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DESCRIPTION

Chocolate Pink is a beautiful pastry café with a nicely appointed event room upstairs. It is a perfect space for bridal showers, baby showers, birthday parties, company meetings or trunk shows. Guests can enjoy delicious pastries, *illy* espresso coffee and gourmet hot tea in an intimate, elegant space in the heart of midtown Atlanta.

The chocolate brown staircase that leads to the event room steps you under a beautiful pendant chandelier of crystal Moravian stars. You are greeted by a spacious foyer that is perfect for a guest sign-in table, gift table or bar area. From there you walk into the main room past the fully equipped island kitchen. Rich dark cherry cabinetry, stainless steel appliances, and a lengthy granite countertop provide ample style and function for serving your guests. The main room can be arranged to provide the right ambiance for seated or standing guests. Bamboo floors throughout, subtle grey walls, a beautiful pink column with shimmering stainless steel beads and images of pastries complete the décor. Floor to ceiling windows framed in white diamond-pattern drapes overlook Juniper Street. The stainless steel bistro tables with white stackable chairs provide comfortable seating and a buffet table is skirted in white with a chocolate brown tablecloth to display pastries or other food.

EVENT PLANNING

Chocolate Pink provides a complimentary on-site event coordinator to assist in the planning of your event. Please call to make an appointment or inquiries. The event coordinator will be onsite during setup and cleanup of your event. Serving personnel are available during your event for \$10.00 per hour.

Location: 905 Juniper Street NE, Unit 108, Atlanta, GA 30309

Office Hours: 10:30am-2:30pm Tuesday thru Saturday

Contact: Sharon Smith

Phone: 404.745.9292 **Cell:** 404.735.7114

Email: ssmith@chocolatepinkcafe.com

SCHEDULING

Chocolate Pink opened in August of 2006 and the event room has become quite popular. Weekends tend to be the choice for scheduling events so flexibility and advance notice are important when deciding to book the room. Considering the average 4 hour rental period plus turnaround time, the Chocolate Pink event room can handle 2 parties each day Tuesday through Sunday. Some events such as company meetings may require less time and may be able to be scheduled in addition to the average number of daily events. The event coordinator can help you choose the day and time that works best for your event.



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CAPACITY

The main event space is intended for smaller gatherings of 30-50 guests. However, additional capacity up to 75 guests is available upon request or you may "buy-out" the entire café and event room to meet larger capacity requirements. The main event space can be arranged to provide the right setup for seated or standing guests. A floor plan can be faxed upon request.

MAIN ROOM	SIZE	SQUARE FOOTAGE
Main Event Room	16'x24'	384
Kitchen	10'x6'	60
Foyer	16'x7'	112
Bathroom	8'x5'	40
Total		596

ADDITIONAL ROOM	SIZE	SQUARE FOOTAGE
Extra Event Room	13'x13'	169
Extra Private Bathroom	7'x7.5'	52.5
Total		221.5

DECOR

The event space is nicely appointed and can be used as-is for a wonderful event. However, the room can be dressed up with table cloths, chair sashes, drapery panels, table adornments, fresh flowers, balloons, etc.

The rental client is responsible for all decorating and special effects for the event, within the following guidelines. All decorations and signs must be freestanding. Items cannot be attached to the walls, cabinetry, doors, floors, appliances, or fixtures with staples, nails, tape or any other material that will leave holes or marks. Hanging signs or banners on the exterior of the building or interior walls is not permitted. Only votive or tea light candles may be used in the event space. Flames must be contained. No tapered candles are allowed. Open fires and pyrotechnics are not allowed on the property. Items cannot block any entryway, paths, stairwells or hallways at anytime. All items must be removed from the premises immediately following the event, unless otherwise pre-arranged. Floral arrangements will be discarded if not removed at the end of the event. Chocolate Pink is not responsible for any items left after an event. Music bands are not allowed. DJs are allowed within condominium volume levels. Smoking is prohibited. Load-in instructions should be discussed with event coordinator prior to event. Load-in must be completed within the rental time period or additional hour rates may be charged.



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RENTAL RATES

The main event room rents for a minimum of \$250 for the first 4 hours, \$75 per hour thereafter on Tuesday, Wednesday, and Thursday during the hours of 10:00am-11:00pm. Friday, Saturday, and Sunday rates are a minimum of \$375 for the first 4 hours, \$100 per hour thereafter during the hours of 10:00am-11:00pm.

The additional event room rents for \$125 on weekdays (Tues-Thurs) and \$185 on weekends (Fri-Sun) for the first 4 hours, \$75-\$100 per hour thereafter respectively.

A "buy-out" rental of the café is available for \$750 per hour on weekdays (Tues-Thurs) and \$1000 per hour on weekends (Fri-Sun) in addition to event room rental rates above.

Included:

- 8 – 24" stainless bistro tables
- 32 – White/grey stackable chairs
- 32 – Sets of Tableware: Water Glasses, Plates, Silverware, Pink Paper Napkins
- 1 – Guest sign-in/gift table (4' x 1.5') with pink tablecloth
- 1 – Buffet table (6' x 2.5') with white skirt and brown tablecloth
- 1 – High-end kitchen (10' x 6') with refrigerator/freezer
- 1 – Granite countertop (8' x 4')
- 1 – Private full bath (12' x 7'); additional half bath accessible in downstairs café
- 1 – Coat closet
- 1 – CD player/radio

**Use of stove or oven is available for additional fee of \$50*



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DEPOSITS & HOLDS

To secure a date exclusively, a non-refundable deposit of 50% of the rental fee and a signed contract is due to Chocolate Pink. At which time the client will receive a copy of the signed contract and an invoice of fees, rental charges, catering requirements, etc. excluding applicable taxes.

