

THE BLACK COFFEE COMPANY

Black Coffee Atlanta Private Event Agreement

Customer: _____

Date: _____

Time of event: _____

Location: 1800 Jonesboro Rd SE Suite C, Lakewood, GA 30315

Hours: _____

Amount Paid: _____ Amount Due: _____

We require a \$250 security deposit for private events held at Black Coffee Atlanta.

The \$250 security deposit will be returned within five (5) business days after the event in the case that all conditions of the private event agreement are met.

To rent the venue for a private event, we charge \$250 per hour, with a minimum of 3 hours required; this will give you adequate time for setup/clean up.

Once the full balance for the event is paid, we allow for a 50% cancellation refund due to unforeseen circumstances (medical/COVID related).

On the day of the event, a credit card must be placed on file for damages or overages. If additional services are requested, they will be priced, agreed upon and added to the invoice.

After the event, customers must sign a Completion of Private Event form acknowledging all services were fulfilled.

I acknowledge that I have read, understand and agree to the terms stated above as well as the Events at Black Coffee Atlanta document.

Customer Name (Printed)

Customer Signature

Date

