

MAC'S PRIVATE EVENT CONTRACT

CONTACT PERSON:	EVENT DATE:
CONTACT PHONE:	DAY of the WEEK:
EMAIL ADDRESS:	ARRIVAL TIME:
BUSINESS:	ESTIMATED # GUESTS:
TYPE OF EVENT: <u>Please Circle One or more that describe your event</u> Business Dinner -- Business Presentation -- Retirement Dinner Rehearsal Dinner -- Family Gathering -- Surprise party -- Holiday Party Baby Shower -- Bridal Shower -- Wedding Shower -- Wedding Reception Cocktail Party -- Networking Opportunity -- Executive Meeting -- Staff Training	<ul style="list-style-type: none"> • ALL PRIVATE PARTY EVENTS ARE REQUIRED TO SPEND A MINIMUM BASED ON THE DAY AND TIME OF THE EVENT. • MINIMUMS ARE REQUIRED REGARDLESS OF THE NUMBER OF GUESTS
STYLE OF EVENT <ul style="list-style-type: none"> • MINGLING /MOSTLY STANDING SOME SEATING • SIT DOWN DINNER / PRESENTATION • MINGLING FIRST / THEN SIT DOWN DINNER/PRESENTATION 	

PRIVATE EVENT RESERVATION AND CONTRACT DETAILS

- Event RESERVATIONS are not confirmed until an Event Contract is received with a Credit Card Deposit.
- Number of Guests Attending, Menu and Beverage Service must be confirmed with a Mac's Manager 7 days prior to your event.
- Private Parties scheduled in the Cellar or Semiprivate Main Dining Room events, will be required to spend a minimum amount. (Regardless of the number of guests)
 - Lunch \$250*minimum \$150 Deposit
 - Dinner \$500*minimum \$250 Deposit
 - Entire Main Street Room \$750/L - \$2500 - #3500/D minimum \$350/L - \$1000/D Deposit
 - *Minimums do not include cash bar totals
 - *Minimums are before the automatic 20% staff gratuity
- All Private parties will be required to guarantee a minimum of 80% of the entrees your reservations was confirmed for in additional to all preordered appetizers regardless of the minimum. Tax and 20% gratuity will then be added.
- Tax and 20% gratuity will be charge on the minimum amount or the amount charged for the actual food and beverages totals, whichever is the greater amount.
- All limited menus and Appetizer items for Private Events are subject to price changes and substitutions based on Mac's current menu pricing. Every effort will be made to offer your guests the menu and items you have preselected.

DEPOSITS: A CREDIT CARD DEPOSIT IS REQUIRED FOR ALL EVENTS

- No charges will incur for cancellations made with a minimum of 5 days advance notice.
- Cancellations made within five days of the reservation date will not be eligible for a deposit refund AND WILL be charged the full amount of the deposit.

CREDIT CARD DEPOSIT \$150- LUNCH (BEFORE 3PM) \$250- DINNER (AFTER 3PM)

VISA-MC-AMEX _____ EXPIRATION DATE : _____

If you'd prefer, Mac's will accept your Credit Card information over the phone once your contract has been received; call 734-944-6227. Your reservation will not be confirmed until we receive your credit card deposit.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> GUEST SIGNATURE	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE SUBMITTED
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