

Java Haus Conference Room Rental

Event Date: _____ Set Up Time: _____ Event Time: _____ - _____ *End Time: _____

Event Type: _____ Number of Attendees: _____ (Max of 20 unless otherwise approved)

Client/Corporation: _____ Primary Phone: (_____) _____ - _____

Email Address: _____

Coffee/Tea: Ardi (light) / DARKish / Tea Kind: _____ Deposit of \$25 Paid: ☐ Yes ☐ No Remaining \$ _____

Conference Room Information:

- *"End Time" refers to the agreed upon time the booking party must have the Conference Room returned to it's original condition and ready to leave the space.
- We have two restrooms available for use on the main side of the café. (one in the back right corner near the register, and one up the stairs and to the right)
- Please do not enter the Barn Door within the Conference Room, this is for the owners and the companies' storage only.
- Complimentary brewed coffee & side items such as (creamer, sugar, stir sticks, etc.) will be provided by Java Haus. All other café items are available for purchase.
- Outside food is allowed. However, the room does not include a sink or any other food cooling/heating appliances. Please take this into consideration.
- Neither alcohol or smoking of any kind is not allowed.

Payment Information:

- The amount due is calculated by the number of hours the Conference Room is in use. This includes the duration of the event, as well as any set up and/or tear down time.
- Each hour is a total of \$50, any additional hours are \$50 as well. The \$50 includes the Conference Room, complimentary brewed coffee, and any cleaning supplies Java Haus has on hand that you may request to ensure the room is returned to it's original condition by the specified End Time.
- A date-hold deposit of \$25 must be paid upon the date of this contract being signed. If event is cancelled, the deposit is refundable up until one week prior to the event date. i.e. if the event is Saturday January 7th, deposit can be refunded no later than Sunday January 1st.
- Payments should be made to **Java Haus**. Cash, check and major credit cards are accepted.

I have read over this document and agree with the information and statements above.

Client

Print First and Last Name

Signature

Date

Address: 116 W Midland Ave, Woodland Park CO 80863

*I have checked the calendar and ensured that the above date and time are available. I have also entered this event into the calendar before signing below.

Authorized Representative

Print First and Last Name

Signature

Date

Phone: (719) 619-8584

Email: barista@javahaus.co