

Leonardo's Coffeehouse

FACILITY RENTAL FORM

This form must be completed and returned to the Leonardo's Coffeehouse Manager no less than two (2) weeks prior to the date of the Event in order for your request to reserve the facility to be considered. You will be notified within two (2) business days of receipt regarding the approval or disapproval of your reservation request. The facility is available for reservation on a first-come, first-serve basis and according to the terms outlined herein.

Purpose for which the facility will be used: _____

Date of Event: _____ (Month, Day, Year)

Start Time of Event: _____

Number of Event Attendees: _____

End Time of

Event: _____

Please note: at this time, the 2nd floor of Leonardo's Coffeehouse is not handicap accessible and the only restrooms are located on the 1st floor.

FACILITY FEES & DEPOSIT:

The minimum rental period for the facility shall be two (2) hours, which shall include setup time and breakdown time. Additional time is incremented in one (1) hour blocks (for example, if your use of the facility runs 15 minutes or more over the last hour of your reservation, then this will be considered an additional hour of facility use.)

Facility Rental Fee: \$50.00 for the initial (2) hour period (required minimum)

Additional Time: \$20.00 for each additional hour.

Rental of Facility for Entire Day: \$150.00 (note: an entire day, when available, is not to exceed 8 hours total and must end no later than 10PM)

Late Night Fees: \$30.00 for each hour reserved after 10PM

Sunday Rental Fee: \$150.00 for a minimum of four (4) hours - Leonardo's Coffeehouse is not currently open on Sundays, so space rental is only available for a minimum of four hours.

Janitorial Fee: \$25.00 (only applicable if renting party does not adequately clean the facility after their event. The person responsible for locking the facility shall determine whether or not the facility has been adequately cleaned and is in good order.)

equipment, property, and rooms have not sustained any damage, theft, or other actions that would incur an expense for the coffee house as a result of the event and/or its participants, guests, or other persons associated with the event.