

John 3:16 Caffe is the perfect place to hold a variety of events. Our facilities offer great spaces to make your event memorable. Please email john316caffe@gmail.com  for further information.

Whether celebrating a special event such as a ministry meeting, reunions, corporate event, Baby Shower, Birthday Celebration, or just joining us for Coffee, John 3:16 Caffe welcomes you.

**Room Name and Size**

1. Solomon’s Porch (Front Patio)
2. The Tabernacle (Main Room)
3. Eden’s Garden (back patio)

**Seating Time**
Your seating begins at your scheduled time, regardless of late arrivals, it is important that you and your guests arrive on time to be able to fully enjoy every moment of your experience.

**Reservation Changes**
If you have “no shows” in your party at the last minute, we will include the cost of the no shows in your bill. If you bought a custom package, you have the option of having these extras served during your visit or taking them home to enjoy later.

**Payment Methods**
Zelle, (preferred). We also accept Visa, MasterCard, American Express (credit card processing fee of 5.0% will be added)

**Cancelation Policy**

Full Refund: 60+ days notification

Half Refund: 31-60 days notification

No Refund less than 30 days notification

**Equipment Available**
Tables and chairs (already in the caffe and patio area) (customer may bring extra tables and chairs)

**Custom Space Reservations (After Hour)**

(Custom Build your event)

**Custom Space (Al Carte) Reservation (Two hour minimum) (Barista and/or Server not included)**

Space Reservation (Main Room) The Tabernacle $125 per hour

The Tabernacle and Eden’s Garden $165 per hour

Solomon’s Porch, The Tabernacle and Eden’s Garden $225 per hour

**Beverages Available**

Selection of any of our Specialty Cold Brew coffee, hot coffee or tea refreshers or hot chocolate. Beverages are current caffe price (+tax) per person.

**After Hour Rate**

Barista $125 per hour

Server $50 per hour

**Combo Packages**

**Galilee Reservation (Indoor)**

Space Reservation John 3:16 Caffe “The Tabernacle” (Main Room)

1 Barista

Up to 20 guests

Up to 20 Drinks of your choice (Hot coffee, Cold Brew Coffee and London fog Tea, Hot Cocoa)

Up to 1 hours …………………………………. $375

**Samaria Reservation (Indoor/Outdoor)**

Space Reservation John 3:16 Caffe “The Tabernacle” (Main Room)

Access to Eden’s Garden Patio (General Area)

1 Barista

1 server

Up to 30 guests

Up to 30 Drinks of your choice (Hot coffee, Cold Brew Coffee and London fog Tea, Hot Cocoa)

Up to 2 hours …………………………………. $575.00

**Judea Reservation (Indoor/Outdoor)**

Space Reservation John 3:16 Caffe “The Tabernacle” (Main Room)

Access to Eden’s Garden Patio (General Area) and Salomon porch (Store Front General Area)

1 Barista

2 servers

Up to 40 guests

Up to 40 Drinks of your choice (Hot coffee, Cold Brew Coffee and London fog Tea, Hot Cocoa)

Up to 3 hours ……………………………...……$875.00

**After Hour Add Ons (Combo Package rate)**

Extra Guests $22.50 per person

Extra Hours $125.00

Server rental $50-100 hour per server

**After Event Cleanup $50 (this charge will be added automatically to credit card on file after event)**

**Note: Customer may provide its own clean up and/or bring chairs to accommodate the guest**

 **(cost per clean based on size guests see tariff chart below)**

**Charge Instructions**

A credit card **is** required even if an alternative payment method is made. It will not be charged unless property damage, extra time, extra guest, add on options, etc, Caffe and outdoor seating not left in the same manner as before rental time (rate amount will be at owner discretion).

Extra drinks or food above the package limit will be charged to the credit card in file at standard store rate. \_\_ Charge each individual guest. \_\_ charge Credit card on file. 5% discount will be applied to all extra purchases of both food and beverages (Combo packages only)

Extra minutes/hour rate on $1.50M/$80H

Each individual guest is responsible for their items. John 3:16 Caffe relinquishes responsibility for all items left behind.

