

## Third Space Event/Venue CONTRACT

Host Name:

Host Cell:

Event Type:

Email:

EVENT DATE:

Event: Third Space Coffee

Email: thirddspacecos@gmail.com

Catered by:

Address: 5670 N. Academy Blvd. COS, CO 80919, phone 719-465-1657, Tanya cell, 719-322-5556

This document serves as a binding contract between {**Host Name**}, hereafter known as "Host," and **Third Space Coffee** hereafter known as Third Space. The Host desires to engage the services of Third Space for an event on { } at **Third Space Coffee**

Both parties agree to abide by the following conditions:

1. \_\_\_\_\$650 for Friday/Saturday Events 6:30-9:30 pm (Sunday is 5:30-8:30):  
3 hours event (can set up ½ hour before event, cleanup must be completed by 9:30) Includes up to \$100 in food and drink. Outside Food Catering Allowed but **NO outside beverages**.  
\_\_\_\_\$850 for Friday/Saturday Events 6:30-10:30 (4-hour event)
2. \_\_\_\_ \$550 for Monday-Thursday Events 6:30-9:30  
Up to 3 hours (can set up ½ hour before event, cleanup must be completed by 9:30) Includes up to \$100 in food and drink. Outside Catering Allowed but **NO outside beverages**  
\_\_\_\_\$750 for Monday-Thursday each additional hour.

Third Space Coffee will be given an initial amount of **\$500 for a deposit/event**. Third Space will receive the additional **amount based on hours of event and food and drink orders** at the completion of the event. **There is an additional service charge of 20% which goes directly to the staff. A 20% service fee will also be charged to any guests for their individual purchases.** Please let Third Space know if you would like to order any food at least 10 days (about 1 and a half weeks) in advance of your event so that we have time to order and prepare for the event.

1. In addition to event space, Third Space's duties will include but not be limited to: Drink and Food Service, and two staff at the coffee bar. For groups over 75, there is an additional fee of \$150 for three staff.
2. If you would like to move furniture around and have Third Space Coffee reset the space, there is a \$300 reset fee. Hosts are responsible for cleaning up any decorations and outside catering. If you would like us to clean up decorations/catering brought in by the host, there is a \$150 cleaning fee. (There is an automatic cleanign fee for confetti type decorations or silly string)
3. The Host agrees to allow the Third Space Coffee to use pictures from the events for marketing  
\_\_\_\_\_(Initial if you are ok with Third Space using pictures from your event for marketing purposes).
4. If the Host cancels within **14 days (about 2 weeks)** of the event they will be refunded **50%** of the deposit.
5. A deposit of \_\_\_\_\_ on \_\_\_\_\_ (date) was made by credit card check cash

(Host's Signature)

(Date)

