



PRIVATE DINING ROOM CONTRACT  
1767 Bardstown Rd, Louisville KY 40205  
2345 Frankfort Ave, Louisville KY 40206

We offer Private Dining Rooms at both locations. Frankfort Ave private dining is more expensive than the Bardstown Rd location as we have to close to the public in order to accommodate a private event.

We are offering our iconic "Upstairs on Frankfort Avenue" which accommodates 34 people. (not handicap accessible)

We have two Private Dining Rooms available on Bardstown Rd. In the Oaxaca Room we can accommodate up to a MAXIMUM of 22 guests (which is handicapped accessible). In the Jalisco Room, we can accommodate a MAXIMUM of 35 guests (with three sets of stairs required to access room).

**DURATION OF ROOM RESERVATION**

Reservations at "Upstairs on Frankfort Avenue" are available Tuesday - Saturday. You can book anytime between 4pm and 6pm for a 3 hour event.

Private Dining Room reservations on Bardstown Rd last for 3 hours.

Reservations are available Tuesday - Saturday from 12pm until 6pm. The earliest booking is at 12pm and the latest booking is 6pm, each booking lasting for 3 hours.

**MAXIMUM OCCUPANCY**

Maximum occupancy upstairs on Frankfort Ave is 34. This includes 8 seats at the bar and 26 seats in the two small dining rooms. We can not make one large table but can make several tables of 6 and 5 each and there is plenty of room for socializing.

On Bardstown Rd, the Oaxaca Room Maximum holds 22 persons and the Jalisco Room Maximum is 35 persons.

These are strict numbers as determined by the fire department per square footage of the rooms. We are not able to accommodate even one person more than these MAX counts.

**ROOM DEPOSIT** - "Upstairs on Frankfort Avenue" is \$400.00. On Bardstown Rd deposits are \$200 for Oaxaca / \$300 for Jalisco  
A deposit is required at the time of booking in order to reserve the Room. It will be used against your total bill.

## HOST / POINT PERSON

By paying the Deposit, you agree to become the Host for your group. During the event, the manager will address you with any developments and will present the final bill to you.

## MENUS

All guests order off the regular menus for food, beverages and alcoholic beverages.

## FOOD AND BEVERAGE MINIMUMS

“Upstairs on Frankfort Avenue” Minimum is \$2000.00 for weekdays and \$2500.00 for weekends.

Oaxaca Room Minimum for parties of 16 - 22 people is \$600.

Jalisco Room Minimum for parties of 23 - 35 people is \$800.

These prices include appetizer, entree, dessert, alcoholic and non-alcoholic beverages. If you don't spend the minimum in food and beverage we will add the balance to make it equal the room minimum. You are responsible for spending at least the room minimum.

## CONTRACTUALLY GUARANTEED GUEST COUNT

A guaranteed guest count is required to book a Private Dining Room. A guest count ensures we are able to provide you the proper amount of seating, service staff, and food. The guest count may be changed up to three (3) full days prior to the event.

## DESSERT

El Mundo offers two desserts for large parties. Churros with an Ancho Chile-Chocolate Sauce or Macadamia Nut and White Chocolate Chip Cookies. Cookies are \$1.00 each and Churros are \$6.00 per basket which will serve 4 people. You may bring in an outside dessert for a \$2/head Fee. El Mundo staff will cut, plate and serve.

## TEQUILA TOAST

If a Tequila Toast is of interest, please look over our Tequila Toast Menu below and let us know which tequila your party prefers so we can do our best to accommodate your preference. Please be aware, the industry is facing tequila shortages which may result in your preference being unavailable. On the chance of this occurrence, we will be in touch with you to discuss a fitting substitution. A further deposit of \$50 is required for the Tequila Toast.

## TEQUILAS

Don Julio 1942 Añejo\* \*requires \$100.00 deposit

Fortaleza Blanco | Reposado | Añejo

Don Fulano Reposado | Añejo

Herradura Silver | Reposado

Cascahuín Tahona Blanco

Casamigos Blanco

## **PAYMENT – BILLING/GRATUITY/FEES**

An itemized check will be presented to the Host at the completion of your event. All charges will be based upon the the minimum charge for the room or the total of the actual bill...which ever is higher. All final payments include a 20% gratuity and KY 6% Sales Tax. All gratuities are based upon the actual bill or the minimum room charge, whichever is higher. Payment is due immediately upon completion of the event on-site. We take cash, Visa, Mastercard, Discover, and American Express.

## **MULTIPLE CREDIT CARDS**

One Check will be presented for the entire party. It can be paid with up to 4 credit cards.

## **DECORATIONS**

If you are interested in decorating the room, please make your request at time of booking. A manager will inform you of the earliest time you will be able to access the room in order to decorate. Decorations such as flowers, balloons and table runners are permitted. All decorations must be taken away at the end of the event. Items not permitted are: all wall decorations, glitter/confetti, horns/poppers/noisemakers, and candles. Please be aware that Video/Audio/TVs are not available.

## **ALCOHOL**

It is our policy that no alcoholic beverages may be brought into the restaurant at any time, including Private Dining Events. We reserve the right to request proof of legal drinking age when necessary. We reserve the right to refuse alcohol service to intoxicated guests.

## **CANCELLATION POLICY**

For a full refund of the Room Deposit and Tequila Toast Deposit, the guest must cancel seven (7) days before the event. If a reservation cancels less than 7 days before the event, the guest forfeits the Total Deposit.

## **LIABILITY**

El Mundo reserves the right to inspect and control all private functions. The guest agrees to be responsible for any damage to the Restaurant, including but not limited to furniture and decorations. El Mundo shall not be responsible for damage or loss of any merchandise or items brought into the Restaurant, or for any items left unattended.

*By signing below, you acknowledge that you have read and agree to all of the terms and conditions listed in the Private Dining Room Contract.*

*This Contract must be signed at least seven (7) days prior to the event.*

Signature of Host \_\_\_\_\_

Name of Host (printed) \_\_\_\_\_

Date \_\_\_\_\_

El Mundo Manager (signed) \_\_\_\_\_

El Mundo Manager (printed) \_\_\_\_\_

Date \_\_\_\_\_