

Tatnuck Event Room Usage Policy

2019

The Tatnuck Event Room was created as a community resource. In addition to hosting community and cultural, it was also intended as a no-cost meeting room for non-profit groups.

In order to provide this resource at no cost to the community, we request that groups adhere to a set of guidelines that will allow us to operate it with minimum impact on the store and its staff. **It is imperative that the room is left as it was found otherwise your group will not be allowed to reserve future dates.**

Tatnuck provides the room, the tables and the chairs for seating of up to 62 people. All groups are responsible for their own set up and tear down of the room to its original condition at the conclusion of the event.

The store opens at 9 am and closes promptly at 9 pm, Monday through Saturday; and is open from 10 am to 6 pm on Sundays. It is essential for groups to wrap up their event no later than 8:30 pm, leaving themselves ample time to clean the event room. Events held on Sundays must conclude at 5:30 pm.

Under no circumstances will outside food or drink be allowed in the event room. Tatnuck operates an in-house café, which can provide anything from light refreshments to a fully catered event. **The cafe is open Monday through Saturday, 9 am to 3 pm. The cafe is closed on Sunday. Those interested in catering services should call 508-366-5383. All catering orders must be confirmed with cafe manager at least 48 hours prior to your scheduled event.**

Tatnuck welcomes events that involve children. However, for their safety, children under the age of 10 are NOT allowed to roam unsupervised throughout the store while parents attend events. Groups leaving young children unsupervised in the store will not be allowed to reserve future dates.

The Event Room is primarily designed for **non-profit** groups and cultural events. To cover administrative and maintenance costs, Tatnuck charges a \$50 room usage fee per meeting to all **for-profit** groups up to 4 hours. In order to secure your reservation, we request a \$50 credit card charge and in turn, will issue a \$50 Tatnuck gift card that may be used for anything in the store including the Cafe. You may purchase the gift card directly at the bookstore prior to your reservation date. A copy of the receipt will need to accompany a signed copy of this policy upon confirmation of your reservation date.

At no time shall money exchange hands in the Event Room.

Please fill out and submit the form electronically and email to discovertatnuck@tatnuck.com.

Or print and sign the form and deliver to Tatnuck Bookseller.

Signature _____ Date _____

Print Name _____

Organization/Business _____

Reservation Date/s _____

Signed electronic copies are gladly accepted at discovertatnuck@tatnuck.com. Any questions regarding the operation of the Event Room should be directed to discovertatnuck@tatnuck.com.