

**Mocha Moment**  
**1121 Center Avenue**  
**Janesville, Wisconsin 53546**  
**www.mochamoment.com**  
**Rental Agreement**

**Availability:** Mocha Moment is available for event rental Saturday after 6:00 p.m., and Sunday at any time. Since Mocha Moment is open until 6:00 p.m. on Saturday, we cannot guarantee access to the building before 6:00 p.m.

**Rental Fee:** Mocha Moment rental is \$50 per hour, with a minimum rental of 2 hours. Final payment is due upon event completion.

**Deposit:** A deposit of 1/3 is required to confirm your event date with Mocha Moment. The deposit is applied to the rental fee. 1/2 of a deposit is refundable 30 days prior to the event. None of the deposit is refundable less than 30 days prior to the event.

**Bar:** A "cash bar" allows your guests to purchase drinks individually. An "open bar" allows your guests to order drinks, but the bill is paid by the host or hostess.

**Food Items:** Mocha Moment food items must be ordered ahead of time in designated amounts. E.g., 25 Mocha Moment "monster cookies."

**Carry-Ins:** Guests are allowed to bring in food and/or non-coffee beverages for consumption at the event. Guests may not bring in coffee or coffee drinks.

**Decorating:** Mocha Moment will be open for decoration one hour before the event is to begin. Since Mocha Moment is open to the public until 6:00 p.m. on Saturday, we cannot guarantee access to the building before 6:00 p.m. Mocha Moment does not allow anything to be attached to the ceiling, walls, or floor in any way without special permission from Mocha Moment. Open flame candles are not permitted.

**Cleanup:** Mocha Moment staff will begin cleanup immediately upon conclusion of the contracted time. Any delay in cleanup commencement will result in additional billing at \$30 per hour.

**No Smoking:** Mocha Moment is a nonsmoking coffee house for both indoor and outdoor seating.

**Article / Damage Responsibility:** Mocha Moment is not responsible for articles left at Mocha Moment during an event. Any damage to the Mocha Moment facility is the responsibility of the contact person.

**Please Complete the Following:**

Name of Group / Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Beginning Time: \_\_\_\_\_ Event Conclusion Time: \_\_\_\_\_

Preparation Time (Access to Building): \_\_\_\_\_

Approximate Number of People Expected: \_\_\_\_\_

Rental Amount: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

What type of bar will you choose? Circle One: Cash Bar / Open Bar

Name of Contact Person (please print): \_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_

E-mail of Contact Person: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

*We want to thank you very much for your selection of Mocha Moment for your special event. It is our goal that our facility and staff will make your time here a special and memorable occasion.*