

# Ely's Restaurant Private Dining Agreement



Thank you for inquiring about Ely's private room. Our room will accommodate up to 26 people and offers the same great menu as our main dining room. There is no rental fee; however, there is a food and beverage minimum that must be met in order to reserve the room for a private function. A deposit will be required to hold the room. Once a deposit and a contract have been completed, signed, and received by Ely's, the room will be held and considered yours for the entire evening.

**Minimums:**

**Monday–Thursday night**

- Private Room—\$900 Sales Minimum (\$200 Deposit)
- Entire Restaurant— \$6000 Sales minimum (\$1000 Deposit)
- Private Room December— \$1500 Sales Minimum (\$300 Deposit)
- Entire Restaurant December— \$6700 Sales minimum (\$1000 Deposit)

**Friday–Saturday night**

- Private Room—\$1350 Sales Minimum (\$300 Deposit)
- Entire Restaurant— \$7500 Sales minimum (\$1000 Deposit)
- Private Room December— \$1800 Sales Minimum (\$300 Deposit)
- Entire Restaurant December— \$8000 Sales minimum (\$1000 Deposit)

**Monday – Saturday Lunch**

- \$1200 Sales Minimum (\$200 Deposit)
- Please note: Ely's offers evening menu items only for lunch parties*

**All Deposits are date specific and non-transferrable. All minimums exclude 8% tax and 20% gratuity.**

**In order to provide you with the quality and service you expect at Ely's, we recommend a set menu for parties of 15 or more. Ely's does not offer multiple checks for private and multi-room parties.**

Please return your signed and completed contract to:

Ely's Restaurant & Bar  
 115 West Jackson Street, Suite 2E  
 Ridgeland, MS 39157  
 Or  
 Email to [reservations@elysrestaurant.com](mailto:reservations@elysrestaurant.com)

If you have any questions, please call Richard Shapley at (601) 605-6359

Name \_\_\_\_\_ Company \_\_\_\_\_  
 Signature \_\_\_\_\_ Date of event \_\_\_\_\_ Time \_\_\_\_\_  
 Phone # \_\_\_\_\_ Number of guests \_\_\_\_\_  
 Credit card # \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_  
 CVV Code \_\_\_\_\_  
 Credit Card Billing Address \_\_\_\_\_

The deposit will be charged to the credit card above unless prior arrangements have been made. All reserved dates must be held by a deposit.

**Cancellation policy:**

- \* Cancellation notice 30 days prior to this event will be accepted and this contract will be considered void.
- \* Cancellations notice 14 days prior to this event will be accepted; however, the full deposit will be forfeited.

**Food & beverage minimum policy:**

- In the event that the food & beverage minimum is not met, any requests for food to be taken are at the sole discretion of Ely's. No gift certificates/Ely's credit will be issued as part of the minimum under any circumstances.