

EVENT RENTAL AT MONOS COFFEE

2023 Pricing & Details

Whether you're looking to host a baby or bridal shower, a birthday, graduation, anniversary or work holiday party, you think of it and we'd love to share our space and help make it happen for you. Our space is available Monday - Saturday from 4pm on and Sunday from 12pm on.

RENTAL RATES:

\$325 for 4 hours* (minimum booking)

+\$50/each additional hour

*(This 4 hour rental provides a total of 4 hours of our space use from unlock to lockup. This typically looks like 1 hour setup, 2 hours event time, and 1 hour cleanup. Of course you can split it up as you like or add additional hours for more setup/cleanup or event time as needed.)

100% of the payment is required upon booking. 50% of your total payment is considered a deposit and is **non-refundable** in the event of any cancellation (up to 48 hours before the event). Cancellation within 48 hours of the event deems the entire payment **non-refundable**. You will be sent an invoice for the deposit that can be paid online upon booking. There is an additional 3% online processing fee charged for each payment that is never refundable.

We have a NO alcohol policy at our venue.

INCLUDED:

- Private event space for the time you are booked
- Unlock space at requested time for setup/decor.
- Lockup space at event closing agreed upon time*
- 34 white chairs with light wood tables
- 4 accent chairs and 4 couches (total of 50 seats in space)
- Trashcans and trash bags to use during event
- 2 (8 ft) white folding tables available for food/drink/gifts etc.
- Sound system with speakers that can be connected to your phone or an iPad/iPod for music during your event.
- Cleaning supplies and list of what's expected by the time we lockup.

NOT INCLUDED:

- Decor/Setup/Linens
- Kitchen area (there is electric available to plug in a crockpot etc, but no place to wash dishes or cook - **the area behind the coffee shop counter is off limits**)
- Food or drink (add on a barista for your event if you'd like the coffee bar open!)
- Cleanup after the event (add on the cleaning fee if you'd like to skip the mess!)
- Extra chairs or tables if you need more than the provided 50 seats and 2 folding white 8' drink/food tables.

ADD ONS:

- **BARISTA:** Hire a barista for your event and have the espresso bar open. (Guests can buy their own drinks, or you can keep a tab and pay at the end of the event.)

RATE: +\$125/2 hours (drinks not included)

- **DRIP COFFEE:** Pump pot carafe of freshly brewed drip coffee, half n half, sweeteners/sugar/stirrers and 8 oz cups available (approximately 12 cups of coffee per carafe) *RATE: +\$24/Carafe*

- **ICED TEA:** Glass dispenser of iced tea. You choose the variety of tea. Ice and 16oz cups available (approximately 12 cups of tea per gallon) (note: our dispensers are 2 1/2 gallon glass dispensers so if you order just 1 gallon it will be only half full)

RATE: +\$24/gallon or \$36/2 gallon

- **CLEANING:** Leave the end of the event cleaning to us! You pack up all your decor/ gifts/food/linens etc that you brought, and throw away all food/drink/trash from tables. We take care of the rest!

RATE: +\$150