XLatte

WE BREW NESPRESSO

www.xlatte.com

PRIVATE CATERING

PREMIUM CAFFEINE CATERING • MOBILE ESPRESSO BAR

SERVING CALIFORNIA & NEVADA

Thank you for choosing XLatte for your private event.

Please complete the accompanying questionnaire and compliance forms so we can prepare the right service, equipment, menu, and event experience for your group.

READY TO BOOK?

Please provide the required non-refundable deposit to reserve your event date.
Go to www.xlatte.com and click “XLatte Pay” to submit the correct deposit amount shown in your approved XLatte quote.

Please input who referred you to XLatte:

_____

NEED HELP?

support@xlatte.com

XLATTE

PRIVATE EVENT & CATERING INQUIRY QUESTIONNAIRE

Please provide the details below so XLatte can confirm event requirements, prepare catering options, and document the private-event status of the booking.

1. CONTACT INFORMATION

Name: _____ Email: _____

Company / Organization: _____ Phone: _____

2. PRIVATE EVENT CONFIRMATION

Is this a PRIVATE EVENT and NOT open to the general public? ■ Yes ■ No

Event is for: ■ Specific Group ■ Corporation ■ Private Club ■ Private Party ■ Other: _____

Invitation-only/restricted attendance? ■ Yes ■ No How will guests be invited/admitted? _____

NO RETAIL SALES: I confirm this is a private event for the group identified above. XLatte will serve only the invited/authorized group and **will not sell retail coffee, beverages, or products to anyone outside this group.**

Client initials: _____

3. EVENT DETAILS

Event Type: ■ Birthday ■ Wedding ■ Corporate ■ Private Party ■ Other: _____

Date: _____ Guests: _____

Start: _____ End: _____

4. EVENT LOCATION

Venue / Address: _____

City: _____ ■ Private Residence ■ Venue ■ Office ■ Other: _____

■ Indoor ■ Outdoor ■ Both Parking / Loading: ■ Yes ■ No ■ Not Sure

5. SETUP & POWER

Table/counter available? ■ Yes ■ No ■ Not Sure Electrical power near service area? ■ Yes ■ No ■ Not Sure

Venue restrictions for food/beverage service? ■ Yes ■ No ■ Not Sure Coffee/equipment/water rules? ■ Yes ■ No ■ Not Sure

6. DRINKS & MENU

Interested in: ■ Espresso ■ Coffee ■ Cold Brew ■ Matcha ■ Ube ■ Chocolate / XChocolat ■ Other: _____

Customized menu? ■ Yes ■ No Preferred flavors/drinks: _____

Milk: ■ Dairy ■ Non-Dairy ■ Both Allergies/dietary considerations: _____

7. SERVICE

Preferred duration: _____ Service start: _____ ■ Full event ■ Specific portion: _____

Service: ■ Caffeinated ■ Non-Caffeinated ■ Both

8. EVENT VISION

Theme, colors, special requests, or anything XLatte should know: _____

_____

9. BUDGET (OPTIONAL)

Target beverage-catering budget: $_____

10. CLIENT ACKNOWLEDGMENT

I confirm the information above is accurate. I understand XLatte's service is exclusively for the private group identified above. I will notify XLatte if the event becomes open to the public, attendance conditions change, or venue requirements change.

Client / Authorized Representative: _____ Date: _____

Signature: _____ Initials: _____

Next Step: Return the completed questionnaire to XLatte. We will review the event classification, setup, menu, service requirements, and venue conditions before preparing your catering quote. This questionnaire documents information supplied by the client. Applicable permits, laws, and health requirements may vary by event, venue, and services provided.

XLATTE

PRIVATE CATERING PACKAGES

PREMIUM CAFFEINE CATERING & MOBILE ESPRESSO BAR
SERVING CALIFORNIA & NEVADA

PACKAGE 01
PRIVATE CATERING SERVICE

$1,200

2-HOUR MINIMUM + applicable taxes

Additional Hour	$700
Maximum Service	Up to 6 total hours
Deposit	25% non-refundable
Overnight Events	Not available
Taxes	Applicable taxes additional

PACKAGE 02
FULL TENT PRIVATE CATERING

$2,000

2-HOUR MINIMUM + applicable taxes + **15% service charge**

Additional Hour	$1,000
Maximum Service	Up to 6 total hours
Deposit	25% non-refundable
Overnight Events	Not available
Taxes	Applicable taxes additional
Service Charge	15%

PACKAGE 03
XLATTE EXPRESS DELIVERY

$300

UP TO 20 PREMIUM HANDCRAFTED LATTES

Service	Delivered and finished fresh on site
Includes	Mix, ice, cups, insulated transport, on-site finishing
Delivery	Delivery/service area confirmed at booking
Deposit	25% non-refundable
Service	One delivery; no overnight service

NEVADA CATERING

Additional $500 per day service charge applies to Nevada catering. This charge is in addition to the selected XLatte catering package, applicable taxes, and any package-specific service charge.

SERVICE, DEPOSIT & CLIENT ACKNOWLEDGMENT

Regular private catering and Express Delivery require a **25% non-refundable deposit**. Branding events require a **50% non-refundable deposit** because of event-specific design, production, custom materials, preparation, and date commitments. All services are subject to the applicable event agreement.

NO RESIDENTIAL PICKUP: XLatte does not offer customer pickup or retail beverage sales from its private residence. All XLatte services are provided through the contracted event/service arrangement.

PROPERTY / VENUE ACCESS: The client is responsible for confirming that XLatte is permitted to enter and operate at the property or venue. If XLatte cannot operate because the property or venue does not permit XLatte to enter or serve, through no fault of XLatte, the applicable non-refundable deposit and any applicable minimum service charge remain due as stated in the catering agreement.

Selected Package: ■ Private Catering ■ Full Tent ■ Express Delivery

Client / Authorized Representative: _____

Signature: _____ **Date:** _____

XLatte Representative: _____ **Date:** _____

XLATTE

BRANDING PRIVATE EVENT

CUSTOM EVENT EXPERIENCE • BOOKING REQUIRED AT LEAST 8 WEEKS IN ADVANCE

50% NON-REFUNDABLE DEPOSIT is required to reserve the date and begin event-specific design, production, custom materials, and preparation.

1. EVENT DETAILS

Type of Event: _____ **Event Date:** _____

Company / Organization: _____ **Guests:** _____

Venue / Address: _____ **City:** _____

2. BRANDING & COLOR

XLatte uses black as the primary brand color. We can combine XLatte black with your event color(s).

Event Color(s): _____

Logo / Brand Name to Display: _____

Where should your logo/name appear? ■ Menu ■ Cups ■ Signage ■ Tent/Table ■ Gift Package ■ Other: _____

3. GIFT PACKAGE

Do you need a gift package? ■ Yes ■ No

Gift package name: ■ Your Name / Brand ■ XLatte ■ Both

Target gift-package budget per person: $_____ Total gift-package budget: $_____

Special gift-package requests: _____

4. EVENT SETUP

Preferred setup: ■ 4-ft table ■ 8-ft table ■ XLatte Mobile Cart

Space available: _____

Power available? ■ Yes ■ No ■ Not Sure Number / location of outlets: _____

Setup restrictions: _____

5. BUDGET & CUSTOM REQUESTS

Total budget for this event: $_____ Target budget per person (if applicable): $_____

What else would you like XLatte to customize or know about this event?

_____

_____

6. CLIENT ACKNOWLEDGMENT

I confirm that the information above is accurate and understand that branding work is event-specific. I understand that the 50% deposit is non-refundable and that final design, production, color, logo, gift-package, and setup requirements must be approved by the client before production.

Client / Authorized Representative: _____ Signature: _____

Date: _____ XLatte Representative: _____ Signature: _____

Questions / assistance: support@xlatte.com • www.xlatte.com

XLATTE CATERING

PREMIUM CAFFEINE EXPERIENCE

We bring the café to your event with Nespresso-powered coffee, signature drinks, and exceptional service.

PREMIUM QUALITY
Nespresso coffee and premium ingredients.

PERFECT FOR ANY EVENT
Weddings, corporate events, private parties and more.

PROFESSIONAL SERVICE
On-time setup, friendly baristas, smooth service.

MEMORABLE EXPERIENCE
Great coffee creates connections and unforgettable moments.

CATERING REQUIREMENTS

SPACE REQUIRED

10 ft × 10 ft

A flat, clear space is needed for the full tent setup.

POWER REQUIRED

Please provide two separate 120V outlets near the service area.
Outlet 1: Nespresso machine(s)
Outlet 2: Ice machine + other powered equipment
Separate circuits are preferred.
Cold frother is battery-operated.

FULL TENT SETUP
10ft (L) x 10ft (W) x 8ft (H)
(Actual setup may vary slightly)

WHAT'S INCLUDED

- 10x10 Professional Tent
- Nespresso Machines & Equipment
- Premium Ingredients
- Cups, Lids, Stir Sticks, Napkins
- Menu Display & Signage
- Friendly, Professional Barista(s)
- Setup & Breakdown

POWER IS ESSENTIAL

Please confirm suitable electrical access before the event.
Separate outlets are preferred.

READY TO ELEVATE YOUR NEXT EVENT?

Let's create an unforgettable coffee experience together.

info@xlatte.com
www.xlatte.com
@xlatte.coffee

XLATTE
WE BREW NESPRESSO
PREMIUM CAFFEINE CATERING & MOBILE ESPRESSO BAR

XLATTE CATERING

PREMIUM CAFFEINE CATERING
MOBILE ESPRESSO BAR

We brew Nespresso.

Xlatte Catering your Cloud Caffeine TEAM BUILDING EVENT

CONNECT. COLLABORATE. CREATE.

Great Teams. Cool Drinks. Lasting Memories. ♡

A fun, interactive, 100% cold caffeine experience designed to bring your team closer—one refreshing drink at a time.

BUILD STRONGER CONNECTIONS | SPARK CREATIVITY | BOOST TEAM MORALE | FUN PHOTO MOMENTS | MEMORIES THAT LAST

WHAT YOUR TEAM GETS

- Engaging & interactive experience
- Step-by-step guidance from our barista
- Customize your own cold caffeine drink
- Fun challenges & photo moments
- A delicious reward everyone will enjoy!

100% COLD EXPERIENCE

No heat, no burn risk.
Safe, refreshing and fun for everyone.

THE EXPERIENCE – 2 PARTS

PART 1

THE XLATTE WAY

USING OUR SIGNATURE BASE

We teach your team how to create an amazing cold latte using our XChokolat base.

1. Grab your cup & add ice
2. Choose your milk
3. Add XChokolat base
4. Choose your sweetness
5. Add toppings
6. Shake / mix
7. Enjoy the drink YOU created!

+

PART 2

YOUR WAY

CREATE YOUR OWN DRINK

Now it's your turn! We guide your team to create their own cold latte from scratch.

- Pick your flavors
- Experiment & mix
- Make it your own
- Share & enjoy

Different tastes. One team. ♡

IDEAL FOR

CORPORATE TEAM BUILDING | OFFSITE MEETINGS | COMPANY CELERRATIONS | CLIENT ENTERTAINMENT | WORKPLACE WELLNESS

WHY TEAMS LOVE IT

- Encourages communication & teamwork
- Fun, inclusive & memorable
- No experience needed—just enthusiasm!
- Everyone leaves happier (and caffeinated!)

WE BRING EVERYTHING!

