

# The Overflowing Cup Coffee Request Form

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Ministry: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

\*If there are more than 30 people attending the event, you have the option of opening the coffee bar for specialty drinks and pastries.

\_\_\_\_\_ We need the staff to open the café for business  
(\$10/hr and drink costs, guaranteed minimum of \$25 per hour in sales required\*)

**AND/OR**

\_\_\_\_\_ We would like to offer unlimited free drip coffee (commercial brewer)

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**OR**

\_\_\_\_\_ We need the coffee cart available for this event

## Instructions For Coffee Cart Usage:

1. Coffee cart includes coffee brewer, cups, lids, napkins, creamers, sweeteners and coffee packets, and is located in the coffee shop behind the counter.
2. To use the coffee brewer, fill the brewer with enough water for the amount of coffee you are making. Use the pre-packaged coffee on the cart (each packet makes one 10-cup pot). The filter is included and must be rinsed after each use. You may use as much coffee as you need.
3. At the end of your event, please rinse out the pot and filter, and unplug the machine. Please place the entire cart either in the kitchen or behind the coffee bar.

In the event that the equipment does malfunction or something is unavailable, please contact Jennifer Gray at 443-223-5025.

*\*In the event the coffee bar does not make at least \$25 per hour during an event, your ministry is responsible for making up the guaranteed minimum*