



# Event Agreement

There will be a \$100 charge for each additional hour if needed.  
Gratuuity is not included, nor is it expected. However, if you feel compelled, we won't be offended.

**Final Guest Count** - A guaranteed number of attendees are required 14 days, prior to the date and time of the event. If the guarantee is not received as stated, Froth Coffee Concepts LLC. (FCC) reserves the right to charge for the number of persons as serviced. FCC also may charge extra if the guaranteed guest number and time goes over the amount agreed upon.

**Payment** - \$6,000.00 to serve Coffee, Specialty Lattes & Teas (hot or cold) to 950 guests over a 9 hour period from 7:00 am to 4:00pm on February 21st 2023. Payment is due "in full" prior to the event to lock in the event/booking date.

**Menu** - Selection of Menu examples of our menu will be displayed online [www.frothcoffeeroasters.com](http://www.frothcoffeeroasters.com) we offer a limited "Event" menu that includes our most popular drink selections. Menu items are subject to availability and may change slightly due to seasonality.

**Cancellation** - If you need to cancel, one-week notice is required. Failure to cancel within this time will result in a cancellation fee of \$500.

**Size of Van** - (a.k.a "Frothy") - Frothy's size is 21'Lx7'Wx9'H. When the service door is open please add an extra 4' to the width. Service Area - Frothy's Home base is 1447 east McDowell rd. Phoenix. we can safely travel about 10-15 miles from home without much problem, however... If we get too far outside of that range Frothy gets a little cranky, (remember she is a 60 year old Van) and that vintage soul is part of the reason you are hiring her. So in order to get her to your event safely and reliably... sometimes we have to place her on a trailer.

**Parking, Permits and other Requirements** - We love catering private events! Frothy will need a place to park on private property for the set-up, the party and the wrap up. The area will need to be at least 20 feet by 10 feet (or the size of a residence's long driveway or at least 2 standard parking spaces in an office building's parking lot) and 12 feet high. The area must also support 6,000lbs in weight. Unfortunately, most cities won't allow us to park in the street or on public property without requiring you to obtain a special permit. In some cities you will not need to obtain any special permit for a private catered party on private property. Other cities may have different rules. Please check with your city. Frothy is also available to cater promotional events at shopping centers and at festivals/special events. You will be responsible for obtaining the licenses required by the cities to hold the event and host Frothy.

We will ask you to verify you have secured all property owner permission, obtained all such licenses and met all zoning requirements.

**Power** - Considering Frothy is powered only by the sun & batteries (it's the only coffee/food truck in the US to do so) we usually have enough power to make it thru most events - however if your event is 3 hours or longer we may ask for some additional power to get across the finish line, (all we need is a few normal 120v outlets)

**Location** - A site visit will need to be coordinated at least 2 weeks prior to the event. During the visit we will discuss the “**final location**” of the van, entrance and exit locations and any obstacles we may have to drive over to arrive at our final location. We will not be held responsible for any damage that may occur to any surface as we maneuver to the final location as directed by the on site supervisor of the event. If the final location has to be changed for any reason by the site supervisor we will need 24 hours notice to properly move the van to its “new final location”. If for any reason the final location has to be changed within 2 hours of the event starting time - we will not be held responsible for any limited or non-service of drinks for the event guests. If such a case occurs we will try our hardest to get back up to speed as soon as possible and act as if nothing happened. If however we are not able to service guests normally as a direct result of the location being moved - we could not offer any refunds or return payments in return.

*Donna Allen* 1/18/23

The Destination Manager