

# EVENT SPACE PRICING



Host your next event in our private event space! Whether it's for showers, parties, or meetings, this space offers a relaxing setting to enjoy good company.

## ROOM RENTAL

**\$125 per hour + Service fee. \*Minimum of 2 hours\***

## OPEN ESPRESSO BAR

**Flat rate of \$150 + \$6.00 per person + Room rental + Service fee**

Unlimited coffee bar service for up to 3 hours. Guests can choose from our entire drink menu including coffees, teas, espresso and frappes. We will cater to your request.

\*Minimum of 15 people. Drink size is limited to 12 oz.

## AMENITIES

- Electric Fireplace
- Onsite Parking
- 1,200 square feet
- Easily Accessible Outlets
- Tables and Chairs provided
- Air conditioning

## *Terms & Conditions*

### ROOM OCCUPANCY:

Our event space can accommodate up to 50 people.

### EVENT SPACE HOURS AVAILABLE:

Rental hours will be available during non-operating store times;  
Not available for rental on Sundays

### DECORATIONS:

Decorations are welcome! However, please do not put tacks or nails in the fireplace or walls. Since there is a small window of time for decorating, we recommend you bring your decorations prepared and easy to set up. It is the hosts responsibility to take care of removal of decor that was brought for the event (i.e. balloons, table decor, banners, etc.)

### SALES TAX:

In accordance with PA state laws a 6% sales tax will be added onto the final bill.

### PAYMENT:

Final payment must be taken care of by the end of your event.  
An employee will inspect the facility before the host departs to ensure there was no damage and give the host a final bill.

### MOVING FURNITURE (REARRANGING FLOOR PLAN):

Excessive moving of furniture may result in an additional fee of \$50

### DAMAGE AND DESTRUCTION:

If any damages to the facility or displays occur during the rental period, the renter shall be required to pay for the necessary repairs and replacements.

### PAPER SUPPLIES:

You are responsible for bringing your own paper supplies.

### BYOB GUIDELINES:

No alcoholic beverages shall be permitted in the Facility at any time.

### SMOKING:

No use of tobacco products including cigarettes and "spit tobacco" or e-cigarettes is permitted within the facility at any time.

### SETUP & CLEANUP:

The rental term shall include "set up" time of 1 hour prior to the scheduled term and "clean up" time of 30 minutes following the end of the term.

Any additional time needed for set up or clean-up will be within the term.

**\*\*Your host/group is responsible for basic cleanup of floors, tables, bathroom, etc. and you are expected to leave the event space the same way you found it!\*\***

### ARRIVING EARLY:

Hosts must notify the LMG event coordinator 24 hours prior to the event if they will be arriving earlier than what was previously arranged. Without prior notification, the employees are not allowed to open the doors for early entry. This is put in place so that employees have adequate time for preparation before the host arrives.

#### OUTSIDE FOOD:

You may bring your own food, but all food must be prepared off site and ready for set up at the time of your arrival. If you bring in another professional catering service please make them aware that all food must be prepared offsite. A small counter space will be provided but no refrigerator space, oven or kitchen space will be provided.

#### ESPRESSO BAR CLOSING EARLY:

For the open espresso bar, we will close it down 30 minutes before your event ends for machine cleaning purposes.

#### MUSIC:

You may connect your phone to our bluetooth speaker. We do ask that only non-explicit music be played. LMG reserves the right to turn off the music at any time.

#### PARKING:

Onsite parking is provided.

#### HANDICAP ACCOMODATIONS:

Unfortunately our event space is not handicap accessible.

#### DEPOSIT AND CANCELLATION POLICY:

In order to secure your event, a deposit of \$150 must be paid in advance. Deposit is non-refundable but will then be used towards your total event booking.

#### SERVICE CHARGE:

An additional 15% of the total will be added onto the bill for service charge. The service charge covers clean-up, trash removal, and sweeping.

# Facility Rental Contract Agreement



Group / Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

# of guests attending: \_\_\_\_\_ Event Time: \_\_\_\_\_

Notes: \_\_\_\_\_

## **Contact Person:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

## **Deposit / Payment:**

\$150 Deposit:(Cash/Check #) \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Final Payment:(Cash/Card/Check #) \_\_\_\_\_ Date: \_\_\_\_\_

## **Authorizations:**

I/We have read the terms and conditions and agree to abide by the policies and guidelines as stated. My signature indicates responsibility and liability for any breach of contract or policy.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE