



Space Fee Rental Agreement

Event Reservation and Cancellation: In order to secure the private party space for the date and time of your event, a deposit of a nonrefundable 50% is required at least (2) weeks in advance, along with this signed agreement. The deposit will be deducted from the final bill at the conclusion of your event. This deposit is forfeited by you if your event is cancelled within 1 week of the date requested. Initials \_\_\_\_\_

Restaurant Fees: A minimum consumption of \$1,750 per 4 hours (included 10 tables and 40 chairs) excluding tax and gratuities is required when using our private event space. For an 8 hour rental of the restaurant a minimum payment of \$3,500 (all tables and chairs). Each additional hour after the 4 or 8 hour agreement will be assessed an additional \$500 per hour. When this minimum consumption is not met, the difference will be assessed as a restaurant fee and added to the final bill. Initials \_\_\_\_\_

Event Menu and Guest Number Guarantee: The final menu choices and number of guests are required (3) days prior to your event. This will be the guaranteed number for which you will be billed, and food will be prepared according to this number, even if fewer guests attend. An increase in the number of guests on the day of the event will be accommodated and billed accordingly. Initials \_\_\_\_\_

Payment: Payment in full, including all open bar tabs, is required at the conclusion of the event, unless otherwise arranged with Canvas Café and Bakery. All prices will be billed as per the current menu and are subject to change. Final bill is subject to a 20% service fee and 6.00% sales tax. Initials \_\_\_\_\_

Decorations: Under no circumstance should anything be attached to the restaurant's walls, ceiling or furniture with tape, nails, screws or otherwise. Free-standing decorations such as centerpieces and weighted balloons are permitted. Initials \_\_\_\_\_

Outside Food and Beverages: Canvas Café and Bakery reserves the right to be the sole foodservice provider for events held in our party room. If you wish to bring a cake, cupcakes or other desserts, a service fee of \$1.50 per person will be assessed. Likewise, in accordance to Georgia Liquor regulations, all alcoholic beverages, must be supplied by Canvas Café and Bakery. We reserve the right to stop service in compliance with Georgia liquor laws, i.e. underage drinking or excessive intoxication. Initials \_\_\_\_\_

Third-Party Services: Canvas Café and Bakery must be notified at least (1) week in advance of third-party service providers such as entertainers, decorators, videographers, etc., that you may be planning to use for your event in order to ensure that they are accommodated and that their services will not be disruptive to our patrons or otherwise conflict with the terms and conditions outlined in this contract. Additional fees may apply. Initials \_\_\_\_\_

Liability: Canvas Café and Bakery reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged to the person(s) named responsible in this contract. Canvas Café and Bakery is not responsible for any lost or stolen articles. Initials \_\_\_\_\_

Witness in the execution hereof under seal by the undersigned the day and year first written below in the private event contract.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Canvas Café & Bakery Representative

\_\_\_\_\_  
Date