

Elsie's Cafe

Event Inquiry & Booking Form

Thank you for considering Elsie's Cafe for your event! Please fill out the form below so we can tailor our service to your specific needs and ensure a smooth, delicious coffee & beverage experience for your guests.

Contact Details

Contact Name: _____ Phone #: _____

Email: _____

Event Details

Type of Event: ☐ Birthday ☐ Baby Shower ☐ Wedding ☐ Bridal Shower

☐ Corporate ☐ Other (Specify): _____

Date of event: _____ Time of Event: _____ Number of Guests: _____

Is the event indoors or outdoors? ☐ Indoors ☐ Outdoors ☐ Mixed/Covered Area

Is early arrival for setup allowed at this location? ☐ Yes ☐ No

I require 1 to 2 hours prior to the event start time for setup. Early arrival is appreciated to ensure everything is ready before guests arrive.

Event Address: (Please include street name, city & venue name if applicable)

Electricity Requirements:

Please note that electricity will be required to power the equipment.

Outdoors:

If your event is outdoors, please let us know if there is access to electricity. If so, extension cords will be provided or if needed a generator to ensure everything runs smoothly.

Outdoor Event Requirements:

If your event is outdoors, a 10'x10' pop-up tent or umbrella can be provided.

Please ensure that there is ample flat space available to accommodate the tent/umbrellas, cart and allow for guest flow.

Access to the setup location should be clear of obstacles (e.g. no stairs, narrow hallways, etc.)

Which package are you interested in?

- ☐ The Classic
- ☐ The Signature
- ☐ The Full Bar

What's included?

- +Full-service mobile coffee & beverage cart
- +Professional barista service
- +Personalized drink menu
- +All cups, lids, and service supplies included

What's next ?

We're so excited you reached out! ❤️

After you submit this form, we'll review your details and get back to you within 24–48 hours with availability, package recommendations, and next steps.

Once everything looks perfect, we'll send over your contract and deposit invoice to officially lock in your date!

Payment & Cancellation Policy:

A signed contract and 50% deposit are required to secure your event date.

Remaining balance is due 24–48 hours prior to the event.

Deposits are non-refundable.

- ☐ I acknowledge that submitting this form does not guarantee availability and that a signed contract and deposit are required to secure my event date.

X

EST. 2024