



Special and Private Event Terms and Conditions

First, we want to say thank you so much for considering us for your event we are very excited at the possibility of working with you! We hope that we can work together to help make your event one to remember! Below are outlined the terms and conditions by which we can provide your event with our services in a way that we hope will be positive and advantageous for all parties involved. Please know that this is a starting point. Every event is different and therefore we will try to accommodate you, your budget and your goals for the event in the best way we can. Please read over this document and return it to us signed if you agree to the terms and conditions stated. If you have any questions or concerns, please don't hesitate to ask us! Thank you again for this opportunity to be apart of your life, event if it's just for a day! We look forward to serving you!

Tab:

Open Bar:

Guests eat and drink as much as they like. Host covers all costs. This is most common with private parties such as weddings or employee appreciation events.

Self-Serve:

All food/beverage is sold at guest expense. The host is only obligate to make up the difference if the minimum sale amount is not reached. This is the most common way of handling the tab for events.

Mix:

On occasion, a host may wish to cover part of the cost of food/drink up to a set amount. The expectation, then, is that the remaining sales will close the gap to the minimum sale amount. Many hosts that use this option provide their guests with vouchers that can be redeemed for a certain amount or a certain menu item. The host, however, is still be responsible for the minimum sale if the amount is still not reached.

Menu:

Additionally, we offer customizable menu options. Depending on your event you may want a reduced menu or an addition to the menu or something else all together. We will try to accommodate you as best we can. And if, for whatever reason we can't, we will help you find a solution! Just let us know.

We can also source amazing baked goods from local chefs and bakeries! We'll gladly make a custom order for your event by request. We can do full sized, half sized, sweet, savory or mix and match! Our policy for custom ordered pastries is that you **purchase outright all food items in addition to your tab**, that way we don't get stuck with an overstock of baked goods- the good news is they are yours to keep after!

TYPES OF RENTALS:

Full Bus Rental Minimum Sales Tier:

Like most food trucks, in addition to a \$50 site fee, we operate on a Minimum Sale basis. This means that however you decide to distribute cost among your guests, we are guaranteed a certain amount for the event, though the actual amount may vary. This helps us plan and coordinate events as well as ensures we are properly compensated. The upside to a Minimum Sale is that the host does not have to cover all the cost, and potentially might only pay a site fee!

As you can imagine, driving a double decker bus is no small task. Our bus is over 40 years old and designed for in-city transit, which means it has a top speed of 45mph. While this isn't a problem for our daily operation, traveling longer distances can put a strain on the engine, the driver, our equipment and increased the liability of the vehicle and our business. Additionally, our bus is susceptible to many hazards. Standing at 13.5ft tall, 8ft wide and 29ft long, there are many roads, underpasses, entryways etc. that we cannot navigate. For this reason, we drive each route in our personal vehicles prior to driving it in the bus. To compensate for this additional time and effort, **we have a flat \$50 site fee for all special or private events.**

Additionally, **our minimum is based on the distance we have to travel** to get to your event, as added mileage also adds wear and tear on our classic vehicle and specialized equipment. For an easy reference we use the Myriad Gardens as our starting point since it is central to our normal base of operations. The tier works like this:

- If your event is within 5 driving miles* the minimum sale amount is **\$500**.
- For every additional driving mile, the minimum raises \$100.

- The total minimum sale amount, however, is calculated to the nearest tenth of a mile.

So, for example, if your event is 6.2 driving miles away from the Myriad Gardens, your total minimum sale amount would be \$620.

As a reference, the average cost of one drink is \$4.50. So using our example, this event would need 173 people to purchase a drink in order to reach the minimum sale amount.

*The term "driving miles" refers to street mileage calculated via internet or GPS mapping systems that run along the actual route we will drive.

Bus Upper Level Rental:

Unlike a private event, renting the dining area (upstairs/inside) of the bus means that while you and your party are exclusively the only people on the bus, we will also be open to window orders from the public. While we will make every effort to prioritize your group, orders will still be taken in a first come, first serve basis whereby your party's orders will be mixed with public orders as they come in. Unless otherwise negotiated, our full menu including any food items will be made available to both your group and the public. We will, however, have on hand paper menu's at your parties disposal and will take your group's order from inside the bus if that is more convenient for your needs. Finally, while we always try diligently to not run out of product, we cannot guarantee that we will remain fully stocked on all menu items throughout your rental as we cannot foresee the volume of business we will be conducting.

