

Two Story Room Reservation Request

Two Story Coffeehouse is pleased to offer a few meeting spaces to our customers for meetings, workshops, or other events. All spaces must be reserved 48 hours in advance, as well as any large quantity food or drink orders placed. A fee of \$25 per hour will be charged for all room reservations.

Nonprofit and community groups may reserve space for two hours or less without paying the reservation fees; however will be required to purchase one airpot of coffee for their event.

If you are interested in reserving space at Two Story Coffeehouse, fill out the form below and submit it to a Two Story staff member. You will then be contacted to confirm your reservation.

Organization _____

Contact's Name _____ **Phone** _____ **E-mail** _____

Date(s) Requested _____ **Time** _____ - _____

Space Requested (CHECK ONE)

___ **Conference Room (EASTSIDE)**

Available between 7:00am and 5:00pm, Monday – Saturday
Seats 8-14 people, large 8 seat conference table, bar seats, large white board

___ **Conference Room (5 POINTS)**

Available between 7:00am and 5:00pm, Monday – Sunday
Seats 13-16 people, large 11 seat square conference table, large white board

___ **Tree Room (5 POINTS)**

Available between 7:00am and midnight, Monday – Sunday
Seats 6-10 people, living room style

___ **Sunroom (5 POINTS)**

Available between 10:00am and 7:00pm, Monday – Sunday
Seats 12-20 people at square tables



Food / Beverages Requested (INCLUDES ALL NEEDED PAPER PRODUCTS, SILVERWARE, & COFFEE CONDIMENTS)

- ___ **Airpot of French Pressed Coffee** – *Serves 10-15* ----- **\$22.00**
- ___ **Assorted Bagels & Cream Cheese** ----- **\$1.85 / person**
- ___ **Cecilia's Cakes** – *Serves 16* ----- **\$36.00**
- ___ **Assorted Sweet Platter** – *Cheesecake, blondies, brownies, petite fours* ----- **Priced to order**
- ___ **Assorted Muffin Platter** ----- **\$2.00 / person**

Signature _____ **Date** _____

Special Notes: