

# RENTAL INFORMATION

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Event Type	1 Bay	2 Bay	3 Bay (West room café seating)
<b>Business/Gathering</b>	*Call for pricing as it can range from \$75-150 per bay depending on needs		
1-3 hours minimal services	32-40 ppl.	64-80 ppl.	
<b>Party/Event</b>	\$150	\$300	\$800
3-4 hours food services/set-up	32-40 ppl.	64-80 ppl.	96 ppl.
<b>All Day Event</b>	\$300	\$600	\$1600
5+ hours food services/set-up	32-40 ppl.	64-80 ppl.	96-120 ppl.

## Wedding/Full Facility Rental

- \*Food/drink services, room set up included
- \*Ask about capacity and set up
- \*All numbers are based on guests seated at tables

**Space includes:** Café seating + 3 bays

**Rental Fee:** \$2400

**Seating:** 120 - 150 ppl

**Space Availability Timeline:**

### Bay 2 & Bay 3

11am-4pm: Set-up time on day prior to event

9:30am-12am: Day of event

### Bay 1 (West room café seating)

3pm-12am day of full facility access.

- \*The above pricing, is based on hours of operations Monday - Thursday.
- \*\*Sunday pricing is available upon request and your party's needs.
- \*\*\*Space Rental hours include set-up and tear down.

## 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. If no content is provided The Chocolate Bar will provide a house image.

**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, we will provide The Chocolate Bar's house music.

## 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)

## **Additional Service/Charges**

All food is typically served buffet style. However, we can offer full service dinner and cake cutting for an additional service charge. Please keep in mind that we are closed on Sundays, the above pricing does not represent Sunday rental fees, but pricing is available upon request and based on your party's needs.

## **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 must approve them at the time of the rental agreement signing. *(ex. Strict dietary restrictions, grandma's 100yr old apple pie family recipe, ...)*

A security deposit of \$250 is required at the time of booking to cover lost, broken or stolen items. This check will not be cashed but held until the completion of the event. In the event something is lost, stolen or broke it will be cashed to cover TCB's expenses, but returned the day of if no damage is reported.

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 3.75% 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.

Party room entrances/exits will be determined based on bay rented and specified in your contract.

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.