

## JavaVino Event Space Charges and Guidelines

Thank you for holding your event at JavaVino! We would like to make booking and planning your party as easy as possible, so here is some basic information:

- Page is your contact. She will take good care of you! You may contact her at Page@JavaVino.com or 404-579-4461
- The Wine Lounge event space can accommodate as many as 50 people, but we can only guarantee seating for 25.
- Wine Lounge is \$150 on weekends and \$100 on weekdays. Room fee will be charged at the time of booking and is not refundable if you cancel.
- We rent the Wine Lounge in four-hour time blocks, which includes setup and cleanup. If you need more time, each additional hour is \$50. Weekday time slots are negotiable. On weekends, your choices are:
  - Saturdays :
    - 8 AM - 12 noon
    - 1 PM – 5 PM
    - 6 PM - 11 PM
  - Sundays:
    - 10am – 2pm
    - 3pm - close
- We can provide a staff member to run a cash bar for your party for \$50. Page can give you details.
- Please see our catering menu for food and drink options. Outside food is okay, but all drinks must be purchased from JavaVino. We can do special orders as long as they are requested at least 2 weeks out.
- Please give Page your order at least 7 days before your event. Your card will be charged once your order has been placed, with 8% tax and 20% gratuity added.

### Rules, Rules, Rules

- You are welcome to decorate the room. Please clean it all up after words and take out everything you bring in.
- Please don't use glitter or confetti. Just don't.
- You may bring in whatever food you want in addition to, or instead of ordering food from us. Drinks are another matter: all drinks must be purchased through JavaVino.
- We provide cafe tables and chairs, additional stackable chairs, 2 couches, and one banquet table with a black tablecloth. Furniture can be rearranged but please don't put anything outside on the balcony.

If our rules aren't followed we have to charge you! If we have to clean up a huge mess (like glitter, ugh), or you bring in outside drinks, there's a \$25 fee. Ruining furniture is more.

### Summary:

\*You have 4 hours for your party. Outside food is allowed but not drinks. Clean up after yourselves. You'll be charged for the room when you book it and your food/drink orders at least 1 week before, with 8% tax and 20% gratuity added\*

# Party Confirmation & Deposit Form



Coffee & Wine House

Please email this form to [Page@javavino.com](mailto:Page@javavino.com)

<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
<p><b>IMPORTANT:</b> The rental fee is non-refundable. You will be charged the <b>\$150 non-refundable rental fee</b> (\$100 for weekday) in the form of a credit card payment upon the submission of this form. The remaining balance for food and drinks will be charged when order is placed, at least 7 days before the event.</p>			
<p>By submitting this form you understand and agree to the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The rental fee is non-refundable and will be charged upon booking.</li> <li><input type="checkbox"/> 8% sales tax and 20% gratuity will be applied to order total.</li> <li><input type="checkbox"/> Violation of rules will result in additional fees.</li> </ul>			
<b>Credit Card #:</b>		<b>Expiration Date:</b>	
<b>Signature - if hand submitted</b> <b>Type name - if electronically submitted</b>		<b>Date</b>	