*Cancellation of an event after contract signing will result in forfeiture of all fees paid.
Due to time constraints in rebooking an event, rescheduling within three weeks of your scheduled date is not permitted and will result in forfeiture of all fees paid.*

While we try to be courteous with scheduling your preferred event date, room rentals are on a first come first serve basis. The best way to ensure your preferred event date is with a deposit and signed contract. At this time we do not offer holds.

Chocolate Pink Event Room contracts are non-transferable.



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PAYMENTS

The balance of the room rental fee is due on the day of the event. Final guest count and additional charges, including beverage service, catering, and any other services must be finalized one (1) week prior to the event. Payments are due on the day of the event by Cash, Visa, MasterCard, or American Express.

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A *refundable* damage deposit of \$150 in the form of a check is due one (1) week prior to the event. A damage deposit of \$200 is due if using unapproved caterer. This deposit covers possible damages to the room, furniture, fixtures, tableware, linens, appliances, etc. The client will be notified whether damage has occurred within 48 hours following the event. If no damage has occurred the check will be returned to the client within one week or destroyed upon request. Damage charges are incurred only for those items that are damaged up to \$150/\$200. If damage charges should exceed \$150/\$200, a written estimate will be provided for the client and payment in full is due immediately. Payments can be made by Cash, Visa, MasterCard, or American Express.

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TERMS AND CONDITIONS

Evening rentals must end at 11 p.m. and cleanup must be completed within the rental time period. There is a charge of \$75-\$100 per hour or any portion of an hour for additional event hours after 11 p.m. The event room should be left just as you found it with exception of crumbs, floors, tabletops, dirty service items, etc. Trash should be bagged for removal, please ask for extra garbage bags if necessary. Chocolate Pink is not responsible for any items left after an event. Music bands are not allowed. DJs are allowed within condominium volume levels. Smoking is prohibited. Bags of ice must not be "broken up" in the sink or on the wood/tile floors. Ice should be broken outside on the concrete. Load-in instructions should be discussed with event coordinator prior to event. Chocolate Pink reserves the right to use photography, marketing, and press releases of any event for promotional purposes without additional permissions for use. Chocolate Pink will abide by the limits of our privacy policy and any concerns of promotional purposes must be otherwise explicitly discussed and agreed upon.

PARKING

Parking for guests is available in the 905 Juniper building garage off 8th Street between Juniper and Piedmont. Parking is validated for guests who park in the garage although space is limited. Free on-street parking is available along Piedmont or 7th Street. After 5pm, valet parking is available for \$5 in the Wachovia parking lot on the west side of Juniper at 8th Street. Other parking available: Metropolis, 7th Street Parking Lot, etc.



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FOOD SERVICE

The client may bring in food, beverages, or alcohol for their event. Outside catering is also available from Chocolate Pink approved caterers. Caterers not on the approved list must provide a current business license and current certificate of insurance. Use of the kitchen stove or oven is available for an additional fee of \$50. Setup and cleanup of all food related items should be completed within the rental time period. Bags of ice must not be "broken up" in the sink or on the wood/tile floors. Ice should be broken outside on the concrete. Load-in instructions should be discussed with event coordinator prior to event.

APPROVED CATERERS

Dennis Dean Catering

www.dennisdeancatering.com

404.475.1002

BluNuvo

www.blunuvo.com

404.475.0490

Tastes by Patti

www.tastesbypatti.com

404.580.8288

CHOCOLATE PINK CATERING

Chocolate Pink can provide assorted petit fours (3 per person) and coffee/hot tea service for \$10 per person.

Included:

White porcelain plates, stainless forks, and paper cocktail napkins

Pink/brown porcelain cups and saucers with stainless demi spoons

Assorted serving platters

Chocolate Pink offers a half sheet cake with writing for \$57 which provides about 45-50 servings. Choose from chocolate or vanilla cake and chocolate or vanilla buttercream icing. Cake cutting and serving is available for \$10 flat fee or you can rent a cake knife set for \$4.00; or feel free to use your own utensils.

Beverages are available for \$2 per 8oz bottle. Choose from Bottled Water: Sparkling or Spring, Coke, Diet Coke, or Sprite.

All other pastry or beverage orders would be priced a la carte' and should follow our standard menu which can be found on our website under PASTRIES or we can email/fax one to you.

Additional food service utensils are available through Chocolate Pink for an additional fee. If using Chocolate Pink catering, appropriate food service utensils will be provided at no charge. Please consult with event coordinator for specific details and pricing for your event.



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CONTRACT SIGNATURE

I have read and understand the Chocolate Pink Event Room contract. By signing below I am authorized to accept these terms and conditions regarding the rental of the event space.

Signature

Date

Print Name

Date/Time of Event

This will also serve as receipt that I have submitted the appropriate non-refundable deposit for rental of the space as well as a refundable damage deposit of \$150.00/\$200.00.

Deposit Paid

Date

Damage Deposit Paid

Date