



3100 Highlands Parkway, Suite 4
Smyrna, GA 30082
Telephone: 404-794-7744 Fax: 866-486-3591

Meeting Room Green Room Red Room **Master Agreement**

Date(s) of function _____

Total number of hours/day _____ Total Number of days _____ (Please fill out a addendum for each additional day) Function starts _____ Function ends _____

Function name _____ (Will be published on Public Calendar)

Group/Entity name _____

Mailing Address _____

Contact name _____ phone _____ fax _____

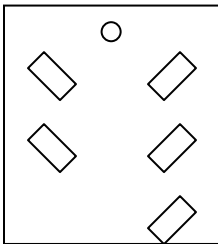
Is this a charge or fee based event? No Yes. Please fill out "Describe Event" box to determine approval and fees. Total hours: _____

(COFFEENET reserves the right to refuse rental to any person or entity)

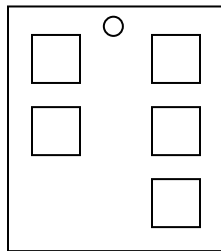
Room Set-up (check appropriate configuration below)

Head table for _____ or Instructor table _____

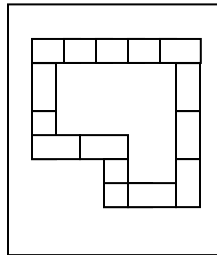
Chevron
Max capacity: 10-14
Exact Cap: _____



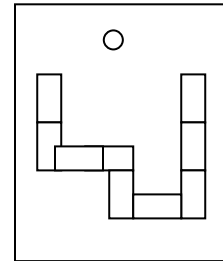
Classroom
Max capacity: 20
Exact Cap: _____



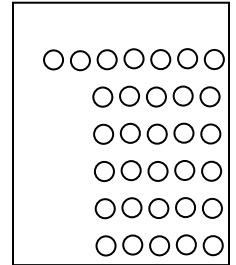
Conference
Max capacity: 15
Exact Cap: _____



U-Shape
Max capacity: 12
Exact Cap: _____

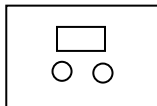


Lecture
(chairs only)
Max capacity: 24-30
Exact Cap: _____



Pictures are generalizations of how the room can accommodate different setups and are not exact representations.

Red/Green
capacity: 1-2



Other
capacity: _____



Describe Event:

A large rectangular box for describing the event, with a smaller box at the top containing the text 'Describe Event:'.

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| Room Reservation and Rental Rates (check all that apply) | | |
|---|---|---|
| Meeting Rm Reservation (One Time Event) | | |
| | Between 7:00 – 3:00 | Between 3:00-To Close (8:00 pm) / Saturday Events |
| Under 7 participants | \$10.00 per hour <input type="checkbox"/> | \$15.00 per hour (2 hr min) <input type="checkbox"/> |
| 7 or more participants | \$15.00 per hour <input type="checkbox"/> | \$25.00 per hour (2 hr min) <input type="checkbox"/> |
| Extended Hours (after close) | | \$25.00 per hour <input type="checkbox"/> |
| Attendance Fee Events | \$15.00 per hour <input type="checkbox"/> | \$25.00 per hour <input type="checkbox"/> |
| Meeting Rm Reservation (Recurring Events Booked At Time of Contract Signing) | | |
| | Between 7:00 – 3:00 | Between 3:00-To Close (8:00 pm) / Saturday Events (2hr min per event) |
| Under 7 participants | \$10.00 per hour <input type="checkbox"/> | \$10.00 per hour (2 hr min) <input type="checkbox"/> |
| 7 or more participants | \$15.00 per hour <input type="checkbox"/> | \$15.00 per hour (2 hr min) <input type="checkbox"/> |
| Extended Hours (after close) | | \$25.00 per hour <input type="checkbox"/> |
| Attendance Fee Events | \$15.00 per hour <input type="checkbox"/> | \$15.00 per hour <input type="checkbox"/> |
| Red or Green Room | | |
| | Between 7:00 – 3:00 | Between 3:00-To Close (8:00 pm) |
| No small room rental | \$10.00 per hour <input type="checkbox"/> | \$10.00 per hour <input type="checkbox"/> |
| Kitchen Rental | | |
| | Between 7:00 – 3:00 | Between 3:00-To Close (8:00 pm) |
| Kitchen Rental –Stoves, Sinks, Prep, Ice, Lite Refrigeration Storage (No freezer use) | \$25.00 per hour <input type="checkbox"/> | \$25.00 per hour <input type="checkbox"/> |
| Extended Hours (before store opening Sat. or after close) | \$30.00 per hour <input type="checkbox"/> | No Kitchen Rental |
| Spill over Room | | |
| | Between 7:00 – 3:00 | Between 3:00-To Close (8:00 pm) |
| N/A | \$24 per hour <input type="checkbox"/> | \$24 per hour <input type="checkbox"/> |
| Rental of Store for Private Event | N/A | \$Inquire per hour <input type="checkbox"/> |
| Cleaning Deposit for Private Event | N/A | \$50.00 Refundable |

