

Room Rental Agreement

1. Pricing is \$50 per hour during business hours or \$75 per hour during closed hours.
2. Saturday party setups can start no earlier than 11:00am.
3. Food and drink orders need to be placed one full week before the date of the room rental.
4. No removing pictures or artwork off the walls.
5. 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.
6. General cleanup needs to be completed before leaving NB Coffee Co.
 - Wipe tables, sweep floor, gather trash and take it to the dumpster out back
7. If anything is broken, a replacement fee will be added onto the total bill.
8. An employee will be present during setup and through the duration of the party.
9. Failure to comply with any of the above will result in a \$100 fee added onto the total bill.
10. 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, or Venmo @NewBremen-CoffeeCo
11. Gratuity is not included in your final bill but is always appreciated.

Customer Name: _____

Today's Date: _____

Phone Number: _____

Number of Guests: _____

Email Address: _____

Customer Signature: _____

Date of Rental: _____

Order Placed By: _____

Setup Time: _____ Event Start Time: _____

Rental End Time: _____

Party Order:

