

# Michael's Banquet Services

Date of Event: \_\_\_\_\_ Number of Guests \_\_\_\_\_

Print Name \_\_\_\_\_

Home Phone No \_\_\_\_\_ Cell Phone No \_\_\_\_\_ Work Phone No \_\_\_\_\_

*I have read the "Terms & Conditions" below and agree to them.*

Customers Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Terms & Conditions**

Thank you for choosing Michael's Restaurant for your special party. A Michael's coordinator will plan all of your choices pertaining to your event.

A non refundable deposit in the amount of \$100.00 for the smaller room and \$150.00 for the larger room along with this signed contract must be received by Michael's to secure your date and time.

Michael's offers (2) private rooms to fit your needs. Our main banquet room has a maximum capacity of 75 for a sit down dinner, 60 for buffet and 100 for cocktail & hors d'oeuvres receptions. Our Ashley dining room is available for a minimum of 15 guests and a maximum of 25.

The rental for our main banquet room is \$ 150.00 for 3 hours with minimum guest requirements depending upon the day and time of the event. The Ashley dining room rental is \$ 100.00 for 2 hours with minimum guest requirements depending upon the day and time of the event. Additional hours may be available for an additional charge.

We are happy to provide your party with our freshly baked cakes for any occasion. In the event that you choose to bring in your own cake, a plate charge of \$ .75 per person will apply.

A final guaranteed guest count is required (1) week prior to the event. The final guest count may not be reduced. All food charges are based on the guaranteed guest count unless the actual number of guests is greater. The non refundable deposit is required to confirm and hold your reservation. This deposit will be subtracted from your final bill. The Room Fee Charge will be added to your final bill. If you should cancel your event for any reason, the deposit is forfeited.

All food and beverage purchases are subject to an 18% service charge (15% service, 3% administrative). The total balance is due on the day of the event. Payments must be made by cash, money order or credit card. We cannot accept either business or personal checks.

When planning the agenda for your event please be advised that we cannot guarantee the quality of foods served more than 30 minutes past the agreed upon time. Due to standard health practices, prepared and left over food may not be removed from Michael's Restaurant.

No tape, tacks, nails or fasteners of any kind may be attached to any surface of Michael's Restaurant. NO confetti of any kind is allowed. The customer will be responsible for any damage or theft done to any equipment or furnishings of Michael's. Michael's is not responsible for any lost or stolen items.

Delaware law prohibits the consumption or purchase of alcohol by anyone under the age of 21. Michael's reserves the right to refuse alcohol to any guest that is not of drinking age, cannot produce proper identification to verify his/her age, or to any guest who appears to be intoxicated.

The customer shall be liable for his/her guests upon leaving and their safe arrival home. The customer will take all precautions to ensure their safety.

## **Michael's Restaurant**

1000 Churchmans Road, Newark, DE 19713 - (302) 368-4230 – Fax: (302) 368-0994

**Michaelsde.com**