



RISE 'N GRIND

venue rental

CONTRACT

Client Information:

Event Date: _____

Client Name: _____

Address: _____

Phone: _____ Email: _____

Event Information:

Type of Event: _____ Set Up Start Time: _____

Guest Arrival Time: _____ Building Will Be Lock By: _____

Services:

Check all that apply:

- Cafe Rental
- On-Site Barista
- Catering

Cafe Rental Cost: — \$295.00 — Barista Hourly Rate: — \$35.00 / Barista —

How Many Baristas: _____ Total Hours / Barista: _____

Barista Start & Stop Time: _____

Rental & Barista balance due at time of reservation: _____ **Date Paid:** _____

Additional Comments:

Cafe: 410-658-0002
 Emergency: 410-309-8814
 Emergency: 610-880-9580
 Email: rngkatie@gmail.com
 Website: www.risengrindcafe.com

Included with Rental:

- Indoor tables & chairs
- Use of entire indoor cafe dining area
 - Patio is NOT included with cafe rental
- Indoor bathroom
- Exclusive venue use day of event
- Parking is available at municipal lot behind Town Hall Building
- Catering available, payment due no less than 7 days prior to the event.
- Barista on site if requested.

Cancellation Policy

In the event of a cancellation, you must cancel no less than 7 day prior to your event date to receive a 100% refund. Rise 'N Grind understands that sometimes it is necessary to change or cancel a reservation. The Client is responsible for verifying that Rise 'N Grind has received their cancelation

Communication

Please communicate by calling the cafe and speaking with a manager at 410-658-0002 or emailing.

Decorating

Feel free to decorate, however, display items and decorations may not be affixed to any walls or ceiling with nails, staples or pushpins. The client agrees to be responsible for any damages done to the facility by themselves, their guests or any hired vendors. Damage charges will be applied if necessary. Cake candles are permitted but lighting decorative candles for ambiance is not allowed. The use of confetti, rice & glitter are not permitted on the premises as it is difficult to clean. You may temporarily rearrange furniture, at the end of your event please put everything back the way it was found.

Children/Pets

For their safety, children under 16 years of age must be supervised at all times while on the venue property. Pets are not allowed inside the Cafe.

Photography, Promotions and Copyright

Rise N Grind reserves the right to use photographs and videos from your event for marketing purposes.

Food

Feel free to bring in any outside food or caterers. You must bring your own plates, serving platters, cups, ice, and utensils. Rise N Grind provides catering, orders must be in no less than 7 days prior to your event.

Polices and Procedures

The following is a list of rules and regulations to be upheld by Client(s), which includes. all Event Planners, Guests and Vendors

1. Saturday & Sunday rentals require client to arrive between 2:30pm - 3:00pm to gain access to building. Monday, Tuesday, Thursday, & Friday rentals require client to arrive between 3:30pm-4:00pm.
2. Please park in municipal parking lot behind the Town Hall Building
3. No one is permitted in kitchen, behind barista counter or inside ice cream area.
4. Please do not enter any areas that are locked or blocked off.
5. No fires are to be started on the grounds of the venue.
6. Use of drugs or other illicit substances is not permitted.
7. Physical violence of any kind will not be permitted.
8. No use or possession of weapons of any kind.
9. No smoking, this is a no smoking venue.
10. Please sweep and clean any messes before leaving.
11. You are required to return the space to the same clean condition in which it was found.
12. Take trash with you to be disposed of off premises, not in Rise N Grind trash toters.
13. All events must be over and guests off premises by 9:00pm on the day of event.
14. Order tab accumulated during event must be paid in full by client or guest before barista shift ends.
15. Lock front door, lock side door & pull closed behind you when exiting at close of event.
16. Failure to comply with any rules may result in fee.

Security

Rise N Grind, LLC. does not accept any responsibilities for damage to or loss of any articles or property left at Rise N Grind Cafe prior to, during or after the event. The Client agrees to be responsible for any damage done to Rise N Grind Cafe, by the Clients, its guests, invitees, employees or other agents under the Client's control or direction. Client agrees that Rise N Grind staff may enter and exit the premises during the course of the event.

Damage Incidents

If during the course of your event, accidental damage does occur it should be reported immediately to Rise N Grind. Damage to any room, space, furnishings, and/or equipment by the Client or its guests or vendors will result in appropriate charges based on fair market cost of replacement, repair, additional cleaning, etc. to Rise N Grind property or equipment.

Unforeseen Events

Client agrees that Rise N Grind and its officers shall not be liable for personal or property losses, damages (including attorney's fees, court costs, and consequential damages), detention, accidents and injuries of any kind, delay or failure to perform in whole or in part resulting from causes beyond its control, including but not limited to miscommunication, acts of God, fires, weather conditions, power outages.

CATERING

Sheet

EVENT:

DATE:

TIME:

QUANTITY	ITEM	NOTES	COST

DATE CATERING WAS PAID:

PAYMENT RECIEVED BY:

BALANCE:

TAX:

TOTAL:

Catering payment is due no less than 7 days prior to the event.

Entire Agreement

This contract contains the entire agreement between the parties. There are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

Signatures:

By signing below the Client agrees to everything in this contract.

I have read, understand and agree to the terms and conditions of this Agreement.

Client below shall be fully responsible for ensuring that full payment is made pursuant to the terms of this Agreement. It is the client's responsibility to make sure the agreement has been submitted at time of reservation.

Additional Notes:

Signatures:

Client: _____ Date: _____

Venue Manager / Owner: _____ Date: _____

Cafe Number: 410-658-0002

Emergency Number: 443-309-8814

Emergency Number: 610-880-9580

Email: rngkatie@gmail.com