

# Party Confirmation & Deposit Form



Coffee & Wine House

Please email this form to [Page@javavino.com](mailto:Page@javavino.com) or submit printed copy to a JavaVino staff member to be filed with your party details.

<b>Name of Party Host:</b>			
<b>Email Address:</b>			
<b>Contact Phone #:</b>			
<b>Party Date:</b>		<b>Party Time:</b>	
<b>Event Type:</b>		<b>Expected Attendance:</b>	
<b>Interested in Cash Bar:</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Party Space:</b>			
<input type="checkbox"/> Wine Lounge (Upstairs party space, max 50 in attendance)			
<input type="checkbox"/> JavaVino Entirely (max 150 in attendance. Please inquire for rates)			
<p><b>IMPORTANT:</b> A <b>\$25.00 non-refundable-deposit</b>, in the form of a credit card payment, is required to secure the date/time you are requesting. Please submit this form with your deposit. 30 Days prior to your party, you will be charged the remainder of the room fee (\$125 for weekends, \$75 for weekday event), which is non-refundable . The remaining balance for catering, staffing, etc. is due at the end of the party.</p>			
<input type="checkbox"/> I understand that 8% sales tax will be applied to party total.			
<input type="checkbox"/> I understand that 20% gratuity will be applied to party total.			
<input type="checkbox"/> I understand the \$25 deposit is non-refundable.			
<input type="checkbox"/> I understand that the room fee is non-refundable			
<input type="checkbox"/> I understand that 30 days prior to my event my credit card will be charged the balance of the room fee.			
<b>Credit Card #:</b>		<b>Expiration Date:</b>	
<b>Signature - if hand submitted</b>		<b>Date</b>	
<b>Type name - if electronically submitted</b>			

# JavaVino Event Space Guidelines

Guidelines on using the room, all parties must be confirmed with our event coordinator.

- The Wine Lounge holds between 20-50 people, depending on the type of event you are hosting.
- \$150 rental fee for Wine Lounge on weekends and \$100 on weekdays. (\$25 Non-refundable Deposit due upon booking. \$125 balance for weekend parties due 30 days out. \$75 balance due 30 days out on weekends.) Based on availability.
- The room can be decorated as desired. However, you are required to remove all party supplies and decorations from your party.
- We do not allow the use of glitter or confetti. If this rule is not adhered to, we reserve the right to charge your credit card \$25 as a cleaning fee.
- We rent the Wine Lounge in four-hour time blocks, which includes set-up and clean-up. Additional time may be purchased at a rate of \$50 per hour.

**Room Rental Time Blocks:**

- o **Saturdays** - \$150 flat rate
    - 8am - 12noon
    - 1pm - 5pm
    - 6pm - close
  - o **Sundays** - \$150 flat rate
    - 10am - 2pm
    - 3pm - close
  - o **Weekdays** \$100 flat rate for four hour use (times are flexible within open hours)
- We allow outside food. Outside beverages are not permitted. If this rule is not adhered to, we reserve the right to charge your credit card a \$25 fee.
  - All drinks must be purchased from JavaVino. Please see our catering menu for options. All orders are placed through our party coordinator 7 days prior to your event. Special orders can be accommodated with a minimum of 2-weeks order time.
  - 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.

<b>Signature - if hand submitted</b> <b>Type name - if electronically submitted</b>	<b>Date</b>