

## Meeting Space + Reservations Policy

### Reservations Procedures

Contact our Event Coordinator, Rebecca Sholar, by phone at 678-729-1458 or email [cafe@farmviewmarket.com](mailto:cafe@farmviewmarket.com) to discuss your event.

### Availability

- Event Spaces are available from Monday through Saturday 7 a.m.-7 p.m. unless otherwise specified. Additional charges will apply to events that conclude after 5 p.m.
- Guests should be out of the event spaces no later than 8 p.m. unless a request to have time extended was made prior to date of event.

*Please note: The facility is not available Sundays, Thanksgiving Day, Christmas Eve, Christmas Day, or on Farmview Market special event days.*

### Seating Capacity

MEETING ROOM: seating capacity is 50 for a lunch or dinner party style, 30 classroom style, or 26 at a single banquet table.

PATIO: seating capacity is 30 for a lunch or dinner party, 15 classroom style, 12 at a single banquet table.

DINING ROOM: 100 for a lunch or dinner party.

PAVILION: 300

### Reservations

Reservations will be accepted on a first-come, first-serve basis. All reservations for event space should be made at least two weeks prior to the event. *To reserve space, please contact Rebecca, Farmview Event Coordinator, at 678-729-1458.*

Event Minimums: An additional charge may apply for groups less than 20 persons.

Each scheduled event or meeting must have a contact person who must be:

- The single point of contact for the event booking and any related event details
- Responsible for any damages/property loss incurred during the event
- If you will not be present at the meeting, you must appoint a person who will be attending the event to be responsible for all communication/coordination on-site.

*\*Please note: Farmview Market is a smoke-free, alcohol-free environment. Event attendees desiring to smoke should be directed outside. Alcoholic beverages are not permitted on the premises.*

### Rental Fees:

*For the Meeting Room or Patio:*

1-4 hours: \$50

4+ hours: \$150

*For the Pavilion rental: \$300*

For the Dining Room rental: \$300 only available from 4 p.m.- 7 p.m.

Normal booking times Monday-Saturday 7 a.m. – 4 p.m., any event that exceeds 5 p.m. will accrue an additional \$25 per hour fee. Dining Room and Pavilion rentals concluding after 5 p.m. will incur an additional \$50 (hourly rate) per



hour. Should the event go past the closing hours of the store, please have the Host advise the Event Coordinator. All events must be concluded by 8 p.m.

All deposits include a non-refundable \$50 set up/break down fee. This will include setting up the space and cleaning the space after the event. The remaining balance of the deposit will go toward the final invoice for space rental, food, beverage, and any additions.

### **Food and Beverage**

All food and beverages must be provided by Farmview Market. No outside catering service shall be permitted. We have many options to choose from which include a banquet package, ordering from the Cafe menu or Chef's Farm Table. Hosts can work with the Event Coordinator to plan the menu.

Guests may order cake from Farmview Market's pastry department, or are permitted to bring in a cake. If you bring in a cake and want the cake cut and served, a \$20 cake cutting fee will apply.

Guaranteed guest count as well as the menu must be determined and details given to the Event Coordinator no later than one week prior to event date. Any changes made past this deadline leading up to the day of the event are subject to a \$25 late fee. Certain changes will be at the discretion of Farmview Market to accommodate. Rates are subject to increase per person for changes made after deadline.

**Buffet per person:** Depending on the menu chosen, private buffets *start* at \$4.95 per person for breakfast and \$14.95 per person for lunch. *Please see banquet menu for all packages available.*

**Cake Cutting Fee:** \$20-includes separate cake table, additional small plates, silverware and cake servingware.

### **Audio-Visual/Technology**

Farmview Market has A/V capability and needs should be discussed when booking the space. A \$15 fee will apply for A/V use. If your presentation requires a laptop, you must supply your own. Internet access is available through Farmview Market's wireless network. Instructions for using the network will be provided from the Event Coordinator.

A deposit is required to book all event spaces. All deposits must be made at the time of the reservation. Amount required will depend on the space you are renting. *Please see the deposit section above for pricing.*

All acceptable forms of payment include credit card (Visa, Mastercard, Discover, and American Express), check or cash. If you wish to pay by check please make payable to Farmview Market LLC.

### **Reservation Cancellation**

Room cancellation is required no less than one week prior to the event date. Your full deposit will be refunded to you if you cancel your event one week prior. Failure to notify Event Coordinator less than one week prior or at all may prevent your group/organization from future use and will forfeit your deposit.

All cancellations must be submitted via email to [cafe@farmviewmarket.com](mailto:cafe@farmviewmarket.com) stating host name, event, date and time must be included in the email. If you wish to reschedule a previously reserved event, please contact [cafe@farmviewmarket.com](mailto:cafe@farmviewmarket.com) to request a later date for your event.

