

**Please Complete the Following:** Upon completion, you may print & mail or bring this form to Mocha Moment along with your deposit, OR, you may email the form to [steve@mochamoment.com](mailto:steve@mochamoment.com)

Name of Group / Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Beginning Time: \_\_\_\_\_

Event Conclusion Time: \_\_\_\_\_

Preparation Time (Access to Building): \_\_\_\_\_

Approximate Number of People Expected: \_\_\_\_\_

Rental Amount: \_\_\_\_\_ (\$60 per hour)

Deposit Amount: \_\_\_\_\_ (at least 1/3 down)

Please remember that rental includes \$10 for each 15 minutes attendees stay beyond "Event Conclusion Time." (Labor Costs Continue.)

What type of bar will you choose? Check One: Cash Bar \_\_\_ / Open Bar \_\_\_

Name of Contact Person (please print): \_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_

E-mail of Contact Person: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

*Thank you for selecting Mocha Moment for your special event. It is our goal that our facility and staff will make your occasion a special and memorable occasion*