



## Information & Contract

Venue 7 costs \$100.00 to rent for a two hour time slot. This also acts as your deposit to book your date and is nonrefundable. Additional hours may be purchased for \$50 per hour in advance depending on staffing and availability.

A one hour setup time is included before your two hour time slot.

We can accommodate up to 50 guests.

Events taking place after 4 pm on Thursday and Friday, and all day Saturday are only available for "full service" events. Venue 7 is closed on Sundays.

The minimum requirement for food and beverage during these events is \$295, and there is a 20% service charge which includes buffet style setup, tea & water station, basic table settings such as black linens, white cloth napkins, glassware, china, fine silverware, use of our audio-visual system and one server.

You are able to rent the room only for \$50 for 2 hours for lunch Monday through Friday and for dinner Monday through Wednesday. These events are welcome to use the order forms from Cafe 7 and can either pay separately or stay on a single tab. These events do not include basic table settings such as black linens, white cloth napkins, glassware, china, fine silverware

\*\*Gratuity is not included.\*\*

## Room Usage Policies

1. No glitter or confetti smaller than 6" in diameter is permitted. Any use of glitter or confetti smaller than 6" will result in a \$150 cleaning fee
2. You must order food and beverage from Cafe 7/Venue 7. The only exception is bakery items from a state licensed food service operator.
3. For every 30 minutes you go over your allotted time slot, there will be a \$50 charge.
4. Open flame candles or tea lights are permitted as long as they are encased in glass vases or votives.
5. Nothing is permitted to be stapled or "pinned" to walls. You are allowed to use clear masking tape for decorations. No exceptions will be permitted. If you are found in violation of this policy there will be a minimum \$100 charge for repairs.

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Credit Card Number

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Exp

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Zip Code

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Printed Name

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Signature

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Date