

The Koop at the Uptown

Let Us Help Make Your Event Special

The Koop is located on the **second floor** and accommodates up to 25 guests. If you have a larger party, you are welcome to rent the entire building with a capacity of up to 75 guests (separate minimum applies).

We are able to accommodate many events including work meetings, kids' parties, banquets and much more! No matter the occasion, we've got you covered!

Amenities

- Private space
- Customizable catering or Kafe menu
- 65" Flat Screen TV- HDMI cable provided
- Full-Service Bar Beer|Wine|Spirits
- Gift Shop
- Coffee/Esspresso Bar
- Lots of parking in adjacent lot
- Homemade pastries/desserts

Policies

You and your guests can order items from our handcrafted menu or if you are wanting the event to be catered, we offer a variety of buffet style options. We are a restaurant and ask that you **do not bring outside food or beverages into this establishment with the exception of birthday cake or cupcakes.**

If Uptown Koffee & Kafe has beer, wine and spirits for your event, we will check every person's ID. **We will not serve alcohol to minors or anyone without proper ID. No vertical IDs are accepted.**

Lite decorating is allowed, we just ask that you do not move any furniture—it is heavy and will damage the floor. **If you would like something moved, please ask for help and we will move it for you.**

Upon arrival, please **have your guests park in the overflow parking lot (the gravel parking lot adjacent to the building).** Our parking spaces are limited and this allows us to accommodate your group as well as our customers. If you do park in the main lot, you will be asked to move. Please make sure to let your guests know beforehand.

Fees

The **rental fee of the Koop is \$50 per hour with a minimum of 2 hours**. This fee is waived, if you and your guests purchase goods from Uptown Koffee & Kafe that succeed or equal the rental fee.

You must put a valid credit or debit card on file for Uptown Koffee & Kafe to reserve the Koop for your event. **All group events will be on one tab**, not separate ones in order to make a great experience for all our guests. **Along with the baseline rental fee, there is state sales tax and a 20% gratuity.**

Any damages to the Koop or Uptown Koffee & Kafe made by the group at the time of your reserved event will be charged to the card on file.

We ask that you give us **48 hours cancellation** notice or the card on file will be charged a \$50 cancellation fee.

*Prices vary based on catering needs

Name: _____

Phone: _____ Email: _____

Event Description: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Number of Attendees: _____ Catering: yes ___ no ___

What type of catering/food purchase method:

Alcohol: yes ___ no ___ Description: _____

Will you be decorating: yes ___ no ___

Description: _____

Additional Notes:

By signing below, you agree to the policies and fees set forth in this document and are held responsible for upholding this agreement.

**If you are filling out this form online, please either print it out and drop it off at Uptown Koffee and Kafe. Or fill it out, scan it and email it to us at uptownkoffeeandkafe@gmail.com*

Signature _____ Date _____