



REQUEST FORM

REQUESTS MUST BE SUBMITTED A MINIMUM OF TWO WEEKS PRIOR TO YOUR EVENT

PLEASE EMAIL FORM TO: EVENTS@KAHWACOFFEE.COM

TYPE OF REQUEST

- GIFT BASKET
 SCHOOL SPONSORSHIP
 FUNDRAISER
 KAHWAGON (COFFEE TRUCK)
 GIFT CARD
 COFFEE DONATION
 ESPRESSO BAR
 EVENT WHERE WE WOULD BE SELLING
 NON-PROFIT

ARE YOU TAX EXEMPT? YES NO

PLEASE ATTACH A COPY OF YOUR TAX CERTIFICATE IF EXEMPT

EVENT INFORMATION

NAME/DESCRIPTION OF EVENT: _____

ADDRESS: _____

DATE OF EVENT: _____

START TIME: _____

END TIME: _____

SET UP TIME: _____

IS THERE A VENDOR FEE? _____ *IF SO, HOW MUCH?*

HOW MANY PEOPLE ARE EXPECTED? _____

POWER AVAILABLE FOR ESPRESSO EQUIPMENT IF NEEDED? (2 SEP CIRCUITS, 20 AMP) _____

6' TABLE AND LINEN PROVIDED? _____

SPECIAL REQUIREMENTS/NOTES:

CONTACT PRIOR TO EVENT

NAME: _____

PHONE NUMBER: _____

EMAIL: _____

DAY OF CONTACT

NAME: _____

PHONE NUMBER: _____

EMAIL: _____