\*\* General areas are not exclusive assigned areas but may be used by guests as a first come first serve basis. Restrooms Will be available to all guest until the end of the event.

**FACILITY USE AGREEMENT**

* +  John 3:16 Caffe reserves the right to refuse rental of buildings to organizations and/or persons who are not in sympathy with John 3:16 Caffe principles and values.
	+  All decorations, staging, and equipment must be broken down and removed immediately following the event.
	+  Customers who expect more than 20 people must obtain General Liability Insurance of at least $10,000.00 which John 3:16 Caffe is listed as “additional insured” party. You must provide the Administrator office with a certificate of Insurance prior to the event. Doors will not be open if the office does not receive the certification.
	+ Parking would be Side Street, hotel parking lot and New York Ave.

**TERMS AND CONDITIONS:**

* +  NO ALCHOLIC BEVERAGES or SMOKING of ANY kind on John 3:16 Caffe / Hotel property at any time.
	+  NO OUTSIDE FOOD OR BEVERAGES are permitted.
	+  The Facility and surroundings must be left clean – all garbage and recyclables are to be removed from the building immediately after any function.
	+ All furniture shall be placed back in its original position unless prior arrangements have been made.
	+  Any personal or group property brought to and/or left on John 3:16 Caffe premises shall be at your own risk.
	+  ALL areas of the facility should be left as it was found. A completed clean-up check list will be reviewed and the security deposit will be refunded after inspection of the facility.
	+ NO animals of ANY kind on premises except service animals only. (emotional support animals not permitted)

**DAMAGE ASSESSMENT:**

Damage to the property caused by the renter, any contractor, contractor / renter employee, or any guest will be assessed and charged to the credit card on file. We have read and agree to abide by the terms and conditions of this agreement. Any infraction of this agreement may result in loss of security deposit, denial of further use of the premises, and/or cancellation of this contract.

**The John 3:16 Caffe Event Venue is a Christian Woman Owned company and as such we uphold those values and beliefs, we encourage you to read more about our Values and Belief on our website prior to reservation.**

**Fill Out Form**

**Person of Contact:**

**Organization Name:**

**Address:**

**Tel:**

**Email:**

**Event Type:**

**Package:**

\_\_ Custom A La Carte Package \_\_$125.00 \_\_$165.00 \_\_$225.00

\_\_ Galilee Reservation (Indoor)

\_\_ Samaria Reservation (Indoor/Outdoor)

\_\_ Judea Reservation (Indoor/Outdoor)

**Guest Count:**

**Event Date:**

**Event Start Time:**

**Event End Time:**

**Comments:**

**Payment Method:**

**Gratuity for your Barista (Cash only)**

\_\_10%

\_\_15%

\_\_20%

\_\_25%

**Gratuity for your Waiter (Cash only)**

\_\_10%

\_\_15%

\_\_20%

\_\_25%

\_\_Renter will provide Self-serve to their guest

**Above limit purchases:**

\_\_ Charge each individual guest. \_\_ charge Credit card on file.

**After Event Clean up**

\_\_ Self-clean up performed by venue renter (garbage, return tables and chairs to original positions)

\_\_ Clean up service fee

 \_\_Small event $55 (15+ guest)

 \_\_Medium Event $95 (30+ guest)

 \_\_Large Event $125 (40+ guest)

**(This charge will be added automatically to credit card on file after event)**

**Note: Customer may provide its own clean up (as per caffe cleaning criteria) and/or bring table/chairs to accommodate the guests**

Unless prior arrangements have been made with and agreed to by John 3:16 Caffe, payment is due in full on or before the date of the event. A 50% deposit is required to confirm your event. Please see our cancellation policy.

**I fully understand and agree to all payment, cancellation, start/end times and clean up policies.**