

COALESCENCE

COFFEE COMPANY

Event Guide

Welcome to **Coalescence!**

At Coalescence, our vision is to inspire diverse people to coalesce — to come together, share ideas, and build meaningful connections. As you plan your event, we hope you experience not just a venue, but a space where community thrives.

This guide exists to make planning simple and stress-free. Inside, you'll find helpful information about how our events work — including catering, bar service, policies, and what makes our community unique. Event spaces, layouts, capacities, and rental rates vary by location. Full details are provided in our [Norfolk](#) and [Richmond](#) Event Guides.

We're honored to hold space for you to celebrate, connect, and *coalesce* with the people who matter most.



HOW BOOKING WORKS

PAYMENT SCHEDULE

50% Deposit + Signed Contract + Card on File = Booked!

Rentals & payments are billed in 30-minute increments and must be handled by adults (18+)

| Item | Amount | Due | Notes |
|------------------------------------|-----------------------|---|---|
| Step 1: Deposit | 50% of rental total | Within 7 days of invoice sent | Booking “pending” until deposit payment received |
| Step 2: Contract Signature | — | Within 7 days of contract sent | Required to confirm booking |
| Step 3: Card on File | — | At booking (or no later than 14 days prior) | Required for incidentals & to confirm booking |
| Step 4: Final Balance | Remaining 50% balance | 14 days before event | Finalized guest count, layout & event details due |
| Post-Event Charges (if applicable) | Varies | After event | Overtime (2x), damages, prohibited décor fees |

DISCOUNTS

Discounts on rentals cannot be combined.

*Buyout rates can be combined with payment in-full discount **or** military discount.*

| Discount Type | Amount | Applies To | Conditions |
|----------------------|---------------------|--------------------|---|
| Pay-in-Full | 5% | Room Rental only | Must be paid 30 days prior |
| Military | 10% | Room Rental only | Valid military ID required |
| Tax Exemption | 6% | Sales tax | Tax exemption letter/certificate Federal EIN ≠ VA-issued sales tax exemption |
| Non-Profit Discounts | Varies | Room Rental only | Submit a grant application |
| 5-Hour Buyout | Reduced hourly rate | Select spaces only | First 5 consecutive hours |

Last Updated 3/15/2026

Email questions to events@coalescencecoffee.com / [Schedule an Event Consultation](#) / [Client Self-Checklist](#)

RENTAL CONTRACT

An electronic rental contract will be sent to ensure all information has been well communicated and agreed upon. The rental contract includes: Event Description, Rental Cost + 50% Deposit, Liability, Alcohol Use, Catering, Cleaning, Decorations, Damages, and Sound/Noise Restrictions. By signing this contract, the Client agrees to inform all vendors of venue rules and remains liable for any vendor violations.

CARD ON FILE

A valid card on file is required for all event bookings and is used for incidental charges such as overtime, damages, prohibited décor cleanup, or excessive cleaning. Bookings are not considered fully confirmed until the card on file has been authorized. When you pay your invoice, select the option to **save the card for future charges** (card on file). If your card was not saved when paying your invoice, please submit a **\$1 authorization**. Use the same name, email, and phone number as your invoice.

RESCHEDULING & CANCELLATIONS

Clients may reschedule their event one time at no cost with at least 90 days notice. All rescheduling is subject to availability. Any additional changes or rescheduling within 90 days of the event date will result in a fee of 25% of the total rental fee.

| Timing of Cancellation | Room Rental | Booking & Cleaning Fee | Add-Ons & Services |
|-------------------------|---|------------------------|--------------------|
| 90+ days before event | Fully refunded | Non-refundable | Refunded |
| 60–89 days before event | 20% of deposit refundable (80% retained) | Non-refundable | Refunded |
| 0–59 days before event | No refund | Non-refundable | No refund |

Cancellations made within 60 days of the event date are non-refundable except in cases of *Force Majeure*: severe weather and natural disasters (hurricanes, floods, snow/ice storm, earthquakes, wildfires that result in unsafe travel conditions, road closures, or government advisories that materially prevent the event from occurring), acts of war or terrorism, strikes, government restrictions, pandemics, acts of God, or a family death. This policy ensures fairness and availability for all clients. Thank you for your cooperation.

Refunds are processed to the original payment method within 10 business days.

