

Reservation Request for Red Leaf Coffee

We are happy to provide you with a comfortable atmosphere for your event. We will have 2 baristas to make drinks for you and help with clean up. You may prepay for drinks in the form of a gift card or you may run a tab and pay at the end. If you will NOT be ordering drinks please check this box .

There is no gratuity set into the price of \$50/hour and we ask for a \$50 deposit.

TO BE COMPLETED BY CUSTOMER:

Reservation Date Requested:

1st choice _____

2nd choice _____

Time Requested: (Earliest 7pm M-S or 5pm Sundays)

set up 20min early allowed initial here _____

Contact Name:

Contact Number:

Event:

Of People: _____ (55 people max)

Email:

Drinks: Will you be bringing alcohol? Y N

No other outside drinks allowed (except for infants).

Please initial here _____

I understand if my party goes beyond the paid time I will be billed \$10 for every 15 minutes.

Please initial here _____

Requests/Comments:

RED LEAF STAFF USE:

Person taking reservation:

Today's date:

Is the time requested already scheduled with staff?

No Yes _____ are scheduled
and they are available to work the party.

\$50 Deposit Paid:

Cashier:

Total Paid:

Date:

Confirmation Email Sent: Yes

By:

Date: