

Frequently Asked Questions – Private Event Rental

Hours of Availability?

The facility is available for setup as early as 3:30 pm. As our location closes at 3:00pm daily, staff may be finishing up their daily cleaning and sanitizing work when you arrive. All events must be completed by 10:00 pm.

Capacity & Seating?

The space has a fire rated capacity of 80. The facility has seating for 45. We generally recommend not more than 40 guests for meal-centric events or those events with event stations (such as bridal or baby showers, with photo booths, gift tables, dessert tables, etc.). Mixed age groups (combining elderly and toddlers for example) may want to limit their guest list a little to ensure everyone is comfortable. Events such as concert performances or those with less formal buffet-style food service may be comfortable with a higher guest limit but as always, we suggest you meet with us to discuss your individual needs.

Parking & Handicap Accessibility?

Parking includes the availability of 6 spaces in the front of the building, 30 spaces in the rear of the building including access to handicap parking and an accessibility ramp to enter the building, and a small overflow parking lot across the street from the Hulmeville Inn on the corner of Bellevue Avenue and Trenton/Hulmeville Road.

Decorating?

Decorating is allowed, and encouraged. We can guide you on choosing paint-safe adhesives to make sure our facility remains beautiful. Some guests have gotten extremely creative in this process, and we have had everything from a complete Hobbit-house transformation to a floor-to-ceiling winter wonderland. Our only suggestion is to consider increasing the amount of time set aside for decorating if you are planning any level of decorating, which will increase your rental costs both in terms of setup and takedown. Generally speaking, with no/minimal decorating we suggest 30 minutes or longer, and any sort of decorating which will require more than one person should allow for an hour or

more for setup. Both the Hobbitt-house and Winter Wonderland events took approximately 2 hours for setup, and it became very stressful for the planners to complete the setup before their guests arrived.

Staffing & Support?

Basic rental events will not be staffed by the coffee house. A management staff member will be on-site for your arrival and will remain during your setup to provide support or answer questions about the facility. For an additional expense, you can have staff members on-hand to serve your guests, cook, make espresso-based drinks, or assist with decorating.

You will be assigned a personal management staff member, the same manager who will meet you at the facility and assist during setup, and be given direct access to them via text/cell in the event you need to reach someone directly.

A staff member will return for your departure to assist during cleanup.

Cleaning?

The facility will be fully cleaned and sanitized when you arrive. A staff member will return to assist at the close of your event. You do not need to clean the facility, per se, but are generally required to remove anything you brought into the facility. We will handle cleaning, trash, and sanitizing.

Sound System?

The coffee house utilizes the Sonos sound system for its house radio and music. The system has a paid account with Apple Music and Pandora, which are available to use as you choose. The system is also able to play music through Spotify but the person controlling the music will need to have a paid Spotify account.

Catering?

We are able to offer our current menu at the normal retail pricing, a custom-built menu specifically for your event, or you may cater the event using outside vendors.

Alcohol?

Alcohol is allowed on a BYOB basis. The coffee house is unable to furnish alcohol, and its employees are unable to serve alcohol.