

### **ToC reservations**

- Space for parties of greater than 4 can be reserved anytime, pending availability, in the cafe.
- Parties of 4 or fewer are accommodated on a first come/first serve basis
- Parties of 5-12 can reserve tables for up to 1.5 hours for a \$50 flat fee or \$8 minimum/person food/beverage purchase.
- Parties more than 12, please inquire direct or fill out this form for more info

### **Terms for Large Groups**

- Full cafe space 30-45 people and mobile sound system can be reserved for up to 2 hours at rate of \$150 or \$10 minimum / per person in food/beverage purchase. Counter service remains open to walk-in customers.
- Credit Card Accepted upon confirmation of reservation. Will not be billed until date of reservation, if chosen form of payment.
- Cancellation Fee: Cancellation up to 48 hours in advance, 10% of any reservation rate is non-refundable at cancellation
- Attendance confirmation needs to occur by reservation party 3 days prior date of reservation, if there is a change from original attendance estimates.

### **Bookstore Space Rental during Business Open Hours**

- Store rental is available at a rate of \$125/hour (including time for set up and clean up: standard set up: 30 min/clean up: 30 min) and includes:
  - store set-up and teardown/reassembly
  - staff member assigned to oversee all facility operations of event
  - arranged seating/tabling in accordance to your attendance, if needed
  - full A/V
  - Possibility of percentage kick-back on sales attributable to event for nonprofit organizations
- Customers not related to the event will be welcome in the store and cafe.
- Rental date/time is subject to availability in the context of other events the store has booked. Often Friday evenings, Sundays and Mondays are good times to book without other conflicts.
- Some choose to offset, in part or full, space rental costs with attendance fee.
- Registrations and Marketing are the responsibility of the host party. Links to location and/or media feeds encouraged. Use of store logo upon written consent of store marketing manager only.

- Bookstore to remain operating business and will not adjust natural sound occurring in space, but can offer refined cafe sound-service levels for up to 20 minutes during any booked event.
- All presenters encouraged/ expected to wear and/or use audio enhancement.

### **After Hours Event Bookings**

#### **After Hours Use of the Cafe and Bookstore Space**

- Available at a rate of \$200 per hour, based on availability
- Doors not open to public
- Full use of space/AV at party's discretion
- Menu catering options available from Table of Contents Cafe
- Non Catered Event Attendees invited/encouraged to purchase food and drink
- 20% gratuity applied to Bartender tab, minimum of \$50