

Private Event Overview

Ahava Coffee Shop, www.ahavacoffeemt.com

01

Private Room Rental

Our Lounge dedicated to your guests.

With our **private room rental**, your guests will have **exclusive access to our Lounge** for your gathering or celebration. This room features large, sunny windows that overlook Main Street, colorful stained glass windows, & bistro & soft seating for **up to 14 guests** for you to rearrange to your liking.

Our team will allow you to **choose from a list of music playlists** to be played throughout the shop, & will **run a tab** for your guests to place orders at our coffee bar with ease. (See our Enhancement options, if you prefer another style of food or beverage service.)

With the **open flow** of this room, we simply ask that you put everything back as you found it at the end of your gathering & **are respectful of others visiting the shop during business hours.**

Rental During Business Hours:

starting at \$50/hr

+ \$65 food/beverage spend

(1 hour minimum rental)

Rental After Business Hours:

starting at \$75/hr

+ \$75 food/beverage spend

(2 hour minimum rental)

02

Full Shop Rental

After-hours access to our entire shop.

With our **full shop rental**, your guests will have **exclusive access to all three rooms of our shop** for your gathering or celebration. The shop features our sunny **Lounge**, our cozy **Tea Room**, and the **Main Lobby** with coffee bar. The shop can accommodate **up to 30 guests** with bistro and lounge seating throughout. (For your planning reference, our largest room, the Lounge, can accommodate 14 seated at once.)

Since the shop will be closed to others, our team will allow you to **choose from a list of music playlists** to be played throughout the shop or you can **bring your own speakers & music, or small band (if space allows)**. A dedicated barista will **run a tab** for your guests to place and pick-up orders at our coffee bar with ease. (See our Enhancement options, if you prefer another style of food or beverage service.)

After your event, we simply ask that you put everything back as you found it at the end of your gathering & are **respectful of our staff and historic space**.

Rental During Business Hours:

starting at \$150/hr
+ \$125 food/beverage spend
(2 hour minimum rental)

Rental After Business Hours:

starting at \$125/hr
+ \$125 food/beverage spend
(2 hour minimum rental)

03

Optional Enhancements

Unique ways to customize your event experience.

Here are just a few options for customizing your gathering...

Self-Serve Beverage Display - Starting at \$10 per person

Instead of coffee bar service, choose classic brew coffee, hot teas, cold refreshments, or most any beverage from our standard menu for guest self-service in our Lounge or Tea Room. All displays come with our signature shortbread cookies.

Estimates 1 cookie and 2-3 beverage servings per person.

Baked Goods Display - Starting at \$8 per person

Make a special request or enjoy baker's choice baked goods for your guests.

Estimates a total of 2 servings per person.

Live Music - \$75/hr

Our shop's founder will sing and play acoustic guitar to create a perfect coffee house feel or you can have your own, small music group come in to perform. (Due to limited space, music groups should be limited to 3 people and minimal equipment.)

Table Service - \$20/hr per staff member

Another member of our dedicated staff will deliver guest food and beverage orders and gradually bus tables during your event so that all may relax throughout your gathering.

Balloon Arch - \$150 each

Our team will build and display a balloon arch in your general choice of colors to be hung inside the shop for your celebration.

Bud Vase Centerpieces - \$100

We will work with local flower farms to fill our table bud vases with bloom colors of your choice to compliment your other plans or decor. (Floral farm will choose flower varieties.)

Classic Cups - \$50

We'll serve all of your guests in their choice of eco-friendly disposable or our shop's line of non-disposable, classic tea and coffee mugs & cups during your event.

04

Housekeeping Notes

To keep things clear from start to finish.



Here are a few things you should know as you consider your plans...

- Ahava is providing event space with pre-existing seating and tables, select food and beverage, and a staff to remain available during event
- Renter is responsible for providing all additional (pre-approved) food, beverage, decor, entertainment, and space layout management
- A 20% gratuity for our team will be applied at the end of your event based on total food and beverage spend
- A \$250 refundable damage deposit will be required to hold the date
 - Deposit will be refunded within 14 business days after your event, if rules are followed and space left in good condition
- Space rental will not be official until a duly signed agreement is completed and the deposit is received
- The food and beverage minimum spend will be applied toward your final spend, regardless of full use
- All payments must be paid by cash or check (checks to be made out to Ahava Coffee Shop)
 - Credit card payments optional to settle up tab at end of event
- With limited space, renter-provided decor and live entertainment must be approved on a case-by-case basis
- Access to rented space will begin and end promptly at booked rental times
 - Renters should include setup and teardown time in their total rental time request
- A limited amount of outside food and beverage may be permitted on a case-by-case basis
- Event start and end time, guest count, menu orders, decor plans, and enhancements must be communicated to and approved by Ahava's owner no later than 7 days before your event date
 - Ahava reserves the right to cancel any event for any reason and without notice
- Final payment, apart from possible day-of charges, must be provided at least 5 days prior to your event date
- Day-of charges (i.e. food and beverage spend by guests over and above pre-determined spend) must be paid by renter at event end and prior to departure
 - Damage deposit may be retained, if final payment not made promptly at event end
- Ahava reserves the right to add or remove staff and staffing fees based on event need
- Alcohol and the sales of food, beverage, or admission is strictly prohibited at all times



Now that you have a general idea of our offerings, let's discuss your event vision and craft a package to be exactly what you need!