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| Equipment Rental Rate | | N/A | Yes |
|-------------------------------------|------------------------------------|--------------------------|-----|
| LCD projector/screen | \$10.00 per hour | <input type="checkbox"/> | |
| Computer Enabled White Board | \$12 per hour | <input type="checkbox"/> | |
| Internet Connections | Free, select box if needed in room | | |
| Overhead Projector/screen | \$10.00 per event | <input type="checkbox"/> | |
| Phone line | Free, select box if needed in room | <input type="checkbox"/> | |
| Musak Control/Request | Free, select box if needed | <input type="checkbox"/> | |
| Access to Microphone/Audio Speakers | \$10.00 per event | <input type="checkbox"/> | |

| Catering | Number of Persons | N/A | Yes |
|--|---|--------------------------|-----|
| Sandwich Tray: Chicken Salad, Honey Ham, Italian Sandwich, etc. | \$4.00 per person | <input type="checkbox"/> | |
| Dessert Tray: Carrot Cake, Red Velvet, Pound Cake Slices, etc. | \$4.25 per person | <input type="checkbox"/> | |
| Bottled Waters & Bottled Drinks | \$1.50 per person | <input type="checkbox"/> | |
| Coffee Service | \$1.00 per attendee / \$25.00 min | <input type="checkbox"/> | |
| Sheet Cake for 10-20 people | Additional quote required | <input type="checkbox"/> | |
| 3 Tiered Cake | Additional quote required | <input type="checkbox"/> | |
| Soup Bowl Tray with Bread serves 8-10 people | \$24.95 | <input type="checkbox"/> | |
| 24 piece Pastry: 24 -(2.5 to 3 oz Muffins & Pastry) - Blueberry Sour Cream Muffins & Apple Crumb Danish Pastry - \$29.28 | \$29.28 Special Order 48 hrs in advance | <input type="checkbox"/> | |
| 36 -(2.5 to 3 oz Muffins & Pastry) - Blueberry Sour Cream Muffins, Banana Walnut & Apple Crumb Danish Pastry - \$43.20 | \$43.20 Special Order 48 hrs in advance | <input type="checkbox"/> | |
| 24 Gourmet (4 to 5 oz Muffins & Pastry) - 24 items - \$36.00 | \$36.00 | <input type="checkbox"/> | |
| 36 Gourmet (4 to 5 oz Muffins & Pastry) - 36 items - \$52.00 | \$52.00 | <input type="checkbox"/> | |

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Room Rate _____ x _____ hours (round to nearest 1/2 hr) =
 _____ (Non-Taxed)

Equipment Hourly Rental Rate _____ x _____ hours (round to nearest 1/2 hr) = _____ (Non-Taxed)