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INSURANCE, DAMAGES, & INCIDENTALS

[Event insurance](#) is not required for most bookings, but is strongly recommended for events with alcohol service, larger guest counts, or multiple outside vendors. For events with 150+ guest counts, Coalescence may require proof of coverage.

If purchased, we recommend a **General Liability** policy of \$1,000,000 per occurrence that covers your full rental window (setup through breakdown).

Proof of coverage (COI) should be emailed to: events@coalescencecoffee.com at least 14 days before the event.

If damages occur during your event, whether accidental or intentional, you will receive a Damages Invoice detailing the issue and associated repair or replacement costs. Fees will vary depending on the extent of the damage as determined by Coalescence in its reasonable discretion and will be charged to the card on file within 10 business days of the event date. Failure to pay may result in further action to recover costs.

OPERATIONS & DAY-OF LOGISTICS

Failure to comply with venue policies may result in immediate termination of the event without refund.

RESERVATION WINDOW & OVERTIME

Your reserved time includes all access time: arrival, setup, event time, and breakdown. We recommend reserving sufficient time for both setup and breakdown within your window. Most events reserve **30–60 minutes** for setup and **30 minutes** for breakdown within their rental window. Early access is not permitted due to back-to-back programming and venue preparation requirements. Reservations must be booked in **30-minute increments**.

If you need additional time, day-of extensions may be approved based on calendar and Venue Host capacity and are billed in 30-minute increments at the applicable hourly rate.

If your group remains in the space past the reservation end time or enters the space early, overtime is billed at **2x the hourly rate**. **Overtime is billed in 30-minute increments**.

Please honor and adhere strictly to your reservation time to ensure that no other customer's reservation or our team's schedule is impacted. Thank you in advance for helping us honor one another!

VENUE ACCESS & STAFFING

A Coalescence Venue Host will be on-site for the full rental window to unlock/lock the building, serve as on-site security, support the event, and assist with approved day-of layout adjustments.

SPACE LAYOUT PRE-SETS

Space layout pre-sets will be provided for your selection at booking. Our team will pre-set the space according to your selection. You may make day-of adjustments to the layout with the approval and supervision of one of our team members.

DAY-OF POINT OF CONTACT – REQUIRED

The Client must provide one designated Day-of Point of Contact (POC) with name, phone, email, and relationship to the booking party no later than 14 days prior to the event. This person must be reachable during the full rental window and is responsible for coordinating vendors, deliveries, and any day-of needs.

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VENDOR ACCESS & DELIVERIES

Vendors may access the space only during the Client's reserved rental time. All deliveries must enter through the front entrance. Coalescence does not accept or store deliveries prior to the rental window. Please refer to the [Norfolk Event Guide](#) or [Richmond Event Guide](#) for full details.

DAY-OF CLIENT [RESPONSIBILITIES](#)

1. Ensure all vendors and guests follow entry instructions and timelines
2. Check in with Coalescence Venue Host at the front bar.
3. Request layout changes to the Venue Host upon arrival.
4. Ensure prohibited décor (glitter/confetti/orbeez/etc.) is not brought into the building.
5. Report spills/damages to the Venue Host immediately.
6. Bag all trash and break down all boxes (trash bags available upon request).
 - a. Our team will take the trash to the dumpster, wipe tables, sweep/mop, and reset the space after your event concludes.
7. Remove all personal items, décor, and brought-in supplies and exit by the end of the rental window.

AV & EQUIPMENT

Basic AV equipment (such as TVs/projectors, microphones, and presentation tools) is provided upon request. Available equipment and setup vary by location. Please refer to the [Norfolk Event Guide](#) or [Richmond Event Guide](#) for full details.

RESTROOMS & CLIMATE

ADA-accessible restrooms are located in the hallway. The last restroom includes a baby changing station. Temperature adjustments are available upon request.

LOST & FOUND

Items left are held for 7 days. Coalescence is not responsible for lost property.

NO ONE BEHIND THE BAR

Clients, guests, and especially children are not permitted behind the bar at any time for any reason. Expensive equipment and hazardous materials are located behind the bar, including scalding hot water and cleaning chemicals that are unsafe for consumption.

