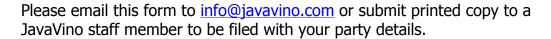
## **Party Confirmation & Deposit Form**





Name of Party Host:			
Email Address:			
Contact Phone #:			
Alt Contact Phone #:			
Party Date:		Party Time:	
Event Type:		Expected Attendance:	
Interested in Cash Bar:	☐ Yes	□ No	
Party Space: Wine	e Lounge (Upstairs party spac	ce, max 50 in attendance)	
☐ JavaVino Entirely (max 150 in attendance)			
	e requested. Please submit th	form of a credit card payment is required to secure his form with your deposit. The remaining balance is	
☐ I understand	I understand that 8% sales tax will be applied to party total.		
☐ I understand	I understand that 20% gratuity will be applied to party total.		
☐ I understand	I understand and agree to the conditions stated in this document.		
Payment:	with a credit card (American	Express, Visa or MasterCard).	
Credit Card #:		Expiration Date:	
Signature - if hand subn Type name - if electroni		Date	

## **JavaVino Guidelines**

Guidelines on using the room, all parties must be confirmed with Heddy, Steve or our event coordinator to make sure everything is in line.

- The Wine Lounge holds between 20-50 people, depending on the type of event you are hosting.
- The room can be reserved based on availability with a \$25 non-refundable deposit.
- Groups can decorate the room as desired. However, you are required to remove all party supplies and decorations from your party. If party decorations are not removed we reserve the right to charge your credit card \$25 as a cleaning fee.
- We rent the Wine Lounge with the following time frames:

## WINE LOUNGE

Saturdays - \$150 flat rate 8am-12noon 1pm-5pm 6pm-close Sundays - \$150 flat rate 10am-2pm 3pm-close

Weekdays \$100 flat rate on weekdays for four hour use

- \$50 hourly fee for parties going beyond the standard weekend four hour time slots or parties going past closing hours.
- We have changed our policy and now allow outside food. We now charge a flat fee to use the room. \$150 on weekends for Wine Lounge and \$100 on weekdays.
- No outside beverages are permitted at all. All beverages (water, tea, coffee, beer, wine, sodas) must be bought from JavaVino.
- We can staff your party with one staff member at a \$50 fee. This includes cash bar.
- All parties are responsible for 8% sales tax and 20% gratuity on all products purchased.
- If you have a balance left after your party is settled, we reserve the right to charge your card the balance.

If you have any questions, let us know. If you are interested in the room, come by to make sure the room will fit your needs. Work with our event coordinator to schedule your event to confirm it is available for your date/time and get your credit card information. If you are a neighborhood group like a reading club, knitting, neighborhood board, contact our event coordinator for exceptions. We may substitute menu items for seasonable items.

Signature - if hand submitted Type name - if electronically submitted **Date**