



TechTown Boardroom Policies

Enjoy the exceptional cuisine and the freshly roasted coffee offered through TechTown Café. Whether you select from our suggested in house menu or have a menu designed to suit your needs, TechTown Café staff will deliver outstanding food and service within the TechTown Boardroom.

Services we can provide for you include:

- Catering
- Menu Planning
- Service Personnel
- China & Linen Rentals
- Bar Service
- Celebration Cakes
(custom design available)
- BBQ's

Ordering Policies

- We request a minimum of 48 hours notice for most orders
- 10 business days for evening service
- 21 business days for liquor permits, and large events
- All unused portions must remain on premises due to health reasons
- We do our best to accommodate all requests and are pleased to arrange custom orders
- Guests are not permitted to bring in their own beverages/meals
- Deposit of 25% of total event cost required at time of confirmation by credit card, cash or cheque
- Balance due same day on receipt of services
- Credit terms - Net 15 days upon credit check and approval

Cancellation Policies

- 5 business days for full deposit refund
- 3-4 business days' prior- you will be charge 50% of total event cost.
- 2 business days- you will be charged 100% of the total event cost.
- Cancellation must occur by email to the Café Manager - telephone cancellations will not qualify as a cancellation

Other Policies

Guests to the TechTown Boardroom are responsible for any damages that occur to the boardroom or equipment inside the boardroom. They are to avoid using anything that might stain, scratch or mar the surfaces such as nails, push pins, tacks, staples, or tape.

No smoking is allowed in TechTown or on the TechTown Café patio. Guests that request to smoke should be directed to the outside area behind the building.

I agree to all of the above terms and conditions.

Signature: _____ Date: _____