



## 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

**ASK ABOUT OUR PATIO/FOOD TRUCK COMBO STYLE EVENT!**

### **BANQUET FEES**

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

***Late cancellations or a breach of contract will lose deposit.***

A \$25-\$100 Banquet Fee will be collected with the deposit.

A \$110-\$400 gratuity will be added to your check. The exact amount depends on event time and staff needed. See proposal for estimate.

***\* Additional fees apply for events longer than 2 hours, requiring extra set up, or held during Holiday weeks.***

**MENU SELECTION** must be confirmed 5 days before your event. Selected menu price will be quoted by your event coordinator

Weekday Events: Four item condensed menu options will be offered to you during booking. Buffets are available and must be paid in full 2 days prior to event.

Weekend Events: Three item condensed menu options will be offered to you during booking. Buffets are available and must be paid in full 2 days prior to event.

**FOOD AND BEVERAGE MINIMUMS** based on a standard 2.5 hour booking window.

STANDARD	Breakfast	Brunch/Lunch	Dinner	HOLIDAY	Breakfast	Brunch/Lunch	Dinner
Mon-Thu	300.00	400.00	500.00	Mon-Thu	<b>1100.00</b> events must end by 11am or start after 2pm		
Friday	400.00	500.00	900.00	Friday			
Sat-Sun	1100.00			Sat-Sun			
If food or beverage total falls below minimum, the balance will be charged as an unmet minimum							

### **HEAD COUNT**

Head count +/- 5 must be confirmed 2 days before your event. The banquet fees charged will be based on this guarantee plus any additional guests

### **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 without prior approval and may incur additional charges.

### **SPECIAL ACCOMMODATIONS**

**AV/TV** The three televisions in the room can be used for many purposes including entertainment or computer hookup via the provided HDMI cord.

**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 incur a cake cutting fee of \$20

### **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. Personal decorations are encouraged to be left with us one day in advance to avoid early access fees. If extra set up time is needed, a charge will be applied.

### **PAYMENT OPTIONS**

Payment due in full on date specified in proposal. We cannot split checks but can give a full quote in advance.

Credit/Debit Cards – incur a 3-4% processing fee

Checks – permitted only if paying 2 business days prior to event

Cash – accepted any time



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

\_\_\_\_\_  
Sign Here

\_\_\_\_\_  
Date

Please fill out this form and submit it to the email address or phone number below. Do not drop off at restaurant.  
Full event quotes will be provided to you within 3 days of receipt. Time sensitive events receive priority correspondence

Name of Host: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occasion/Purpose of Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Requested Access Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

\*Access earlier than listed time is not permitted. Please plan accordingly.

Menu Choice: \_\_\_\_\_

Head Count MINIMUM: \_\_\_\_\_ MAXIMUM: \_\_\_\_\_

\*Must be within 10. Adjustments can be made closer to event date

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

A/V Hookups \_\_\_\_\_ Tablecloths \_\_\_\_\_ M&L Whole Cake \_\_\_\_\_

Host-Provided Cocktails \_\_\_\_\_ Host-Provided Appetizers \_\_\_\_\_ Buffet \_\_\_\_\_