



Catering & Event Reservation Agreement

Pricing, fees, minimum purchase

No room fee is required when:

- 1) You purchase group catering (meal served all at once, buffet-line style) for each attendant; **OR**
- 2) Each party member buys at minimum one entree and one drink off the regular menu

We may occasionally negotiate a room fee during non-peak hours.

Hours of use

Normal operating hours are 10:00 am to 9:00 pm (10:00 pm Friday/Saturday). Your event must begin and/or end within these time constraints unless you have negotiated for an additional fee to cover an extension of this time. Events are scheduled in two-hour slots unless otherwise agreed upon, including setup and takedown. Occasionally exceptions are permitted with prior approval.

Sound system, projector, WIFI

We have available an audio system with two powered speakers, a monitor, an eight-channel analog mixer, and at least three microphones. An LCD projector (VGA-port input) is also available. All of these items are for use when the room is reserved exclusively (see section titled "Exclusive room use"). You are responsible for operating your own sound and video. Our WIFI internet connection works about 95% of the time, though there are occasional outages beyond our control.

Exclusive room use

In order to exclusively (privately) use the Creekside room, group size must generally be 30 persons or more. You may still reserve an event less than 30 persons, however, the room will remain open for café customer use (semi-private). We do provide (standing) room dividers if

requested. For example, if you have a group of 20 attendants, we will likely section off the front half of the room for you group and dining customers may sit at the tables in the back half of the room. This works well for wedding/baby showers, business meetings, etc. The door to the room must remain open for customer use unless the minimum group size of 30 is reached.

Outside Food & Drink

All food & drink items must be purchased from The Creek Café (no outside food, desserts, drinks). No alcohol is permitted.

Catering

The menu agreement and confirmed number of attendees is required 3 business days before the event. Catering food & beverage items will be prepared buffet-line style and ready as close as possible to your requested time. Catering will be required for groups of 25 or more attendees. You may choose catering or ordering off the regular menu for groups below 25 persons. We will generally prepare at least 5% more food in order to accommodate last-minute guests, but we cannot guarantee service above that amount added after the 3-business day notice.

Deposit, Contract, & Cancellation

A signed contract and a deposit of half of the food & beverage purchase (or room rental fee) will be required at least 10 days before the event to confirm the reservation. Cancellation requires at least 10 days of notice before the event. Cancellations within 10 days of the event will result in a forfeiture of the deposit.

Parking

Store-front and street parking is available during lunch hours. After 5 pm and weekends, parking is additionally permitted in the US Post Office parking lot across the street.

Client Signature: _____ Date: _____

Event Name: _____ Date: _____