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FOOD & BEVERAGE

CATERING



BREAKFAST

| | 6 COUNT | 12 COUNT |
|---|---------|----------|
| The Monticello Sandwich <i>Sausage, Egg & Cheddar w/Arugula & Aioli on English Muffin</i> | \$46 | \$90 |
| The Breakfast Sandwich <i>Bacon, Egg & Cheddar w/Tomato, Arugula & Aioli on English Muffin</i> | \$46 | \$90 |
| Quiche (6 or 12 slices) <i>Bacon & Swiss OR Broccoli & Cheddar</i> | \$25 | \$45 |
| Biscuits <i>w/Butter, Honey, or Jam</i> | \$20 | \$35 |

BAKED GOODS

| | 6 COUNT | 12 COUNT |
|--|---------|----------|
| Chocolate Chip Cookies | \$15 | \$25 |
| Croissants <i>Buttered or Chocolate</i> | \$15 | \$25 |
| Cinnamon Rolls | \$30 | \$55 |
| Muffins Assortment <i>Blueberry, Double Chocolate, Cinnamon Coffee Cake &/or Banana Nut</i> | \$10 | \$20 |

LUNCH/DINNER

| | 6 COUNT | 12 COUNT |
|---|---------|----------|
| Turkey Pesto Sandwich <i>Turkey, Pesto, Mozzarella, Arugula, Tomato & Balsamic Glaze on Ciabatta</i> | \$57 | \$108 |
| Sweet Heat Sandwich <i>Sausage, Hot Honey, Arugula & Cream Cheese on English Muffin</i> | \$46 | \$90 |
| Chips Assortment <i>Full Box</i> | - | \$25 |

DRINK STATION

| | HALF GALLON | FULL GALLON |
|-------------------|-------------|-------------|
| Drip Coffee | \$10 | \$20 |
| Cold Brew Coffee | \$15 | \$30 |
| Black Gao Wen Tea | \$10 | \$20 |

*Half Gallon serves x7 8oz hot cups / x6 10oz cold cups
Full Gallon serves x15 8oz hot cups / x13 10oz cold cups
Cups, lids, stirrers, creamer, sugar, napkins incl.
All events receive complimentary water station w/cups*

In-House Catering orders are **due no later than 2 weeks before the event date**, or **immediately** if booking occurs within that time frame. Any approved increases after the deadline may be subject to a late modification fee. **Outside catering is permitted** & must be submitted by the client for approval no later than **2 weeks before the event date**. **Coffee & hot tea** for any event must be purchased from Coalescence. Seafood and foods with strong lingering odors are not permitted. Sternos used for food warming are permitted with prior notice to the Hospitality & Event Manager.



THE BREAKFAST SANDWICH



TURKEY PESTO SANDWICH



SWEET HEAT SANDWICH



DRIP COFFEE



COLD BREW



GAO WEN TEA



CHOCOLATE CHIP COOKIES



MUFFIN ASSORTMENT

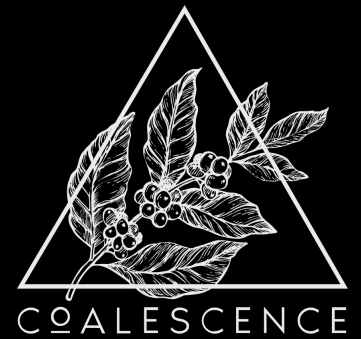


CINNAMON ROLLS



BEVERAGE SERVICE

BARISTA SERVICES

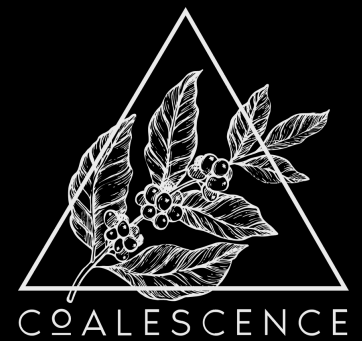


Made-to-Order Specialty Coffee & Tea

*We offer two made-to-order specialty coffee & tea barista packages to complement your **After-Hours event**: the **Standard Barista Service** or **Premium Barista Service**. The **cost per barista is \$35 per hour** and must be **paid 2 weeks prior to the event**. A **minimum of 3 hours** of service is required (**incl. 30 min setup and 30 min breakdown**). **Cost of drinks is not included** in the service cost. Choose between a **hosted bar**, where you open a tab to cover your guests' drinks (requires leaving a card at the register), or a **cash bar**, where guests purchase their own drinks.*