Time and Location:

Part of what makes the dining area rental a more economic choice for parties is the fact that we operate in or around our normal operational locations. We have already done the legwork for researching access and therefore it requires little additional effort on our part. Because of this, we will coordinate with you a time and location that is functional and beneficial for both us and your party.

Fee:

We charge a flat rental fee of \$100 per hour to reserve the dining area of the bus. This does not include the cost of food or drinks. Should you choose to open a tab for your guests, we'll give you 10% off food and drink if it's paid by one person! Should you decide to stay longer than your planned time, we can extend your reservation provided we approve and are not scheduled to close. Should you extend, you will be fee'd for an additional hour regardless of whether or not you stay for a full hour.

Shop indoor or patio Rental:

With more room to roam and a beautiful outdoor patio our shop is a perfect place to gather! As we are committed to outstanding hospitality to everyone, we will not fully close during regular business hours, but rope off the very front of the shop for to-go orders. Of course, your party will be our first priority with to-go orders mixed in as they come. Our full menu including any food items will be made available to both your group and the public. Finally, while we always try diligently to not run out of product, we cannot guarantee that we will remain fully stocked on all menu items throughout your rental as we cannot foresee the volume of business we will be conducting. To ensure proper quality of food items we recommend custom ordering food when booking.

Time and Location:

We are available to book our shop during or outside of regular business hours, pre-supposing availability of staff.

Fee:

We charge a flat rental fee of \$100 per hour during regular business hours or \$120 for “after hours” bookings, as we do pay our staff extra to come in outside business hours. This does not include the cost of food or drinks. Should you choose to open a tab for your guests, we’ll give you 10% off food and drink if it’s paid by one person! Should you decide to stay longer than your planned time, we can extend your reservation provided we approve and are not scheduled to close. Should you extend, you will be fee’d for an additional hour regardless of whether or not you stay for a full hour.

Indoor Table Top Cater

We also have the ability to serve your group in a “lobby pop up” fashion! With a small espresso machine, or just a few airpots we would love to serve you from a professionally dressed table in your office, lobby or wherever you’d like!

Menu:

We will build a custom menu just for your event. Since our table cater is a smaller operation, we often recommend a reduced menu with a few intentionally curated items. But don’t be fooled, a small set up doesn’t mean we can’t still serve the masses!

Fee:

Because table cater’s are more custom, we price on a case by case basis.

PAYMENT

We ask that all tabs be settled before we leave your event. We accept cash, checks and any major credit card. We can issue you a receipt via text or email. All tabs will have sales tax charged to them unless proof of tax exemption is provided.

DISCLAIMER

Accessibility (Bus only):

Though your location may be within our driving range, it may still be impossible or impractical for us to reach you depending on your surroundings. Clearance, road conditions, trees, and hill grades are just a few of the factors that play a role in this decision.

Weather:

While we are constantly making improvements to the bus, weather does play a large factor in when we conduct business. Icy roads, heavy rain, high temperatures, even extreme winds make it not only difficult, but often hazardous for us to be out on the roads. Though we HATE canceling, be advised, in Oklahoma, there is always a chance weather will thwart our plans.

If you have reserved the patio at the shop and weather pops up, we are happy to move your party inside! If it's a last minute switch, we ask for your patients as we balance being hospitable to your party and those already seated in the shop.

Notice:

We spend days planning and prepping for events. However, even with all the planning we do, we can't plan for everything. While we can't guarantee a minimum time of notice should we have to cancel, we can guarantee to be in constant communication with you and to give you as much notice as is possible of the situation.

We are so excited at the opportunity to work together. We promise we will do our best to accommodate you so that everyone attending, hosting and working your event enjoys and remembers it as a great one!

Thank you once more for inviting us to be a part of your life and your day! We can't wait to serve you!

EVENT DETAILS

Host Name: _____

Event Date: _____

Contact: _____

Start Time: _____

Event Address:

End Time: _____

Other Notes:

Host

Signature: _____ Date _____

By signing this document the host acknowledges that he/she has read, understands and agrees to the terms and conditions stated above.

_____ Date _____

Junction Coffee Representative Signature

This signature by Junction Coffee serves as confirmation that Junction Coffee LLC has received all information pertaining to the above stated event and is planning on providing said event with its services at the above mentioned date and time. Junction Coffee reserves the right to cancel its services according the terms and conditions outlined in this document.