



## Wonder City Coffee

### Event Information Form

Please fill out the information below regarding a request to hold your event at Wonder City Coffee.

**RATE 1 – No Charge - During working hours – up to 20 participants:**

There will be no charge for events that are held during working hours unless your event has more than 20 participants.

**RATE 2 – \$15 per hour - During working hours – more than 20 participants:**

If you expect more than 20 participants, we will have to charge \$15 per hour to cover additional staffing.

**RATE 3 – \$100 per hour - For events held outside of working hours:**

If your event is planned for hours that we are not open, a minimum of \$100 per hour will be charged. Any drinks, desserts, lunches that you purchase during your event will go toward meeting the \$100 minimum.

**For example:**

Your event lasts an hour and your guests spend \$60, you will be responsible for the remainder of \$40.

Your event lasts an hour and your guests spend \$105, there will be no additional fee.

Rate option (check one): Rate 1 \_\_\_\_\_ Rate 2 \_\_\_\_\_ Rate 3 \_\_\_\_\_

Requested event date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event hours: From: \_\_\_\_\_ To: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Person booking event: \_\_\_\_\_

Contact phone # in case of conflicts: \_\_\_\_\_

Email address of person booking: \_\_\_\_\_

Who will pay for guest purchases? (check one): Host: \_\_\_\_\_ Guest: \_\_\_\_\_