*Guests are welcome to purchase drinks/food during business hours. Coffee & hot tea for any event must be purchased from Coalescence either by Drink Station or Barista Services. **No outside coffee or tea may be served** (incl. carafes, k-cups, tea urns, bottled/canned coffee/tea.*

BARISTA SERVICES



Made-to-Order Specialty Coffee & Tea

Standard

Espresso Menu

- Espresso
 - Caff & Decaf
- Cortado
- Cappuccino
- Latte
- Mocha
- Miel
- Chai
- Matcha
- Drip - Tier 1
- Americano
- Cold Brew

Baristas Required

- 1 Barista for 1-25 Guests
- 2 Baristas for 25-75 Guests
- 3 Baristas for 75+ Guests

Premium

includes Standard

Hand-Pour Overs

- Tier 2
- Tier 3
- Tier 4

Teas

- Gao Wen (Black)
- Earl Grey (Black)
- Jasmine Bai Hao (Green)
- Champagne Long Kou (Oolong)
- Rainer (Peppermint Herbal Blend)
- Turmeric Tonic
- Currant

Signature Menu

Inquire about our current seasonal signature menu!

Baristas Required

- 2 Baristas for 1-50 Guests
- 3 Baristas for over 50+ Guests



ESPRESSO



CORTADO



CAPPUCCINO



LATTE



MATCHA



POUR OVER



SIGNATURE DRINK

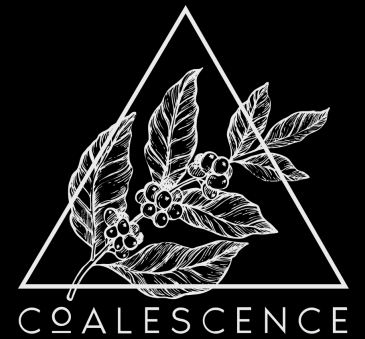


SIGNATURE DRINK



SIGNATURE DRINK

BARTENDER SERVICES



Alcohol service is permitted during After-Hours events and must comply with Virginia ABC regulations.

Step 1: *Pay your rental deposit & sign the Contract. A signed contract is required before applying for a Banquet License.*

Step 2: *Apply for a VAABC Banquet License & select “Consumption: On Premises.” Apply at least 10 business days prior to your event date (earlier is recommended).*

Step 3: *Provide our Hospitality & Event Manager with a copy of your Banquet License. No license = no alcohol.*

Step 4: *Bring your own alcohol and choose one service option:*

4a — *Self-Serve*

OR

4b — *Hire a Coalescence Bartender @ \$40 per bartender/hour*

Minimum 3-hour service charge (incl. 30 minutes setup + 30 minutes breakdown)

Bartenders Required

1 Bartender for 1-25 Guests

2 Bartenders for 25-75 Guests

3 Bartenders for 75+ Guests

Outside bartenders are not permitted.

Payment for Coalescence bartender services is **due 2 weeks prior to the event.**

Clients hiring a bartender must select and submit a finalized cocktail menu and ingredient list to the Hospitality & Event Manager no later than 2 weeks prior to the event:

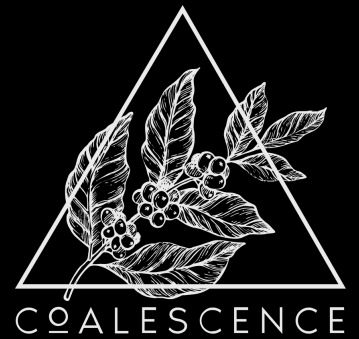
Alcohol & Cocktail Submission Form

NORFOLK →



← **RICHMOND**

BARTENDER SERVICES



*Choose from the Standard Cocktail Menu or select “Other” and indicate your choice for approval. A **maximum of 8 cocktails** may be selected.*

All alcohol and required cocktail ingredients must be provided by the Client.

Espresso Martini: +\$1 per drink (cold brew provided by Coalescence).

Ice is provided for cocktail service. Clients must provide additional ice if chilling beer, wine, or other beverages.

Glassware: \$1 per guest (based on finalized guest count) or Clients may provide their own glassware or plasticware. Please confirm your selection.

COCKTAIL MENU

Old Fashioned

Negroni

Whiskey & Coke

Gin & Tonic

Vodka Cranberry

Espresso Martini

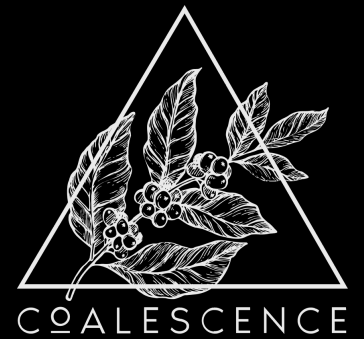
Mule (Moscow or London)

Margarita

Other (subject to approval)

Note: No alcohol may be brought onto the premises without a Banquet License from VAABC. Any event that brings alcohol without proper licensing will be immediately ended with no refunds provided.

COFFEE & COCKTAILS



Our team is dual-trained in crafting coffee and mixing cocktails, offering both services during the same event.

\$45 per team member/hour

Minimum 2 team members required

Minimum 3-hour service charge
(incl. 30 minutes setup + 30 minutes breakdown)

Payment is due 2 weeks prior to the event.

All VAABC Banquet License requirements, alcohol policies, and cocktail menu requirements listed in the Bartender Services section apply.

Clients must provide all alcohol and required cocktail ingredients.

Note: No alcohol may be brought onto the premises without a Banquet License from VAABC. Any event that brings alcohol without proper licensing will be immediately ended with no refunds provided.

DECORATIONS

ALLOWED

- Free-standing décor, including but not limited to: table centerpieces, signs on easels, balloon columns/arches that are weighted and *not* attached to the building.
- Use of designated wall nails/hooks only (nothing additional may be added).
- Low-tack tape (ex: gaff tape) may be used only to tape cords to the floor.
- Florals must be pre-arranged (no flower arranging on site).
- Only washable, non-permanent materials may be used. Marking walls, furniture, or fixtures is not permitted and may result in additional cleaning or repair charges.

NOT ALLOWED (*anywhere in the venue*)

- Anything attached to walls, furniture, sound barriers, or artwork using tape, nails, tacks, command strips, glue, staples, etc.
- Anything suspended from light fixtures, fans, or air ducts.
- Messy micro-items: confetti, confetti balloons, glitter (or items that shed), sequins, sprinkles, rice, birdseed, hay, orbeez.
 - If prohibited décor is brought in or used, a **\$100 Prohibited Décor Cleanup Fee** will be charged. If additional cleanup beyond standard resetting is required, the Client will be billed **\$35/hr per staff member** (30-minute increments) plus any supplies or repairs at cost. Charges will be supported by time logs and photos.
- Atmospherics/heat/flame: fog machines, bubble machines, pyrotechnics, candles/open flames (including tealights even if enclosed).

FURNITURE + VENUE ITEMS

- No rearranging venue furniture/plants/sound barriers/artwork without prior approval.

COMMUNITY STANDARDS

Only service animals trained to assist individuals with disabilities are permitted on the premises. Emotional support animals are not considered service animals under current ADA regulations.

To maintain a clean and healthy environment, the use of drugs, vaping devices, and smoking products are not allowed in our venue.

Nudity, adult entertainment, and any form of gambling are not permitted on the premises. We strive to maintain a welcoming environment for all guests and appreciate your compliance.

During café business hours, event noise must remain respectful of regular café operations. For After Hours events, if a noise complaint results in a violation, the Client will be responsible for a \$1,000 fine to compensate for the violation as well as any additional fines incurred. This is a venue penalty charged if we receive and verify a formal noise complaint that results in a violation from the city. This fine will be invoiced and due within 7 days.

PARKING & DIRECTIONS

Free street parking is available near all Coalescence locations.

Coalescence is not responsible for any parking fines incurred by the Client or guests due to illegal parking.

For location-specific parking guidance and nearby parking options, please refer to the [Norfolk Event Guide](#) or [Richmond Event Guide](#).

DIRECTIONS

[NORFOLK Google Map Directions](#) | [NORFOLK Apple Map Directions](#)

[RICHMOND Google Map Directions](#) | [RICHMOND Apple Map Directions](#) | [Parking Map](#)

[Inquire](#), [Book](#), See [FAQs](#), or [Schedule an Event Consultation](#) with our [Hospitality & Event Manager](#) today!