



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

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

We can cater private events such as corporate events, weddings 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 operate within two hundred (200) feet of any public or private K-12 school or within a city park or other city facility without a facility-specific issued permit, such as for a 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 or months in advance, but at least 1 week's notice is preferred. If you have a date in mind, please contact The Coffee Stop as early as possible to secure your date.

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

Our event minimum fee is \$150 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 exhausted.
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.

### **5. DO YOU REQUIRE A DEPOSIT?**

A 50 percent deposit of the estimated total cost to secure any private event is required. The remaining amount, minus the deposit, is due no later than the conclusion of the event. Our event cancellation policy is:

- 30 days or more prior to event date: The Coffee Stop will refund deposit in full.
- 5-29 days prior to event date: The Coffee Stop will retain deposit in full.
- 4 days or fewer prior to event date: The Coffee Stop will retain deposit in full plus any out-of-pocket costs incurred in connection with the canceled event.

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

We accept cash and all major credit cards.

### **7. ARE THERE TAXES OR SERVICE CHARGES? WHAT ABOUT GRATUITY?**

There are no taxes added to the final cost. We have a service charge of 20 percent added to the final tab. We appreciate gratuity, but it's solely at the customer's discretion.

### **8. 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.

### **9. 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.*