

Compulsion Coffee Event Request Form

Date Submitted: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

Date of Event: _____ Time of Event: _____ to _____

Type of Event: _____

Event Location: _____

Event Address: _____

Event City: _____ State: _____ Zip: _____

Facility Contact Person: _____ Facility Phone: _____

Facility E-mail: _____ Facility Fax: _____

Number of Guests expected (up to 50,100,150,200 etc) _____

Hours of service desired: 1 2 4 6 8

Type of service requesting: _____

Comments /

Questions: _____

Compulsion Coffee LLC Catering

In addition to our hand crafted micro-roasted coffee and premium loose leaf tea, we offer professional coffee catering that can enhance any occasion.

The specifics of each event are different and we at Compulsion Coffee are happy to work with you to develop a package that will enhance the experience of you and your guest.

The following is a list of sample packages with estimated pricing so you can easily get an idea of what it may cost to cater your event. Please keep in mind that we will work with you to customize your experience and provide you a quote according to what you decide. If you do not see something in the list of packages that you are interested in please contact us at marty@compulsioncoffee.com to discuss.

Considerations of Professional Coffee Catering:

Site Preparation: Compulsion Coffee prides itself on its presentation and professionalism. We can set up at your designated location and bring in a knowledgeable and skilled staff to serve you. Whether you require coffee catering for a formal affair or an informal gathering, we are happy to gear our operations and services to suit your needs. Please note the following:

- A minimum of 2-4 hours of access time is required, prior to start of Coffee Catering Service and 1-2 hours after for clean up.
- Client is responsible for the ordering of Electric Service. The Client is responsible for paying these charges. It is recommended that the electric service be ordered well in advance.
- Client is responsible for paying charges associated with last-minute changes in location/logistics. Last minute changes can affect service quality.

Pricing: All listed prices are sample packages with estimated pricing and will be quoted directly to our client. Please complete the catering event request form and contact the Compulsion Coffee Catering Department to receive further information.

Catering Event Request Form can be downloaded

[Request a Quote](#) by emailing us.

Some Things to Consider

We need a 50% deposit to reserve the date of your event. If you need to cancel for any reason at all, let us know two weeks prior and you'll receive your deposit back in full. If it's less than two weeks to the reserved date, sorry, we can't guarantee a refund.

Our baristas will arrive at your event dressed in a black top and black pants (or skirt).

When choosing the placement of drink stations, please keep in mind some of our *drink machines produce a fair amount of noise* in the preparation process.

Technical Requirements

- Each single group-head espresso machine needs its own 20-amp 110-volt circuit with an outlet located within 15 feet of the serving area.
- We require access to the building a minimum of 2-4 hours prior to the start of your Coffee Catering Service and 1-2 hours after for clean up.
- Banquet tables will be needed to hold espresso machines, blenders, and other equipment. The tables should have the ability to support 150 pounds.
- If serving cold drinks, each blender will need access to its own 15-amp 110-volt circuit with an outlet within 15 feet of the serving area.
- When providing frozen mochas or smoothies for an event longer than one hour, we request access to a sink in order to sanitize pitchers.

Sample Packages

Fresh Brewed Specialty Coffee Service

Choose from a large selection of fresh hand crafted micro-roasted coffee coffees, including Fair Trade Organic and custom blends, roasted specially for your event and brewed on site.

The area requires approximately 8'x8' of space with a **dedicated 110V 20 amps standard outlet.**

Please ask for an updated list of which coffees we currently have available and we will be glad to send you our current offerings.

Our standard three liter air pot will fill eight of our twelve ounce ECO friendly cups and sleeves with lids.

Featured Drinks: Fresh brewed coffee.

Sample cost scenarios:

50 people for two hours - \$100

100 people for two hours - \$150

150 people for two hours - \$200

200 people for two hours - \$250

Espresso Bar Service

Our most popular one-group complimentary coffee service that features cappuccinos, espressos, cafe lattes, mochas, hot chocolate and flavored steamers. Whole bean coffee is ground to order and prepared by a professional barista for each guest. The area requires approximately 8'x8' of space with a **dedicated 110V 20 amps standard outlet.**

Espresso Bar items include:

Regular & decaf gourmet coffee, espresso, cappuccino, café mocha, caramel macchioato, steamers, hot chocolate and herbal teas. Cups, lids, sugar, splenda, half n half, and milk are provided. Soy or rice milk can be offered for an additional fee.

Latte flavors include:

- French Vanilla, Caramel, Hazelnut, Raspberry,
- Irish Cream, English Toffee, Almond and Chocolate.

Sugar free latte flavors include:

- French Vanilla, Caramel, Hazelnut and Chocolate.

Chai Tea flavors include:

- Spiced, Vanilla and Chocolate

Featured Drinks: espressos, lattes, and iced espresso drinks.

Sample cost scenarios:

50 people for two hours - \$210

100 people for two hours - \$235

150 people for two hours - \$265

200 people for two hours - \$300

Blender Bar Service

The Smoothie bar comes with two commercial grade blenders to prepare cold refreshing fruit smoothies. A variety of smoothie products are prepared by a professional barista for each guest. Each blender requires the use of a **dedicated 110V 15 amps standard outlet** separate from the coffee station or espresso service. A popular attraction for adults, teens and children.

Smoothie Bar items include:

We use commercial blenders and provide optional smoothie choices. Smoothies are served in 16 oz Eco friendly cups with straws. Eco friendly lids are included.

Our most popular smoothie flavor that we stock is **Strawberry**.

Optional special order smoothie Flavors include:

- Banana, Mango, Peach
- Lemonade, Pineapple/Coconut, Wildberry

Our most popular blended coffee drink that we stock is the **Frozen Mocha**.

Optional special order Coffee Smoothies include:

- Chocoalte Mint, Java Chip, Caramel Latte, Chocolate Peanut Butter

Chai Smoothies include:

- Spiced Chai, Vanilla, Chocolate

Featured Drinks: Frappes and Smoothies (your choice of flavors)

Sample cost scenarios:

- 50 people for two hours - \$365
- 100 people for two hours - \$470
- 150 people for two hours - \$575
- 200 people for two hours - \$680

Premium Loose Tea Service

Tea Menu: We offer a wide selection of herbal and black teas served with lemon, cream and honey in our ECO friendly cups and sleeves with lids. We will provide 4 hours of service with one attendant.

Electrical Requirements: (2) dedicated 110V 15 amps standard outlet Options:

Coffee and Tea can be prepared on or off site, according to client's specifications. Please note: cart location may affect cost.

All Inclusive Service

Featuring the best of everything! Espresso bar, Frozen bar, plus Chai and premium loose tea, water and soft drinks. *Sample scenarios:*

- 50 people for two hours - \$420
- 100 people for two hours - \$530
- 150 people for two hours - \$640
- 200 people for two hours - \$750

Whether you are planning a small casual intimate gathering or a large formal / corporate event, your guests will remember the unique experience that you offered by inviting us to be a part of your special occasion.

Still not quite sure what you want?

Contact Compulsion Coffee catering for a free consultation to help you decide what will best fit your needs.

You can reach us at marty@compulsioncoffee.com or by calling 765-284-4609