

### **Muddy's Event Room Rental**

Our classroom/event space is a lovely spot to host an informal gathering- meetings, family events, birthdays, etc. While we do offer fun options for programmed events (classes, parties, etc), sometimes it's nice to just do your own thing. \$175 for 2 hours; each additional hour \$50

#### **What's included:**

- \* Private use of Muddy's classroom/event space for 2 hours
- \* Room ready for you (clean & tables arranged)
- \* Bottomless drip coffee + all the fixins
- \* Wifi & outlet access
- \* Concierge will occasionally & unobtrusively check in, refill coffee, etc

#### **Available add-ons:**

- \* Muddy's treats! Scones, cookie platters, birthday cake, etc
- \* Extra time; each additional hour \$50

### **Room Rental Guidelines**

- \* Adult supervision required for youth gatherings (age 9-15).
- \* Host has access to room 30 min before & after the event. We will sanitize & reset room after event, but host should tidy space and deliver room in "broom clean" condition.
- \* If planning to bring outside food & drink, please discuss with us at the time of booking.
- \* \$100 nonrefundable deposit required at time of booking.
- \* Final booking details & remaining payment due 1 week prior to event (headcount/guest list, food selections, etc).

### **Covid Guidelines for Room Rental**

*We ask that the host assist & encourage their guests in following our safety rules.*

- \* Host to submit list of attendee names & phone numbers for Shelby County contact tracing.
- \* Anyone feeling unwell or who has been exposed to Covid should not attend.

### **FAQ: Room Rental**

#### **When is the room usually available?**

Most Wednesdays-Fridays, occasional Saturdays.

#### **How many people can the room accommodate?**

Depending on format/table set up, the room comfortably accommodates up to 9 seated guests (if at individual tables) or 18 (if 2 per table), plus facilitator at "demo" table.

#### **Can we decorate the space?**

We can accommodate light decorations provided by the customer in certain areas (ie: some surfaces, balloons). Please do not affix items to walls or equipment.