



Milly Ray Room

We are pleased to offer a private dining experience for our guests. Our banquet room can handle most private functions, business meetings or other special occasions with up to 48 guests. I personally guarantee that our professionally trained staff will go above and beyond your expectations. We look forward to having you as our satisfied guest. -Drew Glick

BOOKING/FEEES

A \$100 deposit will be collected during booking. This will be applied to the event bill.

Late cancellations or a breach of contract will lose deposit.

A \$15-\$50 Room Fee will be collected with the deposit.

A \$110 or 22% gratuity (whichever is greater) will be added to your check on the day of the event.

**** Additional fees apply for events longer than 2 hours or held during Holiday weeks.***

MENU SELECTION

Condensed menu options will be offered to you during booking. Menu selections must be confirmed 5 days before your event. Buffets are available for some events and must be paid for in advance.

FOOD AND BEVERAGE MINIMUMS

STANDARD	Breakfast	Brunch/Lunch	Dinner	HOLIDAY	Breakfast	Brunch/Lunch	Dinner
Mon-Thu	300.00	375.00	450.00	Mon-Thu	400.00	700.00	1000.00
Friday	300.00	500.00	900.00	Friday	500.00	1000.00	1000.00
Sat-Sun	1000.00 events must end by 11am or start after 2pm			Sat-Sun	1000.00 events must end by 11am or start after 2pm		

HEAD COUNT

Head count +/- 5 must be confirmed 2 days before your event.

STATE REGULATIONS

All food and beverage items must be provided by Max & Louie's NY Diner. No other food or beverage items are allowed in the restaurant.

SPECIAL ACCOMMODATIONS

AV/TV The three televisions in the room can be used for many purposes including entertainment or computer hookup. No guests are to touch any wires to the TVs.

TABLES We arrange our tables to suit your event size and purpose. If you have a special request, please let us know during booking. Tables cannot be moved on the day of service.

MUSIC Spotify playlists can be shared with us to play in the room in lieu of TV usage

FAVORS We can provide Max and Louie's cakes, cocktails, party favors, and other additional benefits. Any pre-approved outside special occasion cakes will require a cake cutting fee of \$25

DECORATIONS

Tablecloths or Table Runners can be provided at \$50 per service.

Other decorations on the tables are permitted. You may not adhere any decorations to the walls or ceiling. No confetti permitted. To avoid early access fees, you are welcome to leave us your decorations in advance and we will set them up.

PAYMENT OPTIONS

We accept Credit/Debit Cards, Checks, and Cash. Payment due in full at time of event. We cannot split checks but can give a full quote in advance. Cash payments are discounted.

I, _____, have read and do accept the guidelines listed above
Printed Name

 Sign Here

 Date



Please fill out this form and return it to the email address below or drop off in person.
Full event quotes will be provided to you within 3 days of receipt.

Name of Host: _____ Phone Number: _____

Email Address: _____

Occasion/Purpose of Event: _____

Date Requested: _____

Time Requested Start: _____ Finish: _____

Menu Choice: _____

Head Count MINIMUM: _____ MAXIMUM: _____

*Must be within 10

Check off any of these special accommodations you may be interested in:

A/V Hookups _____ Tablecloths _____ Centerpieces _____

Early Access _____ Music Playlist _____ Whole Cake _____

Host-Provided Cocktails _____ Host-Provided Appetizers _____

Credit Card Information for \$100 Deposit and Room Fee

Number _____

Exp _____ CSV _____ ZIP _____