



Welcome to Mocha Café's Meeting Table

- 1) The Communal Table can be reserved during the following windows to allow the Café to have optimal seating during their peak meal hours:
Monday thru Friday from 9 am to 11 am and 3 to 5 pm
- 2) Additional seating is on an as available basis. Please be sure not to move or rearrange the furniture.
- 3) There is no charge to reserve nor use the communal table. A reservation sign will be placed on the table to help notify other tenants of your reservation.
- 4) The Dilettante is the exclusive food and beverage provider for the space inside the Cafe so no outside Food or Beverage other than what the Dilettante can provide is allowed. If you'd like to bring in outside food or beverage, please reserve the Training or Board room for your meeting instead.
- 5) AV equipment can be used for any meeting as long as sound is turned off and materials are not considered sensitive or confidential.
- 6) All materials, other than disposables provided by Dilettante, must be removed from the area and table immediately upon the meetings end as storage of meeting materials is not available.
- 7) Please be aware that the Dining room, including the communal table, does not receive wait staff service.
- 8) Reservations are for direct tenant reservations for business purposes – friends and family use is not allowed at this time.

General Helpful Guidelines:

The Mocha Café's Communal Table could be used and reserved for:

- Celebratory events
- Casual department mixers
- Team challenges or kick-off events
- Team breakfasts, lunches and end of day gatherings

The Mocha Café is not the best venue if:

- Your topic is confidential or includes sensitive information to you or your Company
- You need absolute quiet for a key speaker presentation
- You have more than 12 people attending
- Your party is going to be very loud as other patrons may take issue