

The Pourhouse Café
314 E Kirkwood Ave
Bloomington, IN 47408
812-339-7000

Downstairs Room Use Policy And Agreement

It is our desire to provide a gathering space for groups, organizations and businesses in our community. Rooms may be reserved in advance at the beginning of a semester on a first come, first served basis or at anytime as availability permits. Rooms may be reserved for one-time use, monthly, or weekly for the entire semester. **At the end of each semester the calendar will be cleared of ongoing reservations and groups must reschedule for the summer or the following semester.**

Downstairs rooms have a maximum capacity of 15 people per room. No audio/video is provided.

Please provide the name of your group/organization/business and check the option that best describes your group:

Name of Group/Organization/Business _____

- Nonprofit Organization holding current 501(c)3 designation
 Student Group
 Religious Group
 Business
 Other (Please describe) _____

Please keep in mind that there is a cost to The Pourhouse Café to make these rooms available. This cost comes in the form of rent, cleaning, maintenance and staff.

Room & Catering Fees

A fee of \$20 will be charged to for-profit businesses and groups or individuals who charge attendees or are selling items. Otherwise there is no fee for these rooms but groups are asked to make purchases equal to or over a total of \$20 per visit. Please have your attendees inform the barista that they are with the group.

We offer a variety of food and drinks for groups that may be ordered in advance including coffee by the carafe. Our catering menu is available at the bar and at thepourhousecafe.com. Catering should be arranged when the room reservation is made and will be billed on a separate invoice.

To help us keep our costs at a minimum we ask that your group adhere to the following:

- ONLY FOOD AND DRINK PURCHASED IN THE CAFÉ IS PERMITTED
- DO NOT MOVE THE TABLES (DAMAGE MAY BE CAUSED TO THEM)
- ONLY INDIVIDUAL CHAIRS MAY BE MOVED
- RESET ALL CHAIRS BEFORE LEAVING
- RETURN ALL TRASH AND DISHES TO APPROPRIATE LOCATIONS UPSTAIRS
- DO NOT LEAVE ITEMS (SUCH AS PILLOWS) TO USE FOR YOUR NEXT MEETING
- ANY ITEMS REMAINING WILL NOT BE SAVED
- DOORS MUST REMAIN UNLOCKED AT ALL TIMES

Disclaimers

The Pourhouse Café makes no warranty regarding the suitability of the space for intended use.

Damages

Beyond ordinary wear and tear, the Signer shall be responsible for any damage caused by their use of the Space. Signer shall arrange for the repair of any such damage. In the event if Signer does not make any necessary repairs, The Pourhouse Café shall arrange for the same at Signer’s expense.

Indemnification

Signer and Group members hereby indemnifies and holds harmless The Pourhouse Café from any damages, actions, suits, claims, or other costs (including reasonable attorneys’ fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by Groups use of the space, including any acts or omissions on the part of The Pourhouse Café, its employees, officers, directors, independent contractors, or other agents. Signer shall notify The Pourhouse Café of any damage or injury of which it has knowledge in, to, or near the space, regardless of the cause of such damage or injury.

The Pourhouse Café will not be held responsible for any lost, stolen or damaged items during your group’s use of the room.

Revocation

The Pourhouse Café shall have the right to revoke this Agreement at any time prior to the Event Date, provided it gives Signer prior notice of revocation.

Please complete the information below and a manager will email you a confirmation of your request. Thank you.

Contact Person: _____

Phone: _____ Email: _____

Group: _____

Number of guests attending: _____ Catering Requested: yes no

Purpose: _____

Date(s) Requested: _____ Time: _____ to _____

One Time: _____ Weekly: _____ Monthly: _____ End Date: _____

I understand and agree to the Downstairs Room Use Policy.

Signature

Date

For office use only:

Approved by: _____

Date: _____

Notes: _____