

Cup & Canter Coffee House

Event Space Rental Agreement

206 McKinney Street

Farmersville, TX

This Event Space Rental Agreement (“Agreement”) is entered into by and between:

Cup & Canter Coffee House (“Venue/Owner”)

and

Renter (“Client”)

1. BOOKING INFORMATION (REQUIRED)

Event Date: _____

Start Time: _____

End Time: _____

Type of Event: _____

Estimated Number of Guests: _____

Client agrees that the guest count provided is accurate at the time of booking. Any increase must be approved in advance by Venue and may be subject to additional fees or capacity limitations.

2. BACK ROOM RENTAL (DURING BUSINESS HOURS)

Description & Capacity

- Use of Back Room only
- Café remains open to the public during event
- Maximum occupancy: 40 guests

Pricing

- \$300 for first 2 hours (includes cleaning fee)
- \$125 per additional hour
- \$200 refundable security deposit
- Overtime billed in full 1-hour increments at \$125/hour

Terms

- Rental time includes setup and breakdown unless otherwise approved
- No early access unless approved in writing
- Client is responsible for all guest behavior at all times

3. FULL CAFÉ PRIVATE RENTAL (AFTER HOURS)

Description & Capacity

- Exclusive use of entire coffee shop
- Available 5:00 PM – 9:00 PM only
- Maximum occupancy: 60 guests

Pricing

- \$450 for first 2 hours (includes cleaning fee)
- \$150 per additional hour
- \$250 refundable security deposit
- Overtime billed in full 1-hour increments at \$150/hour

Terms

- Must end by 9:00 PM unless approved in writing
- Rental time includes setup and breakdown
- No early access unless approved in writing
- Client is responsible for all guest behavior at all times

4. PAYMENT TERMS (ALL RENTALS)

- Full payment, including deposit, is due at time of signing
- No reservation is confirmed without signed Agreement and payment in full
- Venue may charge any unpaid balances to card on file

5. CREDIT CARD AUTHORIZATION

Client authorizes Cup and Canter Coffeehouse to charge the card on file for:

- Overtime charges
- Cleaning fees beyond normal use
- Damage or repair costs
- Unpaid balances
- Open tab charges

All charges are final and binding under this Agreement.

6. OPEN TAB OPTION

- Optional guest tab available for coffee, beverages, and café menu items
- All charges incurred are the responsibility of Client
- Card on file will be charged at conclusion of event

7. HOUSE RULES & GENERAL CONDUCT

- No smoking or vaping inside venue
- No illegal activity permitted
- Noise must remain at reasonable levels
- Venue reserves the right to enforce rules at any time
- Client is responsible for all guests

CHILDREN POLICY

- Children must remain under direct adult supervision at all times
- No running inside venue
- No climbing or standing on furniture
- Client is responsible for any damage caused by guests or children

8. CLEANING & DAMAGE

- Basic cleaning is included in rental fee
- Spills, stains, or excessive mess may incur additional cleaning fees
- Damage or non-removable stains may result in repair or replacement costs
- Client is responsible for all guest-caused damage

9. SECURITY DEPOSIT

- Deposit is refundable after inspection

- Refund issued within ____ days if no violations occur
- Deductions may include cleaning, damage, overtime, or rule violations

10. TERMINATION OF EVENT

Venue may terminate any event immediately, without refund, if:

- House rules are violated
- Guests become disruptive
- Occupancy limits are exceeded
- Safety concerns arise
- Illegal activity occurs

11. OCCUPANCY & SAFETY COMPLIANCE

- Client must comply with all fire code and occupancy regulations
- Exceeding guest limits may result in immediate termination
- Client is responsible for compliance with safety rules

12. VENDORS

Client is responsible for all third-party vendors and their conduct while on premises.

13. LIABILITY WAIVER

Venue is not responsible for:

- Injury to guests or attendees
- Loss, theft, or damage of personal property
- Any incident occurring during the rental period

Client assumes full responsibility for all guests and activities.

14. INDEMNIFICATION

Client agrees to indemnify and hold harmless Cup and Canter Coffeehouse, its owners, employees, and affiliates from any claims, damages, or liabilities arising from use of the premises.

15. EVENT RESTRICTIONS

Decorations

- Minor decorations allowed (balloons, streamers, table décor, freestanding items)
- No nails, screws, staples, adhesives, or damaging materials
- No alterations to walls, ceilings, floors, furniture, or fixtures
- All decorations must be removed after event
- Venue may remove unsafe or inappropriate décor

Venue Modifications

- No alterations or modifications to the space allowed

DJs / Sound Equipment

- No DJs or DJ equipment permitted
- No external sound systems without written approval

Alcohol Policy

- Beer and wine permitted with approval
- Liquor (spirits) strictly prohibited

16. CANCELLATION POLICY

- Cancellations made 10 or more days prior to event receive a full refund, including deposit
- Cancellations made less than 10 days prior to event:
 - Deposit will be refunded
 - Minimum rental fee will be retained by Venue as cancellation fee

17. AGREEMENT ACKNOWLEDGMENT

By signing below, both parties acknowledge and agree to all terms of this Agreement.

CUP & CANTER COFFEE HOUSE (OWNER)

Name: _____

Signature: _____

Date: _____

CLIENT / RENTER Must Initial Each Page

Name: _____

Signature: _____

Date: _____