- Premium ingredients
- All equipment
- Professional barista
- Setup & cleanup
- Single-use & safe

LET'S CRAFT AN UNFORGETTABLE TEAM BUILDING EXPERIENCE.

Book your Cloud Caffeine event today!

626.483.2256
joy@xlatte.com
www.xlatte.com

GREAT TEAMS MAKE DREAMS. CLOUD CAFFEINE MAKES THEM HAPPEN. ♡

EXPRESS

PREMIUM LATTES. DELIVERED.
FINISHED FRESH ON SITE.

DELIVERED. FINISHED FRESH ON SITE.

We bring the mix, ice, and cups. We froth and finish each latte fresh on site for the best taste, texture and experience.

ONLY **$300** FOR 20 DRINKS

- PERFECT FOR OFFICES, MEETINGS & EVENTS
- DELIVERED & FINISHED FRESH ON SITE
- UP TO 20 PREMIUM HANDCRAFTED LATTES

Service area confirmed at booking.

UP TO 20 PREMIUM HANDCRAFTED LATTE DRINKS

HANDCRAFTED QUALITY
Made with premium ingredients for a smooth, rich and balanced experience.

DELIVERED TO YOU
We come to your location on time and ready to serve.

INSULATED TRANSPORT
Delivered in our insulated bag to keep every drink fresh and secure.

FRESH ON SITE FINISH
We froth the milk and finish each latte on site for the best quality.

PERFECT FOR ANY OCCASION
Meetings, offices, client presentations, celebrations and private events.

SAVES TIME, ELEVATES EXPERIENCE
One delivery. Everyone gets great coffee.

SERVICE AREA

Confirmed at booking.

and clean up so you can focus on your meeting.

FOCUS ON WHAT MATTERS
You focus on your meeting. We'll take care of the coffee.

BOOK YOUR EXPRESS DELIVERY

Reserve your delivery today!

PREMIUM INGREDIENTS. EXCEPTIONAL TASTE. EVERY TIME.
WE BREW NESPRESSO

CALL OR TEXT
626 483 2256

www.xlatte.com
support@xlatte.com

PRIVATE EVENTS ONLY.
NO RETAIL SALES.
Tips Appreciated. Thank You!

PREMIUM INGREDIENTS | PROFESSIONAL SERVICE | MADE FOR MEMORABLE MOMENTS

XLATTE

NESPRESSO INDEPENDENT ENTITY & EVENT LEGAL PROTECTION ADDENDUM

PURPOSE

This Addendum supplements the XLatte event agreement and confirms that XLatte and Nespresso are independent entities. It also establishes client responsibilities and protections applicable to the XLatte event. **This is a business-form document, not a substitute for review by a California attorney.**

1. SEPARATE ENTITIES / NO NESPRESSO RELATIONSHIP

XLatte and Nespresso are separate and independent businesses. XLatte is not owned, controlled, operated, sponsored, endorsed, or represented by Nespresso unless a separate written agreement expressly says otherwise. The client's event contract is with XLatte, not Nespresso. No partnership, agency, joint venture, franchise, employment, sponsorship, or endorsement is created by XLatte's purchase or use of Nespresso products.

2. NESPRESSO PRODUCTS & INTELLECTUAL PROPERTY

Nespresso names, logos, trademarks, product names, designs, photographs, website content, and other intellectual property remain the property of their respective owners. XLatte does not obtain ownership or an implied license by purchasing or using products. XLatte will not use Nespresso branding in a way that falsely suggests sponsorship or endorsement. Product use remains subject to applicable Nespresso terms, instructions, warranties, and other binding terms.

3. XLATTE'S INDEPENDENT RESPONSIBILITY

XLatte is independently responsible for its own personnel, equipment, setup, beverage preparation, sanitation, customer service, contracts, pricing, deposits, cancellations, and compliance with applicable laws, permits, venue rules, and insurance requirements. Nespresso is not responsible for XLatte's independent event services or obligations.

