

RENTAL INFORMATION

the**chocolate**bar

Event Type	1 Bay	2 Bay	3 Bay
Business/Gathering 1-3 hours no services (food & drink)/set-up, surcharge for Fri & Sat.	Contact café for pricing. 32 ppl.	64 ppl.	n/a
Party/Event 3-4 hours food services/set-up	\$150 32 ppl.	\$300 64 ppl.	\$600 96 ppl.
All Day Event 5+ hours food services/set-up	\$300 32 ppl.	\$600 64 ppl.	\$1000 96 ppl.
Wedding/Full Facility Rental	This includes restaurant and all three addition bays \$2400, 11am-4pm day before back bays, 9:30 am - 12 am day of back bays, 3pm-12am day of full facility access. Food and drink services, room set up included. *Ask about capacity and set up		

*All numbers are based on guests seated at tables.

Hours of Operation

Monday-Thursday	7:30 am - 10:00 pm
Friday	7:30 am - 12:00 am
Saturday	9:00 am - 12:00 am
Sunday	Closed - Rentals by appointment only

Rental Includes:

Furniture available for use:

- (15) 5 ft. round tables
- (4) 8 ft. long tables

(100) white bamboo chairs

Table clothes and napkins included

TV's- each bay has at least two smart tv's available for use by the renter. Each tv's has USB and HDMI ports available to connect to a computer or external storage device. We have the HDMI cables provided. You will need to provide your own computers and/or storage devices per tv.

Audio- each bay is provided with an audio cable. This cable can be plugged into any device that has a standard headphone jack (i.e. computer, iPad/tablet, phone and these items must be provided by the renter). If these items are not provided, there is no music for the space.

Extra items:

Bar Rental \$250 Minimum Sales

Bar rental includes a limited bar with beer, wine and mixed drink options. We can tailor make a signature drink for the event to correspond with a theme or as a personal preference. You may be asked to purchase items by the batch or case if items are not provided in house.

Microphones (subject to availability)

Service

All food is typically served buffet style. However, we can offer full service dinner and cake cutting is offered at an additional charge. Please keep in mind that we are closed on Sundays so any items ordered from the bar for a Sunday rental may require this charge. This can be discussed and determined at the time of signing the Rental Agreement.

Weddings*

Weddings are special events and require lots of time, attention and planning. With a wedding rental you will receive access to the back two bays of our addition facility starting the day prior to the event from 11 am to 4 pm and access to all three bays

plus our café side the day of the event starting after 2pm and lasting till midnight that evening. All other rental rules and regulations apply. Any changes will be discussed and determined at the time of signing the Rental Agreement.

Rules and Regulations *(in additional to the above listed information)*

We are a full service restaurant, however we do not have a warming kitchen available for guest/renter use.

All food and drink must be purchased from The Chocolate Bar. We can make exceptions to the rules but management and determined must approve them at the time of the rental agreement signing.

A security deposit is to cover lost, broken and stolen items.

A deposit of \$300, or the price of the rental fee if less, is due at the time of the booking. This amount is applied toward the cost of your room rental. The deposit is non refundable and is required to hold the date of the event.

Deposits are only to be made after final confirmation of date availability and contact is made with The Chocolate Bar Event Coordinator or a designated staff member. We accept cash, credit (payments taken over the phone require a 3.5% charge) and check.

Party is to stay in the bay of the rental except for bathroom use. The specific details of this can be discussed and determined at the time of signing the Rental Agreement. Use of tables and chairs outside of your rental room, when The Chocolate Bar is not open may require an extra fee for additional cleaning.

A gratuity of 18% is added to all rentals with catering services/sales. This is applied to all food and drink items purchased, is non negotiable and due at the time the total is calculated.

Guests are to use the main entrance of The Chocolate bar, located at 116 W 3rd Street, for both entrance and exit of the building.

All alcohol stays within the premise of the building. Absolutely NO alcohol is to leave the premise of The Chocolate Bar.

Set-up and tear down must happen within the rental time. This typically is designated to the hour or half hour prior and after the event. Any additional time must be set up prior to the event. If you stay beyond your rental time there will be a penalty charge of \$75 per hour in additional to the original event time frame. Example: If your rental is scheduled to end at 5pm and you stay till 5:15pm, there will be a charge of \$75.

We can provide you with 8ft. long tables, 5ft. rounds and white bamboo chairs.

Available quantities of these items are listed in the above section labeled ***Rental Includes: Furniture Available for Use***. You may provide other/additional table and seating options at your expense. This can be discussed and determined at the time of signing the Rental Agreement.