



CONTACT INFO: [EVENTS@CAFELATTE.COM](mailto:EVENTS@CAFELATTE.COM)

Room Deposit: \$300

Minimum Food and Beverage Purchase: \$300

Capacity: 45 max. seated- 60 standing

Concierge Fee (planning, setup, and service): \$150 for planning and setup

Gratuity: 20% encouraged

**Room Fee:**

Payment of the rental fee is required for our private room at the time of booking. THIS FEE IS NON-REFUNDABLE if cancellation occurs within 14 days of the event date.

**Menu Selection + Event Details:**

Confirmation of the menu selections must be made 7 days prior to the event

**Additional Charges + Fees:**

- All food and beverages must be purchased through Cafe Latte and Bread & Chocolate
- Clean up fee of \$100 if prohibited decorations (ie; glitter) are used
- Final guest counts are due 48 hours before the event. Once submitted, this is considered a guaranteed count for billing. Increases to your guest count are subject to approval. We will do our best to accommodate late additions. Major changes without approval are subject to fees.

Customer Accepted \_\_\_\_\_ Date \_\_\_\_\_

