:
  - a. Wipe tables, sweep floor, gather trash and take to dumpster out back
5. If anything is broken, a replacement fee will be added onto total bill.
6. An employee will be provided to help setup and cleanup. They will also be present at the Coffee Shop the duration of the party.
7. Failure to comply with any of the above will result in a \$35 fee added onto total bill.
8. Payment is expected the day of the room rental. Accepted forms of payment include Visa, Master Card, Discover, American Express, Cash, Check, NB Coffee gift certificate, Chamber of Commerce gift certificate.

Customer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

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

Customer Signature: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Order Placed By: \_\_\_\_\_

Time of Rental: \_\_\_\_\_

Setup Time: \_\_\_\_\_

Party Order:

