

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 - Staff Training - Retirement Dinner - Rehearsal Dinner Family Gathering - Surprise party- Holiday Party - Baby Shower - Bridal Shower- Wedding Shower -Wedding Reception - Cocktail Party -- Networking Opportunity -- Executive Meeting –	<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 7 days prior to your event.
- All Events with Limited Menu's and Private or Semi-private Events will be required to spend a minimum amount as listed:

LUNCH MINIMUMS

- Limited Menu Event (max 24) LUNCH: min. (\$400) | Deposit \$150
- Semi-Private or Cellar LUNCH: min. (\$400) | Deposit \$150
- Private MS Room: LUNCH min. (\$800) Deposit \$250

DINNER MINIMUMS

- Private Cellar or Limited Menu Event (max 24): DINNER min. (\$500 M-Th)/ (\$800 Fri & Sat) Deposit \$250
- Semi-Private DINNER: min.(\$800 M-Th) Deposit \$250 / (\$1500 Fri & Sat) Deposit \$500
- Private MS Room: DINNER min. (\$2500 M-Th)/ (\$4000 Fri & Sat) Deposit \$1000

ENTIRE RESTAURANT EVENTS: Minimums, Set-up Charge and Deposit established on an individual basis

- **Minimums do not include cash bar totals or room set-up charge**
- **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 calculated with 20% gratuity on the total.
- Tax will be added on minimum amount plus 20% gratuity or the amount charged for the actual food and beverages totals with tax plus 20% gratuity, whichever is the greater amount.
- Events will receive one Check with 20% gratuity. (multiple payment methods will be accepted)
- 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.

SET-UP CHARGE: Cellar \$50 | Semi-Private Lunch \$50 | Semi-Private Dinner \$75 | Private Lunch \$75 | Private Dinner \$100

DEPOSITS: CREDIT CARD DEPOSIT IS REQUIRED FOR ALL EVENTS | It will be subtracted from your final bill

- 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 LUNCH (Finish BEFORE 4PM) \$150|\$250 DINNER (3PM) \$250| \$500 |\$1000

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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