

Mocha Moment

1121 Center Avenue, Janesville, Wisconsin 53546

Rental Agreement

Availability: Mocha Moment is available for event rental Saturday after 5:00 p.m., and Sunday after 11:30. Rentals may not begin decoration before those times.

Rental Fee: Mocha Moment rental is \$60 per hour, with a minimum rental of 2 hours. Rental is \$15 for each 15 minutes that you stay after the conclusion time on your agreement form (labor costs continue until you are gone). Final payment is due upon event completion.

Deposit: A deposit of 1/3 is required to confirm your event date with Mocha Moment. The deposit is applied to the rental fee. 1/2 of a deposit is refundable 30 days prior to the event. None of the deposit is refundable less than 30 days prior to the event.

Payment: Rental payment, including deposits, may be made with cash, check, or credit/debit card. Merchant fees of 3% are passed along (no extra fees for cash or check) for credit/debit cards. Tax: 5.5% tax is added to all payments.

Bar: A "cash bar" allows your guests to purchase drinks individually. An "open bar" allows your guests to order drinks, but the bill is paid by the host or hostess.

Food Items/Carry-Ins: Mocha Moment food items must be ordered ahead of time in designated amounts. E.g., 25 Mocha Moment "monster cookies." Guests are allowed to bring in food and/or non-coffee beverages for consumption at the event. Guests may not bring in coffee or coffee drinks.

Decorating: Mocha Moment will be open for decoration one hour before the event begins. Since Mocha Moment is open to the public until 5:00 p.m. on Saturday, we cannot allow access before 5:00 p.m. Mocha Moment does not allow anything to be attached to the ceiling, walls, or floor in any way without special permission. Fireplace mantel decorations may not be moved. Open flame candles are not permitted.

Flower Beds: Very often children attend rentals with parents. Please do not let children run through flower beds (especially near the front door).

Confetti/1 Year Old Birthday Party: Confetti takes an extraordinary amount of time to clean up. If guests throw confetti, staff will estimate cleanup time and charge accordingly at the end of the rental. It's fashionable to enjoy the birthday child smearing cupcake everywhere. Please make this mess only in the middle of the wood floor—not over mats or fireplace rugs—where **you** (the renter) can easily clean up floor, chairs, etc.

Cleanup: Mocha Moment staff will begin cleanup immediately upon conclusion of the contracted time.

No Smoking: Mocha Moment is nonsmoking, both indoor and outdoor.

Article / Damage Responsibility: Mocha Moment is not responsible for articles left at Mocha Moment during an event. Any damage to the Mocha Moment facility is the responsibility of the contact person.

Tips: Our young baristas appreciate the many renters who so generously tip them.