

The Pourhouse Café

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

316 Room Use Policy And Agreement

It is our desire to provide a gathering space for groups, organizations and businesses in our community. Our 316 event space may be reserved on a first come, first served basis or at anytime as availability permits.

316 has a maximum capacity of 45 people. 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 this space available. This cost comes in the form of rent, cleaning, maintenance and staff. In order to close off this space for a private event we are displacing customers who might otherwise choose to sit in this room.

Room & Catering Fees

The 316 event room is available at a rate of \$50/hr with a two hour minimum, or 8 hours for \$350. Non-profit groups may qualify to receive a 50% discount on this rate. A deposit of 50% of the total will be due one week prior to the event. In the event of a cancellation before 24 hours of the event the deposit will be returned. After 24 hours the deposit will be forfeited if we have already purchased products for the event.

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 WITHOUT PRIOR APPROVAL
- ANY ITEMS REMAINING MAY NOT BE SAVED
- DOORS MUST REMAIN UNLOCKED AT ALL TIMES

Disclaimers

The Pourhouse Café makes no warranty regarding the suitability of the Space for Renter's intended use.

Damages

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

Indemnification

Renter 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 Renter's 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. Renter 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 Renter prior written notice of revocation. In the event that The Pourhouse Café revokes this Agreement prior to the Event for reasons other than nonpayment of fees or breach of this Agreement by Renter, The Pourhouse Café shall refund to Renter the full amount paid by Renter in connection with this Agreement, including the entire Deposit.

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

Contact Person: _____

Phone: _____ Email: _____

Name of Group: _____

Number of guests attending: _____ Catering Requested: yes no

Purpose: _____

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

I understand and agree to the 316 Event Space Use Agreement.

Printed Name Signature Date

For office use only:

Approved by: _____ Date _____

Notes: _____