

Deposit and Payment

We require a deposit of 25% of the total rental cost to be made on the date of reservation. Your date will be considered reserved when this payment has been made. The remainder of the payment will be due 7 days prior to the event date.

Cancellations and Transfers

If you wish to cancel your rental, the cancellation must be made by emailing hubcoffee@thebridgechurch.cc and must be made at least 14 days prior to the rental date in order to be refunded your deposit. If the cancellation is made within 14 days of the rental date, the deposit will be forfeited. All other payments made will be refunded. Transfer of the rental date to a future date is accepted up to 7 days prior to the original rental date at no cost. If you wish to transfer your reservation less than 7 before the original event date, there will be a \$20 fee to reschedule.

Decorations

We ask that no decorations be attached to any painted walls in any way—tape, pins, command strips, etc. Decorations can be taped to the walls in the gym. Please do not use any attachment methods in the gym that will puncture the padding. We ask that no glitter or confetti be used. In the event that the decoration policy is not followed, you will be charged an additional \$25 for our staff to repair or clean up the damage.

Setup

We will provide you with tables and chairs for your event. Chairs will be placed in the space in stacks for your use. If you would like to use round tables, we will put a cart of them in the space that you wish to use. If you would like to use rectangle tables, we can place up to two of them in the space for your use. If you would like additional rectangle tables, the staff person will be able to direct you to the closet where they are housed.

Tear-down and Clean Up

When your event is over, we ask that you return any chairs used to their stacks and the tables should be taken down and returned to where you found them. If the tables were used without table cloths, please request a cleaning cloth from the person on staff. If any tables or chairs in the coffee shop space were moved, please return them to their original positioning. Please pick up and remove all personal belongings and anything brought with you. We ask that you take them with you or ensure they are thrown away. If you find that the trash cans are full, please ask the person on staff to provide you with additional trash bags. If you have glass trash, please dispose of it in a separate trash bag and take care to not break the glass. Our staff will take care of disposing the bagged trash and cleaning the floor.

Events Non Permitted

We do not at this time permit events that are wedding ceremonies, political events, or events that are open to the public. Wedding receptions and public events may be had by special exception, but are subject to approval and may be denied on any basis.

Coffee Bar

For the coffee bar to be open, we have an additional fee of \$30/per rental. The request for the coffee bar must be made at minimum 14 days prior to the event rental so that staffing arrangements can be made.

Expected Guests

We have a limit of 50 expected guests when reserving either the coffee space or the gym space and a limit of 100 expected guests when renting them both. We can provide tables and chairs for up to 35 expected guests, in addition to the seating that is already provided when the coffee shop space is rented.

Carry In Rules

We allow food and drink to be carried in or catered. We do not have refrigeration or prep facilities for food. We ask that no food or drink be put into the coffee bar area. This area is considered private and off limits. Ice can be provided upon request. We do not permit alcohol of any kind to be carried in.