



Pontiac Coffee House, LLC

515 South Thompson Street
Springdale, Arkansas 72764

Phone 479-751-4654

PontiacCoffeeHouse.com

Meeting Room Policy

We are pleased to offer our meeting room for our customers' use. The facility is available for a variety of events: meetings during meals, coffee breaks, family parties and group or corporate meetings.

Reservations for the meeting room are accepted, at our discretion, according to the following guidelines which are subject to change:

1. There is no 'charge' for use of the room, provided users order from our published menu during their event.
2. Reservations are accepted on a first come, first-served basis and may be made in person or by telephone. A group or individual name and contact telephone number are required.
3. Generally, we accept reservations for periods of two hours and for groups of at least five (5) people. The two-hour time limit includes your group's time requirements to set-up and tear-down/clean-up for your event. If you believe the two-hour limit is insufficient for your group's needs, please contact PCH management.
4. Depending on your desired seating arrangement, the room can comfortably seat 15 to 20 people. We invite you to come by and look at the room in advance to be sure it will adequately accommodate your group's needs.
5. Requests for daily and/or weekly reservations are generally accepted for periods not to exceed three (3) consecutive months. Contact PCH management for more information.
6. Since we do not charge a fee for this meeting facility, we appreciate your participation to help keep the area clean by self-bussing after use.
7. The room is available for use during our regular hours of operation, which are subject to change: **Monday- Friday, 7am to 1pm**. 'After-hours' use may be available, subject to a deposit, facilities use fee and tip. Please call for more information at least 48 hours in advance of your event.
8. Customers are allowed to decorate the room (with some restrictions). Customers may also bring audio-visual equipment for their use provided they accept complete responsibility for loss and/or damage, set-up, operation and take-down. Please call if you have any questions.
9. Reservations should be cancelled as soon as possible, but at least 24 hours in advance. Failure to cancel reservations will result in cancellation of future scheduled reservations and the imposition of a deposit for future reservations.

Please see the meeting room picture on the second page!

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