



General Room Reservation Policy

For Networking Groups, Local Community & Non-Profit Groups, and Private Parties

Room Details

Downstairs Enclosed Room: This room includes tables & chairs, a flat screen TV, room darkening blinds, and a door for privacy. Maximum of 50 people.

Upstairs Lounge Area: The lounge area includes 1 dinner table that seats 6-8, 2 loveseats, reading chairs and side tables, plus access to the outside deck with additional seating. This less private area is blocked using screens. This area is not handicap accessible. Maximum of 15-20 people.

Entire Upstairs Area: The entire upstairs includes lounging area, deck access, tables & chairs, booth and bar seating. This area is not handicap accessible. Maximum of 50 people.

Room Availability

Good Harvest will put up signage to reserve your space at least 1 hour prior to your event.

Rooms are available during the following times only:

- Monday-Friday between 8am-11am **or** 2pm-8pm
- Saturday between 8am-11am **or** 2pm-6pm
- Sunday between 2pm-6pm

Room Usage Policy

- Groups are responsible for their own set up and must return the room to its original layout. If you are physically unable to, please let us know ahead of time and we will assist you.
- Groups with religious and political agendas are not permitted.
- All areas will be open to the general public at the end of your reserved time slot. It's important to end your event on time so that you are not disturbed.
- **Latex balloons are strictly prohibited from entering our building due to severe latex allergies of some of our customers.** Any balloons will be promptly removed by Good Harvest Staff.

Food & Beverages:

- If you are catering food from the Harvest Café, orders must be received at least 48 hours prior to event.
- A 50% down payment is required for all catering orders.
- Outside food and beverages are not allowed; feel free to purchase snacks from the store prior to your event to serve your guests; if guests would like to order their own food, they may do so at the café counter.



Fees

Room reservations for Non-Profit community groups are most often offered at no charge. However, Good Harvest reserves the right to change this policy with 30 day written notice to any reserved function.

Fees for private parties including showers, birthday parties, and other events can be offset with food and beverage purchases from the café. Contact us for pricing information.

Cancellation Policy:

We request all cancellations be received 72 hours in advance so that we may accommodate other customers. A cancellation fee may be charged for last minute cancellations, or future room requests may not be accepted.

Good Harvest Contact Information:

To Reserve a Space:

Christine Pfaffenbach, Marketing Director
262-544-9380, ext 23
christine@goodharvestmarket.com

Alternate Contact:

Ross Easton, General Manager
262-544-9380, ext 11
ross@goodharvestmarket.com

Café Contact for Food Orders

Heather, Café Supervisor
262-544-9380
heather@goodharvestmarket.com

**If you are only interested in reserving a non-private table for your group, please contact the Café directly and they will be happy to assist you.*

***Good Harvest reserves the right to make changes in the policy at any time.*