



Orange Blossom Coffee, LLC
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EVENT BOOKING FORM

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Date

Date of event: _____ Event Type: _____

Starting time: _____ Finishing time: _____

Organization:

☐ Company: _____

☐ Private: _____

Set up:

☐ Indoor ☐ Outdoor ☐ Cocktails

☐ Elevator ☐ Ramp ☐ Electricity

☐ Other: _____

Contact Details

Contact Name: _____ Phone #: _____

Company Name: _____ Email: _____

Address: _____

City: _____ Zip Code: _____

Payment Details

50% Deposit required, to reserve date. Refundable up to 2 weeks before event. 20% retained if cancelled less than 2 weeks before event. May reschedule on mutually agreed date. Must be paid in full 3 days prior to event date.

Payment method: ☐ Check ☐ Square app ☐ Venmo ☐ Credit/Debit Card

Invoice number: _____

Credit card number: _____ Exp: _____ Ccv: _____

Name on card: _____

☐ **I authorize the credit card/payment method to be charged the 50% deposit, and the outstanding amount for my event.**

Signature