



## Vibe Space Rental Specs

Vibe Coffeehouse & Café offers a modern, vibrant space (indoors and outdoors) for your small to medium-sized gathering of family, friends, and/or colleagues. We are located at 311 E. Market Street, Suite 107 which is part of the historic 311 Building in the heart of downtown Lima, Ohio at the corners of Market Street and Central Avenue. We are proud to be an anchor of and for the new and exciting Central Avenue corridor of development and business activities happening around us. Our physical space brings to downtown Lima an atmosphere that we call relaxed, urban, industrial and it is perfect for a variety of private events and gatherings including (but not limited to) – baby showers, brunches, graduation parties, retirement parties, birthday parties, office parties, workshops and trainings, books signings, investment group meetings, dance classes, and so much more! We are happy to make our space available for such private events, where the space can be enjoyed outside of our regular coffeehouse hours. Here are some specs regarding renting our space for such privately hosted events:

- Cost: \$95 per hour (**minimum 4 hours per booking**), for as many hours as available and as you need.
- Rental Period: The Rental Period begins from the time we open the doors to the renter, until the time the renter has cleaned and vacated the premises.
- Timeframes: Events may start according to your needs **and our** available hours; however, all events must end no later than 11:00 pm and the space (including our parking lot and outdoor space) must be fully cleaned and vacated **by that time**. This means, guests should begin cleaning up with enough time to be fully vacated by 11 pm. We recommend starting your clean up approximately 45 minutes prior to your rental end time to be safe.
- Start times must be AFTER our closing hours. This means, on days that we are open until 4 pm (Monday-Friday), setup for private events cannot begin any earlier than 5 pm, so that our team has time to clean between regular business and private events. On Saturdays, since we close for regular business at 2 pm, the space rental time can begin at pm or any time after. On Sundays, since we are closed for regular business, you can schedule your event setup and event (i.e. rental period) for at any time that suits you.
- A \$95 reservation fee is required to hold/reserve the space. The \$95 is COMPLETELY SEPARATE FROM THE RENTAL FEE (it cannot be used to cover any of the scheduled rental hours), and it is non-refundable if you cancel your event; but refundable at the end of your event after successful cleanup.
- The full Rental Fee is due **no later than 15 days prior to the event**, so please plan accordingly.

Indoor space includes:

- 1,750+ square feet of gathering space (comfortably seats 70 to 80; max indoor occupancy 91)
- 14 four-top wood café tables + 56 wood café chairs
- Lounge furniture: Four 3-seater leather couches & 4 wingback armchairs
- Multiple additional seats and/or stools available if needed
- Access to service and **NON-COOKING** kitchen/prep area (for your caterer's needs)
- Refrigeration and Microwave oven available (must inform Venue beforehand about fridge needs)
- Microphone and sound system available for music playing or loud speaking

Outdoor space (weather permitting; and/or guest requests) includes:

- A large outdoor seating and entertainment space (with umbrellas and lighting)
- 6 four-top outdoor café tables; 32 outdoor café chairs; plus 12 outdoor stools (48 seats outdoors)
- 8 six-top outdoor wood tables
- Large parking lot for guests

Please contact us at [carlton@vibecoffeehouse.com](mailto:carlton@vibecoffeehouse.com) or 1-202-412-9566 (owner's cell phone) with additional questions and/or to set up a time to come to visit the space to gauge whether it would meet your event needs. Also, please take a look at, and "LIKE" our Facebook page ([www.facebook.com/vibecoffeehouse](https://www.facebook.com/vibecoffeehouse)) where you can also see images and other multimedia such as videos of the space. We look forward to meeting you and hopefully helping you host your event at Vibe Coffeehouse & Café!

Best,

A handwritten signature in purple ink, appearing to read "Carlton", is written over a horizontal line.

Carlton McLellan, Ph.D. (Owner)