4. PRIVATE EVENT / CLIENT RESPONSIBILITIES

Client represents that the event information supplied to XLatte is accurate and agrees to promptly notify XLatte of changes in attendance, venue, access, power, schedule, or whether the event is open to the public. Client is responsible for obtaining any venue permission and approvals required for the event and for providing safe, adequate service space, access, and electrical power when required by the agreed setup.

5. CLIENT INDEMNIFICATION

To the fullest extent permitted by applicable law, Client agrees to defend, indemnify, and hold harmless XLatte, its owners, employees, contractors, and agents from third-party claims, losses, damages, liabilities, and reasonable costs arising from (a) Client's breach of the event agreement, (b) inaccurate event information, (c) unsafe conditions or hazards at the venue not caused by XLatte, or (d) Client/guest conduct. This provision does not waive or limit liability that cannot lawfully be waived.

6. VENUE / PROPERTY / EQUIPMENT

Client is responsible for venue-related damage caused by Client or guests, except to the extent caused by XLatte's negligence or willful misconduct. XLatte may stop or modify service if the venue is unsafe, required access or power is unavailable, or continuing service would reasonably create a safety or legal concern.

7. CANCELLATION / NON-REFUNDABLE DEPOSITS

The deposit and cancellation terms stated in the event agreement apply. Branding events require a **50% non-refundable deposit** because XLatte may commit event-specific design, production, custom materials, preparation, and the event date. Regular catering requires a **25% non-refundable deposit**. Any cancellation or liquidated-damages provision is subject to applicable California law.

8. FORCE MAJEURE / SERVICE INTERRUPTION

XLatte is not responsible for delay, interruption, or inability to perform caused by events beyond its reasonable control, including government restrictions, venue closure, severe weather, utility/power failure, fire, natural disaster, or other qualifying force-majeure events. The parties will work in good faith on any applicable rescheduling or contract remedy.

9. CLIENT ACKNOWLEDGMENT

Client acknowledges that XLatte is the independent catering provider and that Nespresso is not a party to the client's XLatte agreement. Client has had an opportunity to ask questions and understands the responsibilities and protections stated in this Addendum.

CLIENT / AUTHORIZED REPRESENTATIVE:	_____	**DATE:**	_____
SIGNATURE:	_____	**XLATTE REPRESENTATIVE:**	_____
SIGNATURE:	_____	**DATE:**	_____

Legal note: California contract, indemnity, consumer-protection, food-safety, premises-liability, and other laws may apply. No clause in this Addendum is intended to waive non-waivable rights or obligations. For a binding legal contract, have a California attorney review the final agreement.

XLATTE

PRIVATE EVENT COMPLIANCE & VENUE REQUIREMENTS ADDENDUM

This Addendum documents compliance, venue, property-access, and client responsibilities for the private event.

1. COMPLIANCE CHECKLIST

■	Certificate of Insurance (COI) / Additional Insured requirement, if requested by venue or organizer.
■	Venue/property approval for XLatte catering, equipment, tables/cart, tent, electrical use, water, and service area.
■	City / local jurisdiction requirements, permits, business requirements, or event approvals applicable to the venue.
■	Health / Environmental Health requirements applicable to the event and XLatte's specific food or beverage operation.
■	Fire / electrical / tent requirements, if applicable to the selected setup.
■	Building, property, loading, parking, access, security, or venue-specific requirements.
■	Vendor registration, W-9, business documentation, insurance documentation, or venue forms, if required.
■	Any other license, permit, certificate, inspection, or authorization specifically required by the venue or jurisdiction.

