

New Holland Coffee Event Spaces



Host your next event at New Holland Coffee Company in one of our private event spaces! Whether for showers, parties, or meetings, our spaces offer a relaxing setting to enjoy good company & high quality coffee.

Select the space you are interested in to drop down and show more information!
(Download to get this feature)

NEW HOLLAND - ATRIUM

832 W. Main St. New Holland PA 17557

Seats 35-40

NEW HOLLAND - MAIN SPACE

832 W. Main St. New Holland PA 17557

Seats 55-60

NEW HOLLAND - ENTIRE SPACE (Atrium and Main Spaced Combined)

832 W. Main St. New Holland PA 17557

Seats 100

BOTANICAL CREPERIE LOCATION

856 W. Main St. New Holland PA 17557

Seats 30-35

LITITZ LOCATION

51 W. Kleine Ln. Lititz PA 17543

Seats 70-75

LANCASTER LOCATION

29 E. King St. Lancaster PA 17602

Seats 40-45

FREQUENTLY ASKED QUESTIONS

TERMS & CONDITIONS

New Holland *Atrium*



ROOM OCCUPANCY: 35-40 Seats

ADDRESS:

**832 WEST MAIN STREET
NEW HOLLAND PA 17557**

AMENITIES:

LED Full HDTV Screen to connect your laptop or USB drive, Gas Fireplace, Onsite Parking, Wifi Hotspot, Easily Accessible Outlets & USB Ports, Tables and Chairs provided, Air Conditioning, Handicap-Accessible, 1,000 square feet, Supervisonal Staff Provided, Drip Coffee and Condiments

AVAILABLE TIMES TO RENT:

JANUARY - MAY

Monday-Thursday: 6:00am-11:00am;
3:00pm-10:00pm

Friday-Sunday: 3:00pm-10:00pm

JUNE - AUGUST

Monday-Thursday: 6:00am-11:00am;
3:00pm-10:00pm

Friday-Saturday: 3:00pm-10:00pm

Sunday: All Day

SEPTEMBER - DECEMBER

Monday-Saturday: 3:00pm-6:00pm

Sunday: 3:00pm-10:00pm

***Contact us for
details regarding
packages & pricing***

***info@newhollandcoffee.com
www.newhollandcoffee.com***

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New Holland

Main Space



AVAILABLE TIMES TO RENT:

JANUARY - DECEMBER

Monday-Saturday: *Unavailable*

Sunday: 4:30pm-10:00pm

**Contact us for
details regarding
packages & pricing**

**info@newhollandcoffee.com
www.newhollandcoffee.com**

ROOM OCCUPANCY: 55-60 Seats

ADDRESS:

**832 WEST MAIN STREET
NEW HOLLAND PA 17557**

AMENITIES:

Gas Fireplace, Onsite Parking, Wifi Hotspot,
Easily Accessible Outlets & USB Ports,
Tables and Chairs provided, Air
Conditioning, Handicap-Accessible, 1,500
square feet, Supervisonal Staff Provided,
Drip Coffee and Condiments, Private
Outdoor Dining

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New Holland

Entire Space

(Atrium and Main Space Combined)



AVAILABLE TIMES TO RENT:

JANUARY - DECEMBER

Monday-Saturday: *Unavailable*

Sunday: 4:30pm-10:00pm

***Contact us for
details regarding
packages & pricing***

***info@newhollandcoffee.com
www.newhollandcoffee.com***

ROOM OCCUPANCY: 100 Seats

ADDRESS:

**832 WEST MAIN STREET
NEW HOLLAND PA 17557**

AMENITIES:

LED Full HDTV Screen to connect your laptop or USB drive, Gas Fireplace, Onsite Parking, Wifi Hotspot, Easily Accessible Outlets & USB Ports, Tables and Chairs provided, Air Conditioning, Handicap-Accessible, 2,500 square feet, Supervisonal Staff Provided, Drip Coffee and Condiments, Private Outdoor Dining



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New Holland

Botanical Creperie



ROOM OCCUPANCY: 30-35 Seats

ADDRESS:

**856 WEST MAIN STREET
NEW HOLLAND PA 17557**

AMENITIES:

Steam Fireplace, Onsite Parking, Wifi Hotspot, Easily Accessible Outlets & USB Ports, Tables and Chairs provided, Air Conditioning, Handicap-Accessible, 900 square feet, Supervisonal Staff Provided, Drip Coffee and Condiments, Private Outdoor Dining

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AVAILABLE TIMES TO RENT:

