**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**: For liability reasons, it is necessary to have **all food and drinks** furnished by Ophelia’s Cup, with the exception of decorated cakes/cupcakes if you so choose. We would love to sit and discuss with you some of our most popular items.

**Fees:** Below are the room rental rates and times available. Rental rates need to include time for set up and decorating as well as the party time. Please allow ample set up time in planning.

 Day-time hours available (2:00 pm to 5:00 pm, Monday – Saturday)

 $40 for 1 hour

 $80 for 2 hours

 $120 for 3 hours

 During all other hours including Sunday (weekdays until 9:00 pm; Sundays 1:00 pm-7:00 pm)

 $50 for 1 hour

 $100 for 2 hours

 $150 for 3 hours

**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. Prices and capacity vary if renting both north and south rooms.

 **Please Circle**:

Customer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ We would like Ophelia’s Cup to provide:

Customer Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Drinks: Coffee, Tea, Lemonade, Other

Contact Phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Food: Appetizers, Lunch, Dinner, Desserts

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plates, cups, napkins, utensils

Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room Rental Price \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost for Extras \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set up/Decorating time \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Total Cost of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Time of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Deposit Amount & date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated # of Guests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Remaining balance due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Customer Signature Ophelia’s Cup Manager