



## **The Coffee Stop Frequently Asked Questions**

### **1. WHAT TYPES OF EVENTS DO YOU SERVE?**

We can cater private events such as employee appreciations, graduations and more. We also provide our food truck service for other types of occasions including community events and festivals where walk-up customers order and pay for themselves.

### **2. ARE THERE EVENTS/PLACES YOU DON'T OPERATE?**

While we love to be on the open road, we are limited to where we can serve. The Coffee Stop is currently licensed to operate in Fort Collins and Loveland in Larimer County. Also, per city regulations, we can't vend within two hundred (200) feet of any public or private K-12 school for students or within a city park or other city facility without a facility-specific issued permit, such as for a private event, fundraiser or a food truck rally.

### **3. HOW MUCH NOTICE IS REQUIRED TO BOOK THE COFFEE STOP FOR AN EVENT?**

We book most events weeks up to two (2) months in advance, but at least one (1) week's notice is preferred. If you have a date in mind, please contact The Coffee Stop to discuss your event.

### **4. HOW MUCH DOES IT COST TO BOOK THE COFFEE STOP FOR AN EVENT?**

Our event minimum fee is \$125 per hour. All events last two (2) hours unless otherwise specified. For private events, there are a few options:

1. You can pay a pre-determined amount up front, allowing guests to order drinks and food until that amount is met.
2. You can leave an open tab for guests to order drinks and food and pay the total bill at the conclusion of the event.

All events are subject to an 18 percent service charge.

Events outside of Fort Collins are subject to a mileage charge.

### **5. WHAT FORMS OF PAYMENT DO YOU ACCEPT?**

We accept cash, checks and all major credit cards.

### **6. DO I NEED TO SECURE A PARKING SPOT FOR THE COFFEE STOP BUS?**

We require guaranteed parking for the event date(s). The parking area must allow for clearance of 25 FT long x 12 FT wide x 11 FT high. The parking **space** must have room for 22 FT long x 10 FT wide x 11 FT high. If we are unable to park in the provided private parking space, all monies for the event will be retained in full by The Coffee Stop.

### **7. DO I HAVE TO SECURE A PERMIT FOR THE COFFEE STOP BUS TO CATER THE EVENT?**

We have all the applicable permits and licenses to operate day-to-day, but some events may require additional permits, at the customer's cost. Please let us know the details of the event and event location, and we will determine whether there will be any additional fees for necessary permits.

*All prices and policies are subject to change.*