

EVENT RESERVATION FORM - SHOP SPACE

Little Green - A Plant Bar

1101 Main St, Redwood City, CA 94063, 650-704-1838
 info@littlegreenaplantbar.com

CONTACT INFO

Name: E-mail:
 Date Cell No.:

EVENT INFO

Desired Date: Time Slot (2-hr min):
 No. of People Attending:
 Description (ex team building, birthday party, etc.)
 Will you be planting? (circle one) Yes No How many?
 Did you want the coffee bar open? (circle one) Yes No No. of hours?
 Will you be using a caterer? (circle one) Yes No
 If yes, please list name of caterer
 Will you have live entertainment (circle one) Yes No
 If yes, what type of entertainment?
 Will you be bringing alcohol? (circle one) Yes No (Beer and wine only)

COSTS

Base Rental (up to 35 people)	(up to 35 people, \$250/hr 36-50 people)	X \$200/hr	<input type="text"/>
or Base Rental (36-50 people)		X \$250/hr	<input type="text"/>
Plant Bar - 4" pot		X \$25/person	<input type="text"/>
or Plant Bar - 6" Terrarium		X \$35/person	<input type="text"/>
Coffee Bar \$30 barista chg/hr, 2 hr minimum. \$10/guest(2 drinks max)		X \$30/hr	<input type="text"/>
<i>*Depending on no. of guests, more than one barista may be required</i>		X \$10/guest	<input type="text"/>
Table Rental		X \$15/ea	<input type="text"/>
Chair Rental		X \$3/ea	<input type="text"/>
Balloon Arch Rental		X \$30	<input type="text"/>
Bar Counter Rental		X \$15	<input type="text"/>
Kitchen Area Rental		X \$50	<input type="text"/>

Notes:

Total
 50% deposit

TERMS AND CONDITIONS: The following applies to all Little Green events

- 50% deposit required to reserve date (\$100 non-refundable); balance due 14 days prior to date of event
- The date of the event can be changed up to 30 days prior to original event date, but a rescheduling fee applies
- Event can only be rescheduled within a 3-month window of original date
- No refunds will be given for cancellations within 14 days of event date
- Little Green reserves the right to approve any caterer and/or outside entertainment used for the event
- By signing, you agree to all terms and conditions as indicated on this form
- Important information is provided in the Rental FAQ web page. Review of the FAQ is required prior to reserving Little Green for your event

By initialing this box, you confirm that you have read and agreed to any information provided in the Rental FAQs

7/19/2023

Sign _____ Date _____