JANUARY - DECEMBER

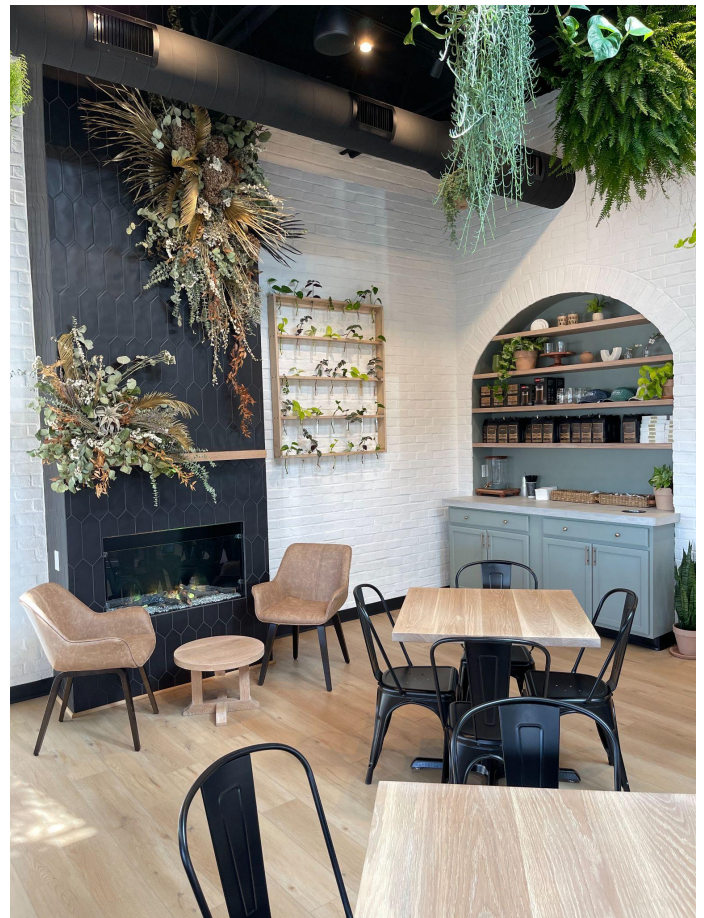
Monday-Friday: 4:30pm-10:00pm

Saturday: 4:30pm-11:00pm

Sunday: All Day

*Contact us for
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*info@newhollandcoffee.com
www.newhollandcoffee.com*



LITITZ Location



**Contact us for
details regarding
packages & pricing**

**info@newhollandcoffee.com
www.newhollandcoffee.com**

AVAILABLE TIMES TO RENT:

JANUARY - DECEMBER

Monday-Saturday: *Unavailable*

Sunday: All Day

ROOM OCCUPANCY: 70-75 Seats

ADDRESS:

**51 WEST KLEINE LANE
LITITZ PA 17543**

AMENITIES:

Gas Fireplace, Wifi Hotspot, Easily Accessible
Outlets & USB Ports, Tables and Chairs
provided, Air Conditioning,
Handicap-Accessible, 1,700 square feet,
Supervisonal Staff Provided, Drip Coffee and
Condiments, Private Outdoor Dining (Adds 45 Seats)



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LANCASTER Location



AVAILABLE TIMES TO RENT:

JANUARY - DECEMBER

Monday-Saturday: *Unavailable*

Sunday: All Day

**Contact us for
details regarding
packages & pricing**

***info@newhollandcoffee.com
www.newhollandcoffee.com***

ROOM OCCUPANCY: 40-45 Seats

ADDRESS:

**29 EAST KING STREET
LANCASTER PA 17602**

AMENITIES:

Gas Fireplace, Wifi Hotspot, Easily Accessible Outlets & USB Ports, Tables and Chairs provided, Air Conditioning, Handicap-Accessible, 1,000 square feet, Supervisonal Staff Provided, Drip Coffee and Condiments

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Frequently Asked Questions

Can I bring my own food? What are your catering services?

You are allowed to bring in your own food, as long as all items are prepared off-site. If you are interested in utilizing our food services, our catering can be paired with the Room Rental, Limited Bar, Open Espresso Bar, & Open Alcohol Bar packages at any location. Please let us know if you are interested in our catering and a menu will be sent to you.

Do you provide cutlery?

No, we do not provide any plates, napkins, cups, or utensils for food. However, all drink packages come with corresponding cups, creamers, sugars, stirrers etc.

Do you provide iced water?

Yes, we will have an iced water dispenser filled for your guest with plastic cups for their use.

Do you allow BYOB alcohol at all your locations?

Yes, we do but we have a few guidelines for you to follow. [Select here to see our BYOB guidelines in the Terms and Conditions.](#)

Do you provide complimentary time for set up and clean up?

