

# The Koop at the Uptown

## Let Us Help Make Your Event Special

The Koop is located on the **second floor** accommodating 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
- 65" Flat Screen TV-  
HDMI cable provided
- Gift Shop
- Lots of parking in adjacent lot
- Customizable catering or Kafe menu
- Full-Service Bar  
Beer|Wine|Spirits
- Coffee/Esspresso Bar
- 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 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 **KOOP RENTAL FEE is \$50 per hour with a minimum of 2 hours. The ENTIRE BUILDING RENTAL FEE is \$600 after normal Kafe hours.** This fee is waived, if your group purchases 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. In order to make each event a great experience for the guests, **all group events will be on one tab, not separate. Along with the baseline rental fee, there is state sales tax, a 3% card processing fee and a 20% gratuity.** If you pay with cash, the card processing fee will be waived. In the event you are paying with cash, you are still required to have a card on file to reserve the Koop.

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:

\_\_\_\_\_  
\_\_\_\_\_

Payment Method: Cash \_\_\_\_\_ Card (3% card processing fee) \_\_\_\_\_

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](mailto:uptownkoffeeandkafe@gmail.com)*

Signature \_\_\_\_\_ Date \_\_\_\_\_