2. VENUE / CLIENT INFORMATION

Venue: _____ **City:** _____

Venue Contact: _____ **Phone:** _____

Event Type: _____ **Date:** _____

Expected Guests: _____ **Service Hours:** _____

3. DOCUMENTS / REQUIREMENTS TO BE PROVIDED TO XLATTE

■ Venue/vendor packet ■ COI specifications ■ Additional-insured wording ■ City/event permit information
■ Venue rules ■ Electrical requirements ■ Fire/tent requirements ■ Loading/parking instructions
■ Other required documents or approvals: _____

4. PROPERTY / VENUE ACCESS

Client is responsible for confirming that XLatte is authorized to enter and provide catering on the property. If XLatte is unable to provide the contracted service because the property owner, venue, building management, or other authorized party does not permit XLatte to enter or operate on the property, and the restriction was not caused by XLatte, the client remains responsible for the applicable **non-refundable deposit and the 2-hour minimum service charge** stated in the catering agreement. The client agrees to obtain all necessary property and venue approvals before the event.

5. CLIENT / HOST COMPLIANCE ACKNOWLEDGMENT

I acknowledge that I have provided, or will provide before the event, XLatte with all venue, city, event-organizer, property-owner, and jurisdictional requirements that apply to this event. This includes applicable COI specifications, additional-insured requirements, vendor registration, venue approvals, city/event requirements, electrical or fire requirements, and other documentation necessary for XLatte to operate.

I understand that this acknowledgment does not transfer XLatte's own legal obligations to the client/host. XLatte remains responsible for licenses, permits, insurance, and certifications that legally belong to XLatte. The client/host remains responsible for requirements imposed on the venue, event, property, organizer, or client.

6. PRIVATE EVENT STATUS

■ I confirm that this event is intended to be a private event and is not open to the general public. I will immediately notify XLatte if the event becomes public, is publicly advertised, or attendance conditions change.

7. XLATTE COMPLIANCE REVIEW

XLatte may request additional documentation or clarification before accepting or performing the booking if required for lawful and safe operation. If a required approval, permit, access condition, or safety requirement cannot be satisfied, XLatte may decline or modify the service.

Client / Authorized Representative: _____ **Date:** _____

Signature: _____ **XLatte Representative:** _____

Signature: _____ **Date:** _____

Compliance note: Private-event status does not automatically eliminate every permit, license, insurance, venue, city, or health requirement. Requirements must be verified for the actual location and services. This document should be reviewed by qualified counsel before use as a binding contract.

XLATTE

FINAL QUOTATION & ACCEPTANCE

PRIVATE CATERING • PREMIUM CAFFEINE CATERING & MOBILE ESPRESSO BAR

CLIENT / COMPANY INFORMATION

Company / Client Name: _____

Authorized Representative: _____

Email: _____

Phone: _____

ALL EVENT CONTACTS

Please provide all contacts who may be involved in planning, venue access, setup, event coordination, or day-of communication for this event.

Contact / Role	Name	Phone	Email
Primary Client / Organizer	_____	_____	_____
Event Planner / Coordinator	_____	_____	_____
Venue / Property Contact	_____	_____	_____
Day-of Event Contact	_____	_____	_____
Other Contact / Role	_____	_____	_____

FINAL EVENT QUOTATION

Description of Order:	_____
	_____
Date of Event Agreed:	_____
Event Location:	_____
Cost Before Tax:	$_____
Deposit Required:	$_____
Remaining Balance Before Tax:	$_____
Additional Service / Travel Charges (if applicable):	$_____
Applicable Taxes:	$_____
Final Quoted Total:	$_____

ACCEPTANCE & AUTHORIZATION

By signing below, both parties confirm that the quotation above reflects the agreed XLatte services, description of order, event date, contacts, and pricing. The client authorizes XLatte to reserve the agreed event date subject to receipt of the required non-refundable deposit. Any changes to the event, services, location, hours, guest count, or requested custom work may require a revised quotation.

CLIENT / COMPANY	XLATTE
Authorized Name: _____	Authorized Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

PAYMENT: When ready to book, submit the required non-refundable deposit through XLatte Pay at www.xlatte.com using the deposit amount shown on the approved quotation.
Questions / assistance: support@xlatte.com • XLatte • We Brew Nespresso