



### Hosting A Party or Show @ Jeremiah Joe Coffee

Thank you for your interest in hosting your event at Jeremiah Joe Coffee. We are honored that you find this space to be beneficial to your goals. We are pleased to offer this space to you at no charge because it offers Jeremiah Joe Coffee the opportunity to:

- Offer hospitality to you and your guests
- Gain exposure to potential new customers; and,
- To sell beverages to your attendees

Hosting your event at Jeremiah Joe Coffee is beneficial to you in that you are:

- In a public setting and have more exposure of your product line or service,
- The environment is clean and comfortable,
- Jeremiah Joe Coffee is convenient and centrally located, and
- We offer free high-speed internet access for your laptop

In order to maintain a winning outcome for you and for the coffee shop, we ask that the following guidelines be maintained:

1. Beverages served at the event can be purchased from Jeremiah Joe Coffee. We can sell coffee by the carafe and also offer a cash and carry menu that includes ½ gallon and gallon portions of iced tea, lemonade and punch.
2. Events must be approved and on the Jeremiah Joe Coffee calendar at least 10 days prior to the event
3. Events must be scheduled within the regular operating hours of Jeremiah Joe Coffee. This includes set up and clean up.
4. All set up and clean up that directly relates to your event is the responsibility of the host. This includes emptying the garbage, cleaning up spills and spot sweeping your area.
5. Premium seating areas (soft seating and front window area) are reserved for our regular customers. Using these areas for your event requires special approval.
6. Kitchen use is limited only to the staff of Jeremiah Joe Coffee. There are laws that govern the use of our state approved and inspected kitchen.
7. Jeremiah Joe Coffee can not be responsible for any lost or damaged items relating to your event. The host can be responsible to any damage to Jeremiah Joe Coffee property or Christ Community Church property.
8. Music, sound effects, and other sounds for marketing purposes must be approved.
9. We recommend that you have business and liability insurance.

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone/Cell Number: \_\_\_\_\_

Special notes or requests: \_\_\_\_\_

Host Signature: \_\_\_\_\_ Email: \_\_\_\_\_

*Signature indicates acceptance and understanding of guidelines.*  
(Jeremiah Joe Coffee reserves the right to decline a request)