Equipment Event Rental Rate _____ x _____ days (round to nearest 1/2 day) = _____ (Non-Taxed)

Total Equipment Rental =

Catering Per Person _____ x _____ number of people = _____ (Taxed)

Catering Per Event Items = _____ (Taxed) Total of Catering =

Tax Rate (on Taxable Items Only) = _____

To update calculated values, highlight Total and clear value. TOTAL= _____

Your room reservation is confirmed upon receipt of the signed Contract Agreement and room deposit. The room deposit is equal to one hour of use at the prescribed rate. This deposit will be applied toward the total rental charge. All rentals must be paid in full immediately prior to the event. For events involving catering, kitchen rental or require closing of the CoffeeNet facility, the rental must be paid for in full 48 hours in advance. Also for events involving catering, kitchen rental, require closing of the CoffeeNet facility, or rent longer than 2 hours, a cleaning deposit, will be required of \$50.00.

CLEANING DEPOSIT

Also for events involving catering, kitchen rental, require closing of the CoffeeNet facility, or rent longer than 2 hours, a cleaning deposit, will be required of \$50.00. If the room is left in good, clean condition, and the equipment is fully operational, the full cleaning deposit will be refunded. If the room requires cleaning, or if the room or equipment require repair due to negligence on behalf of the rental party, a portion or all of the deposit will be retained by COFFEENET for such work. The rental party shall be responsible for damages or repairs that exceed the \$50 cleaning and/or the security deposit (see final settlement).

FINAL SETTLEMENT

A final statement will be sent to you for any incidental charges incurred. The statement will reflect the total charges, less payments received. Payment shall be due fifteen (15) days from statement date.

CANCELLATION POLICY

Cancellations must be in writing and received fifteen (15) days prior to the function for a full refund for all events involving catering, kitchen rental, require closing of the CoffeeNet facility, or rent longer than 2 hours. Written cancellations received fewer than fifteen (15) days prior to the single event function or within fifteen days of date of booking for recurring events will receive a 50% refund of room rental fee (equipment rental fee and cleaning/security deposit will be fully refunded).

(Note: COFFEENET reserves the right to cancel with fifteen [15] day's prior to the event.)

OPERATIONAL CONDITIONS:

1. Business Hours: Monday – Friday, 6:45 a.m. to 9:00 p.m. Advance set-up and cleanup must be accomplished within these hours.
2. A room layout must be provided at least three (3) days prior to the function to allow for set-up time. The room is to be left in the same layout as requested.
3. Registration will be the responsibility of the person or organization renting the facility.
4. Advertising will be the responsibility of the person/organization renting the facility (no advertising or individual promotion will be done by COFFEENET; i.e., COFFEENET will not email, fax, post, nor distribute information or fliers).
5. Only food and beverages catered by CoffeeNet is permitted.
6. Alcohol is not permitted.
7. Smoking is prohibited in the meeting room, hallways, and restrooms.
8. Sub-letting of the room is not permitted.
9. No outside equipment may be used without the prior written consent of COFFEENET.

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10. Rental of store for any event, private event or commercial charging event will not preclude COFFEENET from servicing door customers or selling food and beverage service to attendees.

CONTRACT AGREEMENT

Signing this contract agreement constitutes approval and acceptance of all details stated herein. This agreement must be signed and returned to COFFEENET fifteen (15) days (or more) before date of function for events involving catering, kitchen rental, require closing of the CoffeeNet facility, or rent longer than 2 hours. All other rentals require 72 hour or more before date of function. This agreement will be valid and binding upon acceptance by COFFEENET and payment.

Approved by (CoffeeNet) _____ Accepted by _____

CASH _____ Check _____ (\$25 returned check fee) Amer Ex Master VISA (fax charges to 866-486-3591)

CHG CARD # _____ EXP _____ - _____
MON YEAR

Name as it appears on credit card:

Zip code of billing address for credit card: _____

3 digit security code on back of card: _____

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