

Special Event Room Rental Agreement

Thank you for choosing Ophelia's Cup for your special event. We are excited to work with you to plan and host your event.

General Information: We only offer room rental after our daily hours. We would love to sit and discuss with you some of our most popular items.

Fees: \$60/hour - Rental rates need to include time for set up and decorating as well as the party time and tear down. Please allow ample set up time in planning.

Advertising: Ophelia's Cup's name shall not be used to suggest co-sponsorship or endorsement of any activity without prior written approval by the Manager.

Capacity: Renter agrees that it will not distribute, or permit to be distributed in any manner, tickets in excess of seating capacity, which for this event is 55 for the north room, nor admit a larger number of persons than can safely and freely move about in the space contracted.

Customer Name _____
Customer Address _____
Contact Phone# _____
Address _____

Please Circle:

We would like Ophelia's to provide:

Food: Appetizers, Lunch, Dinner, Desserts Email

Plates, cups, napkins, utensils

Drinks: Coffee, Tea, Lemonade, Specialties

Type of Event _____
Event Date _____
Start Time of Event _____
Set up/Decorating Time _____
End Time of Event _____
Estimated # of Guests _____

For Ophelia's Staff:

Room Rental Price _____

Cost for Extras _____

Total Cost of Event _____

Deposit Amount & date _____

Remaining balance due _____

Customer Signature

Ophelia's Cup Manager