

Requested Space Rental Agreement for Arcadia Cafe

EVENT DATE: _____, ____ 200__

Arcadia Cafe
20 Arcadia Road
Old Greenwich, CT 06870
Tel: 203 637 8766 Fax: 203 637 0760
e-mail: info@arcadiacoffee.com

Party renting Arcadia Coffee Co: _____
Address: _____

Telephone number: () _____
e-mail address: _____

Date of event: _____ / _____ /200__
Time: _____ to _____
Number of people _____ (maximum of 60)
Catering: _____
Coffee service: (details on back of sheet) _____
Arcadia staffing (minimum of one @ \$20/person/hour): _____
Rental cost: \$1000 + 6% tax

Deposit: \$500 + \$30 tax = \$530 on _____ / _____ /200__ (check/cash/credit card)
Credit card number: _____ exp: _____ / _____ / _____

Balance, plus any coffees, taxes, payment to staff, etc. is due at the end of party.

The Party (lessee) renting Arcadia Cafe agrees to be responsible for any and all damages including, but not limited to: equipment, furniture, fixtures, artwork (at posted retail value), floors and walls. Arcadia Cafe (lessor) and it s agents shall be saved harmless from any claim or claims rising out of negligence of the lessee or its agents or employees in the course of its use of the lessor’s property. The party will also be responsible for the conduct of participants both during and after this event. Arcadia is a drug-free and non-smoking environment and does not have, sell or serve alcoholic beverages.

Signature(s)

Lessee

Lessor
Just Coffee and Tea, LLC

Signature

Signature:

Date: _____ / _____ /200__

Date: _____ / _____ /200__

DEPOSIT IS NON-REFUNDABLE FOUR WEEKS FROM DATE OF EVENT