For all packages, we offer a complimentary 60 minute (1 hour) set-up/clean-up time. Whatever time you are here we will deduct 1 hour from your total and then charge accordingly. You may use all 60 minutes for set up or split that time between clean up and set up. It is most common to use 45 minutes for set up and 15 minutes for cleanup. You may purchase extra time for set-up and clean-up if you wish. A staff member will be available to help with setup and will stay for the duration of the event to answer any questions that may arise.

When can I arrive?

Please speak with the event manager to determine your arrival time. The earliest arrival time available is 1 hour (60 min.) prior to your event start time. Arrival time must be determined and set 5 days prior to the day of the event.

Can I see more photos of your spaces?

Yes, you can see more photos on our website here <https://www.newhollandcoffee.com/private-events>

What are the next steps to booking?

Once your date is confirmed, we request a \$150.00 deposit to hold the date for your event. The deposit is nonrefundable but will be used towards your total event booking. If you are interested in booking, let us know and we will send you a contract/CC form to fill out to take care of the deposit.

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New Holland Coffee Event Space

Terms & Conditions

SET-UP, CLEAN-UP, DECOR, ETC.

SETUP & CLEANUP

For all packages, we offer a complimentary 60 minute (1 hour) set-up/clean-up time. Whatever time you are here we will deduct 1 hour from your total and then charge accordingly. You may use all 60 minutes for set up or split that time between clean up and set up. It is most common to use 45 minutes for set up and 15 minutes for cleanup. You may purchase extra time for set-up and clean-up if you wish. **Arrival time must be communicated and confirmed with the event manager 5 days prior to the event date.** Staff will be available to help with setup and will stay for the duration of the event to answer any questions that may arise.

ARRIVING EARLY

Hosts must notify the NHCC event coordinator 5 days prior to the event if they will be arriving earlier than what was previously arranged. **Without prior notification, the employees are not allowed to open the doors for early entry.** This is put in place so that the employees have adequate time for preparation before the host arrives. Please communicate with those who are helping you decorate the space the committed arrival time and ask them not to arrive early.

LAST MINUTE ADJUSTMENTS AND CHANGES:

No adjustments to timing, packages (staffing), catering, or specific requests may be made to a New Holland Coffee event less than 5 days before the event's start time. Timing, staffing, ordering, and specific requests are all carefully calculated in advance to ensure every event detail runs smoothly and predictably. Some exemptions can be made in emergency situations. Limited Espresso Bar choices and Catering choices must be made within two weeks of the event's date.

DECORATIONS

Decorations are welcome! However, please do not put tacks or nails in the fireplace or walls. Please be aware that most of our interior design at each location is brick and stone so plan accordingly. Only use painters tape if absolutely necessary. Since there is a small window of time for decorating, we recommend you bring your decorations prepared and easy to set up. The use of candles or any other type of open flame is prohibited. The use of confetti is also prohibited. It is the host responsibility to take care of removal of decor that was brought for the event (i.e. balloons, table decor, banners, etc.)

MOVING FURNITURE (REARRANGING FLOOR PLAN):

You are welcome to make adjustments to the layout when you arrive, but please be careful moving tables and please ensure the items you move are placed back at the end of the event. Excessive moving of furniture may result in an additional fee of \$75.00. No moving wall decor and shelf decor.

LITITZ LOCATION REARRANGING FLOOR PLAN GUIDELINES:

Due to the intricate layout of the Lititz location there is no moving of tables allowed in the Lititz building. Chairs can be moved and the tables in the upper booth area may be pushed together but no other moving can occur.

DAMAGE AND DESTRUCTION

If any damages to the facility or displays occur during the rental period, the renter shall be required to pay for the necessary repairs and replacements.

OUTSIDE PATIO

The corresponding outside patio at each location is for your use during the event.

MUSIC

New Holland Coffee staff will choose one of New Holland Coffee's approved playlists for your event. If you would like the music turned off, volume adjusted, or playlist changed please communicate your request to the staff member working your event

and they will be happy to oblige. Only non-explicit music may be played during New Holland Coffee events.

FOOD AND DRINK

OUTSIDE COFFEE

No outside coffee from other distributors or cafes may be brought in to use for any event hosted at New Holland Coffee locations. Hot coffee and ice water will be provided for all events.

