

# Real McCoy's Private Party and Catering Information

## TERMS & CONDITIONS

### GUEST COUNT

- Our Banquet room is available for private parties of 15 or more guests and holds up to 50 guests. There is no room fee for the use of our private room.
- A guaranteed number of guests (final count) is required at least seven days in advance.
- The final guest count is a minimum guarantee of guests in which food will be prepared.
- The Customer will be charged, at minimum, for the number of guests specified in the final guest count.
- If the number of guests exceeds the final guest count, the final bill will be increased accordingly.

### MENUS & WINE SELECTION

- The final menu selections are required to be reported no less than 7 days before event.
- If Customer fails to make menu selections by that date, the event will be cancelled.
- If an event is booked within 6 days of the event, then Menu selections are required the day of booking. If canceled the credit card on file will be charged a \$300 Cancellation fee.
- Some menu items and pricing are subject to change based on availability and seasonality. Reasonable menu substitutions will be made by the Venue if necessary.

### PAYMENT POLICY

- There is no deposit required to hold a calendar date just a credit card put on file and verified.
- Payment in full is due at conclusion of event. Taxes and Gratuity will be added.
- Any additional on-site consumption beyond the ordered portion to be added to the hosts bill unless other payments have been received.
- Failure to submit payment may result in legal action.

### CANCELLATION POLICY

- The following cancellation policy applies:
  - Event cancelled less than 7 days before the event: A \$300 cancellation fee will be automatically charged to the credit card on file.
- The cancellation fee is not refundable.
- The Final Payment is not refundable.

## Outside Food & Beverage

- Outside desserts may be brought in for an event for an additional fee of \$1 per person.
- Outside food and drink, are not permitted unless special arrangements are made. We do offer a corkage fee of \$20 per outside bottle of wine.

## Alcohol Laws

- By law, alcohol may only be provided to adults 21 and up.
- No outside alcohol is allowed in building or parking lot.
- We are subject to alcohol laws for our local last-call regulations. No Exceptions!

## Minimum Spend

- The minimum amount that must be spent on food and beverage (before tax and gratuity) to book the event.

## Minimum Spend Amounts:

- Lunch Mon-Thurs \$150 & Fri-Sat \$300
- Sunday – Wednesday Night \$300
- Thursday night \$600
- Friday and Saturday Night \$800

## OUTSIDE VENDORS & ENTERTAINERS

- All outside vendors contracted for the event (Florists, Rentals & Décor) must be approved by the Venue at least two weeks prior to event.
- The Venue is not responsible for organizing arrangements made with outside vendors or for confirming vendor arrangements.
- We do not allow outside entertainment for events.

## OUTSIDE FOOD & BEVERAGE

- No food or beverage of any kind may be brought in by the Guest without prior approval from the Venue. Additional fees may apply. i.e., Corkage fee, Cutting fee.

## SALES TAX EXEMPTION

- Tax exempt groups must provide a copy of the State Sales Tax Exemption certificate prior to the event.
- The Customer must be named as the exempt organization on the certificate.

## DAMAGES

- The Customer is responsible for any damages caused by the Customer or guests of the Customer.
- Damage includes, but is not limited to: property damage, personal injury to restaurant staff, personal injury to the Venue's other guests.

## CONSUMER ADVISORY

- Consuming raw or undercooked meats, poultry, seafood, shellfish, eggs, or unpasteurized milk may increase your risk of foodborne illness.

## EVENT TIMING

- We will remind the host or remaining guests when their event is scheduled to conclude.
- A \$100 room fee will be automatically charged to the card on file for each 60-minute increment that the contracted space is occupied beyond the contracted end time for this event.

## General Information:

### Severe Weather

- The Venue is not responsible and cannot guarantee to accommodate events booked during inclement weather.
- At the Venue's discretion, the event details may be transferable to a new date.

### Self-Parking

- Please note the following self-parking options located nearby:
  - Free Parking Lot
    - Overflow to street and nearby businesses that are closed at nighttime

### Wheelchair Accessibility

- We have the following wheelchair-accessible amenities:
  - Accessible Parking
  - Accessible Entrance
  - We have Accessible Seating

### Removing Food & Beverage

- Unconsumed food may be removed from the premises.
- Unconsumed bottles of opened and unopened wine may be removed from the premises.

### Menu Customizations

- We would be happy to offer menu substitutions or customizations based on Dietary Restrictions, Special Requests & Budget. Please let us know during the booking process so we can make any necessary menu adjustments or set up a consultation for further discussion.
- We can offer custom printed menus for your plated meal with words or images of your choice at an additional fee. Please send the specifications to our event assistant.

### Regularly Scheduled Entertainment

- We do have regularly scheduled house entertainment on Friday and Saturday nights that cannot be cancelled for events.

### Decorations

- The following decorations are prohibited from events in our space: Glitter, Confetti, or anything sticky.
- You can come before your event if you would like to decorate the space. We typically allow for 30 minutes before the event, but your arrival time can be flexible based on space availability if you discuss this with your event assistant during the booking process.

### Consultations

- Our team can be available upon request by phone or in person to discuss all the details of your event. The best times for in-person consultations are Monday - Friday, 2-4pm, by appointment only.

### Children

- We have a children's menu we can offer, just ask us!
- We can provide a highchair for children who require it.