



## **General Room Reservation Policy**

### **Room Details & Fees**

**Downstairs Enclosed Room:** \$50/hour or \$100/hour spent on prepared food from the Harvest Café.

Enclosed room includes a flat screen TV. Maximum of 50 people.

**Upstairs Lounge Area:** \$50/hour or \$100/hour spent on prepared food from the Harvest Café. Lounge area includes 1 long table that seats 6, sofa, loveseat & reading chair, plus access to the outside deck with additional seating. Less private area is blocked using screens.

**Entire Upstairs Area:** \$100/hour or \$200/hour spent on prepared foods from the Harvest Café. Entire upstairs includes lounging area, deck access, and additional table, booth and bar seating. Maximum of 50 people.

**Rental Fee:** A 50% minimum down payment is required to reserve the rental space.

*Note: For every \$100 spent on prepared food from the café, the hourly rental fee is waived. (For example a 2 hour rental with no food is charged \$100 total – a 2 hour rental with a \$100 purchase in food is charged the cost of food plus \$50 for the second hour – a 2 hour rental with a \$200 food purchase is charged only the cost of food)*

### **Availability**

- All rooms are available Monday-Friday from 9:00-11:00 AM and 2:00-8:30 PM
- All rooms are available Saturday and Sunday during normal business hours

### **Non Profit Group Rentals:**

- Rooms are available at no cost between the hours of 9:00-11:00 AM and 2:00-5:00 PM.
- For evening hours after 5:00 PM, the fee will be \$25/hour or \$50/hour spent on prepared food from the Harvest Café.

### **Room Usage Policy**

- Groups are responsible for their own set up and must return the room to its original layout.
- Groups are responsible for their own advertising, registration, collection of fees from participants, etc.
- If the groups' topics are aligned with Good Harvest (health & wellness related), we will mention the class in our newsletter and on the Events Calendar at the front of the store.
- Groups with a religious or political agenda are not permitted.



## Food & Beverages:

- If ordering food from the Harvest Café, orders must be received at least 48 hours prior to event.
- Only prepared food orders from the Harvest Café Menu are included in the waived rental fee. Items such as snacks from the deli or food aisles are not included.
- Outside food and beverages are not allowed
- A 50% down payment is required for all food orders.

## Cancellation Policy:

- 72 hours or more – 100% refund of deposit (which s/b 50% of the rental rate).
- 24-72 hours – refund of 50% of their deposit.
- Under 24 hours – no refund.