

# Room Reservation Requests

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 an hour will be charged for all room reservations.

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

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

Name of Organization \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Contact's Phone \_\_\_\_\_ Contact's Email \_\_\_\_\_

Date Requested \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Space Requested (check one)

Conference Room *Available between 7:00 am and 5:00 pm, Monday-Saturday  
Seats 13 at large square conference table, large white board*

Tree Room *Available between 7:00 am and midnight, Monday-Saturday  
Seats 4-6, living room style*

Sunroom *Available between 10:00 am and 7:00 pm, Monday-Saturday  
Seats 12-20 at square tables*

Food/Beverages Requested (*includes all needed paper products, silverware, & coffee condiments*)

Airpot of French Pressed Coffee \$20.00 *Serves 10-15 people*

Assorted Bagels & Cream Cheese \$1.85/person

Cecelia's Cake \$30.00 *Serves 16 people*

Assorted Sweet Platter Priced to order  
*Cheesecake, blondies, brownies, petitfours*

Assorted Muffin Platter \$2.00/person

Signature \_\_\_\_\_

Date \_\_\_\_\_

Special Notes: