



209 Newark Shopping Ctr.
Newark, DE 19711
302-368-5894

Welcome to the Newark Natural Foods Community Rooms

Thank you for your interest in renting our community room. Our goal is to provide community space to promote health and wellness education. We hope you enjoy the space and look forward to a great event. You are responsible for understanding & following all instructions.

Fees

Room A: \$25/hr. = 50 chairs and 10 - 6' tables. 50 person occupancy.

Room B: \$20/hr. = 25 chairs and 5 - 5' tables. 25 person occupancy.

Room C: \$50/hr. = rooms A and B combined. 75 people occupancy.

Newark Natural Foods Members and Non-profits take \$5 off/hour.

Rental Guidelines

- Event planner of group is solely responsible for all aspects of event and must be 18 year or older.
- All events must be non-discriminatory.
- Rental payment is due once a date is confirmed by Newark Natural Foods.
- One month's notice for all rentals is appreciated.
- Rental time must include set up and break down time.
- Cancellation policy:
 - a) 48 hour notice must be given to Manager-on-Duty for a refund of payment
 - b) As much notice as possible is appreciated
- No pets; No alcohol, tobacco, or vaping; All NNF store policies apply.
- No loud music. No DJ/karaoke/amplified music.
- No extending the rental space out into the hallways.
- No parties (examples include: birthday, baby, retirement, bridal, etc.)
- Checking in and out - Please see the Assistant manager on duty when you arrive and leave. All events must be vacated 30 minutes before store closing unless previously approved.
- Be mindful that this is a working grocery store. You are not permitted to solicit in the store, in front of store or parking lot for your event (This includes but is not limited to handing out flyers, approaching customers, or petitioning).
- Newark Natural Foods Co-op reserves the right to refuse use of the room at any time.



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Room Guidelines

- Each room has a dry erase board.
- There is an elevator to the lower level.
- ADA compliant bathrooms.
- Room Care:
 - a) Do not tape anything to the walls.
 - b) Let Assistant Manager know if any issues occurred.
 - c) Turn lights off when finished.
 - d) Please do not remove chairs/tables from other rooms unless approved by the Manager-on-duty.
- Cleaning up:
 - a) Return all chairs and tables back on storage cart.
 - b) Clean tables as needed.
 - c) Vacuum floor if needed.
 - d) Place trash and recycling in proper receptacles, if you fill the provided receptacles, please see manager of store.
- Staff will be using the shared areas. Please do not interfere with staff activities (this includes staff on their lunch break in the kitchen – they deserve some quite time – be respectful of their needs).

Promotion / Advertising

As a courtesy, we will advertise your event via flyer in our store and on social media. If you have ongoing events, please note that we may not advertise every event, every time, due to the large amount of events scheduled in our community room. Although we do our best to advertise your event as often as possible, we urge you to advertise on your own social media accounts, as these events are your events and not Newark Natural Foods hosted events. Please email a JPG/PNG/PSD/PDF of your flyer to lauren@newark.coop. The flyer must contain the following – date and time of event, a contact email or phone number for the event, event cost (if free – please indicate), and our address: Newark Natural Foods Community room 230 E. Main St., Newark, DE in the Newark Shopping Center. You may hang directional signs on the vestibule doors the day of the event. The sooner you provide a flyer, the sooner we can help advertise your event to the public. If we do not receive a flyer from you, we will not advertise your event.

See the Assistant Manager on duty if you have any questions or concerns.