



## **General Room Reservation Policy**

### **Room Details**

**Downstairs Enclosed Room (\$50 deposit):** This room includes tables & chairs, a flat screen TV with HDMI hook up, room darkening blinds, and a door for privacy. Maximum of 50 people.

**Upstairs Lounge Area (no charge):** 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 (weather permitting). This less private area is blocked using screens. This area is not handicap accessible. Maximum of 15-20 people.

**Entire Upstairs Area (\$50 deposit):** 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 or groups trying to sell products other than the products Good Harvest Market carries are not permitted.
- Classes & Workshops open to the public and our customers must focus on Healthy Lifestyle & Wellness.
- 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.

### **Fees**

- There is a \$50 deposit required in advance to reserve the enclosed dining room. This deposit is non-refundable and will be charged 3 days prior to your event.
- Once the deposit is charged, you will be issued a \$50 Harvest Café Gift Card that you can pick up at the café counter.
- This gift card can be used toward purchases for your event such as catering food/beverage or you can choose to use it any time you would like. Please note that the Harvest Café Gift Card is only valid for Harvest Café purchases (café grill & counter, deli, bakery, soup, salad & hot bar, meals for 2, single grab & go beverages) and cannot be used throughout the entire store.

### **Food & Beverages:**

- Food & Beverage packages are available or you can choose items from our menu.



- If you are catering food from the Harvest Café, orders must be received at least 48 hours prior to event.
- Outside food and beverages are not allowed.

#### **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.

#### **Reserving the Room:**

To reserve the room for a class, meeting or private event, please email the Marketing Director and provide a few dates and a time you would be interested in.

Once a date is confirmed, depending on the type of event and where, you will need to provide the following:

- Contact/Group Name, phone number and email address
- Class/Meeting Topic, Class Speaker, Title & Description, will the class be free/what the class fee will be
- Estimated number of attendees
- Food & Beverage: you will be purchasing/attendees purchasing/you are paying the fee
- \$50 deposit form completed and submitted

#### **Class Promotion:**

Good Harvest is not responsible for signing up attendees, collecting class fees or promoting your event.

Good Harvest will provide information to our customers the following ways (applies to workshops/classes open to the public):

- Website Calendar: Details/description of your class to be posted on the Good Harvest website calendar including what the workshop is about, contact information on how they can register/sign up and is there a fee.
- Poster/Flyer: If you have a poster advertising your class you can either drop it off or email it to the Marketing Director and we will post on our entrance bulletin board.
- Monthly Newsletter: Good Harvest sends out a monthly newsletter to customers on the first of the month. If you do have a class scheduled for that month, it will be included as a link to our website in our newsletter.

#### **Good Harvest Contact Information:**

##### **To Reserve a Space:**

Christine Pfaffenbach, Marketing Director  
262-544-9380, ext 23  
[christine@goodharvestmarket.com](mailto:christine@goodharvestmarket.com)

##### **Café Food & Beverage Orders**

Jeremy, Assistant Cafe Manager/Kitchen Manager  
262-544-9380, ext 24  
[jeremy@goodharvestmarket.com](mailto:jeremy@goodharvestmarket.com)

*\*If you are only interested in reserving a non-private table for your group, please contact Ross Easton directly and he will be happy to assist you.*

Good Harvest Market August 2019 *\*\*Good Harvest reserves the right to make changes in the policy at any time.*



## HARVEST CAFÉ Room Reservation Deposit Form

Thank you for your interest in hosting your class/event at the Harvest Café. A \$50 deposit is required to reserve the enclosed dining room.

### Room Deposit Fee:

- This deposit is non-refundable and will be charged 3 days prior to your event.
- Once the deposit is charged, you will be issued a \$50 Harvest Café Gift Card that you can pick up at the café counter.
- This gift card can be used toward purchases for your event such as catering food/beverage or you can choose to use it any time you would like. Please note that the Harvest Café Gift Card is only valid for Harvest Café purchases (café grill & counter, deli, bakery, soup, salad & hot bar, meals for 2, single grab & go beverages) and cannot be used throughout the entire store.

Please complete the form below and email it to Christine Pfaffenbach, Marketing Director at [christine@goodharvestmarket.com](mailto:christine@goodharvestmarket.com).

Please print clearly.

Card Type (circle one): Visa    Master Card    Discover Card    American Express
Name on Credit Card _____
Credit Card # _____
Card Expiration Date _____ Card Security Code (3 digit code) _____
Billing Address _____
Phone Work _____ Cell _____
Email Address _____
Group/ BusinessName _____
Reservation Date/Time _____

### **OFFICE USE ONLY:**

Date Form Received \_\_\_\_\_