OUTSIDE FOOD

You may bring your own food, but all food must be prepared offsite and ready for set up at the time of your arrival. If you bring in another professional catering service please make them aware that all food must be prepared offsite and ensure that they are ServSafe certified. A small counter space and sink will be provided but no refrigerator space, oven, or kitchen space will be provided. New Holland Coffee does not provide plates, napkins, or utensils. However, all drink packages come with corresponding cups, creamers, sugars, stirrers etc.. If you would like us to cater, ask us for our catering menu!

KITCHEN ACCESS

No hosts or guests are permitted into the back offices, kitchens, or basement of any location. Only the supervisory New Holland Coffee staff members are permitted in these areas.

PAPER SUPPLIES

New Holland Coffee does NOT provide plates, napkins, or utensils. Please bring your own paper supplies for each event. However, all drink packages come with corresponding cups, creamers, sugars, stirrers etc. If you would like us to cater, ask us for our catering menu!

COFFEE BAR OFFERINGS

Each package comes with a complimentary drip coffee bar and iced water. Coffee will be self-service and displayed with cups, creamers, sugars, alternative sugars, stirrers, and iced water cups will be provided as well.

ICE

We are happy to provide ice for your event! However, we do not have any ice dispenser/buckets for your guests, so please bring them and we will happily fill them.

ESPRESSO BAR CLOSING EARLY

For the Limited Espresso Bar and Open Espresso Bar, our espresso machine will close half an hour to fifteen minutes prior to your event ending for machine cleaning purposes.

BYOB GUIDELINES

If guests are over the legal drinking age of 21, you are welcome to bring your own alcohol for the event. We do not assume any responsibility for the use of alcohol brought in by the hosts or guests. All alcohol beverages are to be dispensed into plastic cups or glasses. No cans or bottles are to be served. Please let us know ahead of time if you are planning on bringing your own alcohol. Alcohol shall not be permitted at events at which youth are the focus or dominant in attendance. If you are using the New Holland Coffee Lititz location Open Alcohol Bar NO outside alcohol may be brought in.

LITITZ LOCATION OPEN ALCOHOL BAR GUIDELINES AND RESTRICTIONS

This package is only available between the hours of 9:00am-11:00pm in accordance with New Holland Coffee's alcohol license. ALL guests will be carded and provided with a wristband to ensure all consumers are of a legal drinking age. Any requests without a wristband will be carded. New Holland Coffee determines the prices of the alcohol beverages and all alcohol beverages will be added to the hosts tab. In accordance with state law no discounts or free samples will be given on alcohol beverages. BYOB is NOT permitted with this package. The host of this event will need to sign a waiver prior to the event date.

PARKING AND PAYMENT DETAILS

PARKING

NEW HOLLAND ATRIUM, MAIN SPACE, ENTIRE SPACE, AND BOTANICAL CREPERIE

Onsite parking is provided at the Botanical Creperie, New Holland Atrium, Main Space, and Entire Space.

LANCASTER AND LITITZ LOCATION

There is no onsite parking at the Lancaster location or Lititz location. Hosts and guests will be responsible to find and pay for their own parking on the street or in a nearby parking garage.

DEPOSIT

In order to secure your event, a deposit of \$150.00 will need to be made. Deposits are non-refundable but will be then used towards your total event booking. All deposits must be made with a credit card. A credit card authorization form will be given and must be filled out prior to the event date. A receipt will be emailed.

CANCELLATION POLICY

It is always our hope that the host will choose to move the date and postpone than to cancel. However, if a cancellation must be made due to weather, family emergencies, or a special case scenario please reach out to the event manager and we will work with you in an understanding manner.

SERVICE CHARGE

An additional 18% of the total will be added onto the bill for service charge. The service charge covers set-up, clean-up, trash removal, sweeping, furniture rearranging, gratuity, and the service.

SALES TAX

In accordance with state laws a sales tax percentage of the total will be added onto the bill.

PAYMENT

All final payments must be made with a credit card. A credit card authorization form will be given and must be filled out prior to the event date. The credit card on file will be charged the remainder of the amount due within 48 hours of the event's conclusion. A receipt will be emailed. In the event of extra charges for damages, overtime, &/or any changes are added to your bill, we will notify the host and then charge the credit card on file. The credit card information will be kept on file for up to 7 days after the event date.

EXPIRED CARD AND REFUSAL TO PAY

If the card on file has expired or is being declined New Holland Coffee will reach out to the host requesting payment. If the host is unresponsive or refusing to pay, New Holland Coffee will take legal action within 15-30 days after the event's conclusion and legal fees will be added onto the host's bill.

WEDDINGS

We have hosted several weddings at New Holland Coffee and would be thrilled if you chose us for our special day. Due to the extensive planning and day of preparation wedding receptions and ceremonies will incur an additional \$100 fee.

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