



Meeting Room Agreement

Once you have booked your meeting online and paid your deposit, please look over your menu options below and mark your choices. A copy of this agreement must be signed and emailed to Beth Woodrum at the time of the reservation or 48 hours prior to your booking.

The maximum number of persons allowed at one time in the room is 10.

No outside food is allowed. Selling of any products in the store is prohibited. Payment must be made at the end of the rental time and will include any additional time spent in the room and any food charges. The current room rental charge is \$20.00 per hour. Renters will be responsible for any items in the room that are damaged during the rental period.

Our Meeting Room includes:

- Chairs
- Table
- TV with HDMI cord
- Service with a smile

Date/Times of Meeting: _____

Date Booked Online: _____

Name of Organization: _____

Name of Contact: _____

Phone Number: _____

Email Address: _____

Menu Options: (Mark Quantities Below)

Airpot (includes 12oz cups of Chris's Blend or Decaf Coffee with Cups, Cream, Sweeteners)
Serves 5

_____ @\$12.50each = \$_____

Cold Brew Chocolate Chip Muffins

_____ @\$3.09each = \$_____

Cinnamon Bun

_____ @\$3.69each = \$_____

Breakfast Croissants (sausage, bacon, or ham, with egg & cheese, on an all-butter croissant)

_____ @\$4.49each = \$_____ Sausage

_____ @\$4.49each = \$_____ Bacon

Spinach Feta Bistro

_____ @\$4.49each = \$_____

Egg Bites

_____ @\$3.09each = \$_____

Chris's Homemade Chicken Salad Croissants (chicken salad, lettuce, & tomato on an all-butter croissant)

_____ @\$7.29each = \$_____

_____ @\$1.25each = \$_____ Chips

_____ @\$1.25each = \$_____ Bananas

_____ @\$1.25each = \$_____ Apples

Complementary Ice Water Served with the Meeting Booking

Estimated Menu Total: \$_____ (all prices include tax)

Estimated Amount Due immediately following event:

Meeting Room Rental minus \$20 deposit: _____

Menu Total: _____

Estimated Total: _____

Renter Name Printed: _____

Renter Signature: _____

Date: _____

Email to Beth Woodrum – beth@chrisscoffeeandcustard.com

Additional Menu Items added during Event:

Total Charged: _____

*(Note to Chris's Staff – charge under "Meeting Invoice" and print receipt for customer and one for Mrs. Woodrum)

Chris's Coffee & Custard

1824 9th Street SE, Suite B; Roanoke, VA 24013

(540)774-4848