



# Private Dining Contract

Thank you for inquiring about Ely's private dining. Our Private Room will accommodate up to 24-26 people and offers the same great menu as our main dining room. There is no rental fee, however a \$75 audio/visual fee may apply. A food and beverage sales minimum must be agreed upon to reserve the room for a private function. A deposit will be required to hold the room. Once the deposit and contract have been completed, signed, and received by Ely's, the room will be held for your exclusive use for the evening.

## EVENT DETAILS

Name \_\_\_\_\_ Company \_\_\_\_\_

Email \_\_\_\_\_ Date of Event \_\_\_\_\_

Arrival Time \_\_\_\_\_ Time Seated \_\_\_\_\_ Phone # \_\_\_\_\_ Number of guests \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_ / \_\_\_\_\_ CVV Code \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

*You may call in your credit card number or come by in-person if you prefer.*

**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.**

## FOOD & BEVERAGE GUARANTEE MINIMUMS

*Sales minimum does not include tax, gratuity, or AV charge*

### MONDAY-THURSDAY NIGHT

- Private Room — \$1,200 Sales Minimum (\$200 Deposit)
- Entire Restaurant — \$9,000 Sales Minimum (\$1,500 Deposit)
- Private Room Thanksgiving through December — \$1,350 Sales Minimum (\$300 Deposit)
- Entire Restaurant Thanksgiving through December — \$9,500 Sales Minimum (\$2,000 Deposit)

### FRIDAY-SATURDAY NIGHT

- Private Room — \$2,000 Sales Minimum (\$400 Deposit)
- Entire Restaurant — \$10,500 Sales Minimum (\$2,000 Deposit)
- Private Room Thanksgiving through December — \$2,100 Sales Minimum (\$500 Deposit)
- Entire Restaurant Thanksgiving through December — \$11,000 Sales Minimum (\$2,000 Deposit)

### CUSTOM ARRANGEMENTS

\_\_\_\_\_

**All deposits are date specific and non-transferrable. All minimums exclude 8% tax and 20% gratuity on the food and beverage minimum (or final food and beverage purchases, whichever is greater). In order to provide you with the quality and service you expect at Ely's, we require a set menu for parties of 15 or more guests. Ely's does not offer multiple checks for private and multi-room parties.**

Please Initial

\_\_\_\_\_

Guest Signature \_\_\_\_\_ Date \_\_\_\_\_

Ely's Restaurant & Bar Signature \_\_\_\_\_ Date \_\_\_\_\_

### CANCELLATION POLICY

**January-Thanksgiving:** Cancellation notice (14) days prior to this event will be accepted with no charge. Thereafter, the full deposit will be forfeited.

**Thanksgiving-Dec. 31:** Cancellation notice one calendar month prior to this event will be accepted with no charge. Thereafter, 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 cards/Ely's credit will be issued as part of the minimum under any circumstances.**

### CONTACT INFORMATION

*If you have any questions, please call Richard or Chris at 601-605-6359.*