



# DISTRICT COFFEE

CONFERENCE ROOM RESERVATION

## CONTACT

PHONE:  
615-922-2910

WEBSITE:  
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Thanks for choosing District Coffee!

To reserve the conference room, please fill out this form and return to a staff member in person or via email.

Reservations start at \$50/hour and include the following:

- Closed door access to the conference room
- Access to the TV/audio connection
- Unlimited drip coffee with milk & sweetener options

If your reservation exceeds 4 hours you will additionally receive:

- 25% off the total room cost
- 50% off all other café drinks

Name of Primary Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

- Your group will be allowed a 15 minute grace period, but will otherwise be charged for early arrivals and late departures.

Number of people in group: \_\_\_\_\_

Will you need use of the TV/AV? ( )Yes ( )No

Will you need use of the whiteboard? ( )Yes ( )No

Would your group prefer light or dark roast? \_\_\_\_\_

- Will additional food and drinks be on a group tab or individual payment? \_\_\_\_\_

\*Please note: there is no phone in the room or wireless connection to the TV. You must provide your own cords and adapters to connect to the HDMI port.

If you have any special requests, we'd love to help! Just send us an email or call the store to speak with a manager. We look forward to hosting your group!

Total Estimated Cost: \_\_\_\_\_