

Building Rental Policies and Pricing

Light House Coffee, LLC reserves the right to deny or accept reservation requests. We also reserve the right to cancel your reservation. If this happens, we’ll do our best to let you know at least 2 weeks in advance.

Light House may be reserved after 5:00pm.

**To reserve the Building, please fill out the Building Reservation Form through our website,**[**www.lighthousecoffeebr.com**](http://www.lighthousecoffeebr.com/)**. No reservations will be made over the phone.** Our team members will do our best to answer your questions, but this document constitutes official rules and regulations, and for the sake of avoiding miscommunication, everything will be done in writing. All phone calls will be followed up with an email. Any additional requests or changes must be communicated in writing. See the guidelines below for reservations.

The following is included in your reservation:

* At least 2 Light House staff
* Guests may purchase drinks, pastries, and merchandise, but the building is only open to your guests.
* You may bring your own decorations (see “Decorations” below) and set up equipment, **but the time needed to set up and tear down must be included in your reservation time.** (See “Decorations” below) Please let us know in advance how much set up is needed (moving tables, electrical needs, moving any of our decorations, etc.).

Pricing: ($150/hour until 9pm; $200/hour after 9pm)

* 2 hours, 7:00-9:00pm - $300
* 3 hours, 6:00-9:00pm - $450
* 4 hours, 5:00-9:00pm - $650
* If you wish to reserve the building after 9:00pm, each additional hour past 9:00 is $200/hour.
	+ For example, a rental from 7:00pm-10:00pm would be $500 ($300 for first 2 hours + $200 for additional hour)

*\*\*\*If you start setting up early or stay past your reserved time, you may be invoiced for that additional time.*

All rentals must end at closing or pay until closing.

* Ex: You may not reserve the space from 5:00pm-7:00pm if we close at 9:00pm. However, you are welcome to have your event 5:00pm-7:00pm, but you would have to pay as if the event was until 9:00pm.
	+ \*If you would like to reserve the building during off season days when we have reduced hours, contact Amber at lighthousecoffeebr@gmail.com for more information, as you do not need to reserve until 9:00pm.

Outside vendors may be brought in, but **please clean up mess from food, decorations, etc.**. Trash cans will be provided, and you are responsible for returning the establishment to original condition. You are welcome to use our ice, water, dishes, cups, etc., but customers are not allowed behind the bar or in the kitchen. Our staff would be happy to help with whatever you need.

Below is a list of all the furniture pieces included with your rental.

No alcohol.

Sound equipment, projectors, and freestanding screens are fine.

No animals allowed except for service animals.

Decorations:

 - Do not move the large/cement table, unless approved by management

- Command hooks and strips are an acceptable method for hanging decorations.

- Do not use tape, glue, nails, screws, or any other hardware to hang, post, or display.

- Free standing displays and easels are fine.

- All decorations must be approved by management.

- Do not hang anything from the ceiling including LH lightbulbs, sprinklers, or piping.

Maximum capacity: 80 people

Payment will be done via email invoice. A **25% deposit is due in order to reserve your date** and time. The remaining **75% is due 2 weeks prior** to your event.

Please contact Amber Elworth at lighthousecoffeebr@gmail.com for more information! Thank you!

Light House Coffee Furniture (included in your rental):

* (5) round wood tables
	+ (15) white chairs (plastic) - placed around round wood tables and large slab table
* (6) square wood tables
	+ (16) white chairs (wood)
* (3) tall waterfall tables - 8ft
	+ (16) black barstools
* (3) tall waterfall tables - 6 ft
	+ (4) white barstools - placed around coffee bar
* (1) 12 foot slab table (please ask for permission to move)
* (10) foot wood table (in meeting room)
	+ Mix of plastic and wood white chairs around table
* (1) Brown leather couch
* (2) grey arm chairs
* (2) coffee tables (1 wood slap, 1 hexagon)
* (2) bench cushions
* (6) black throw pillows
* (8) outdoor tables
* (18) outdoor chairs