

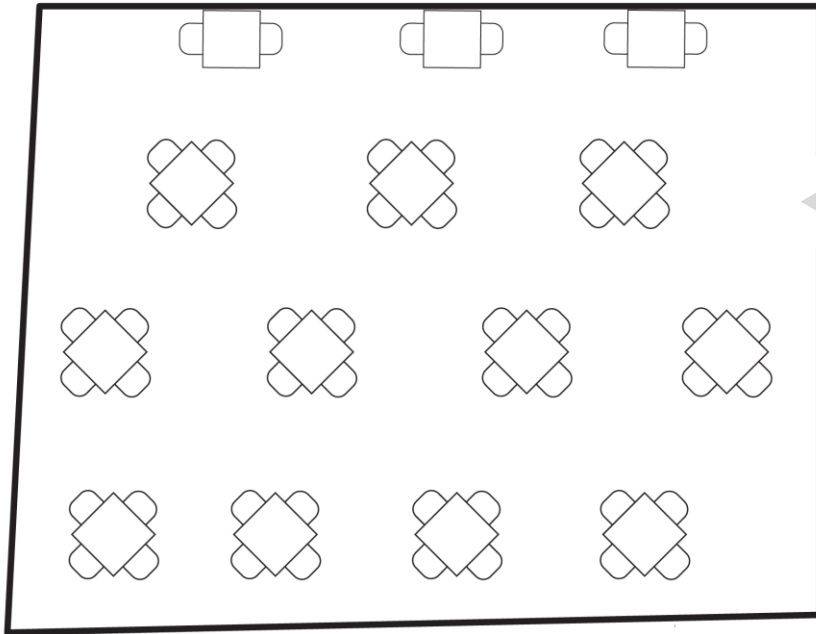


PRIVATE EVENTS

Thank you for considering Manor Hill Tavern for your upcoming event. We look forward to making it a memorable one. Our goal, as always, is to provide our guests with a consistently great dining experience. We are committed to fresh, creative dishes and will maintain our highest standards of quality food regardless of the size of your party.

OUR ROOMS

We have one private room and one semi-private room to choose from, each offering a different ambiance and unique features. Our Upstairs Private Room can hold up to 40 guests for a seated event or accommodate 55 for a cocktail event. Our semi-private room (Mural Room) can accommodate up to 22 seated guests or accommodate 25 for a cocktail event. It can be expanded to include the adjacent dining room (Dining One) to accommodate up to 46 seated guests only if needed for ADA access. Note that a food and beverage minimum is required to guarantee the closure of any of our rooms (minimums are detailed on next page).



FIREPLACE ROOM

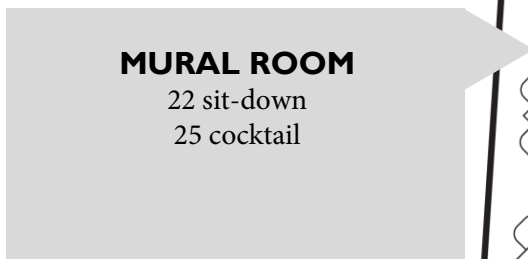
40 sit-down
55 cocktail

*Equipped with a television for A/V.
Adjacent to Upstairs Bar for convenient self-service.*

DINING ONE**

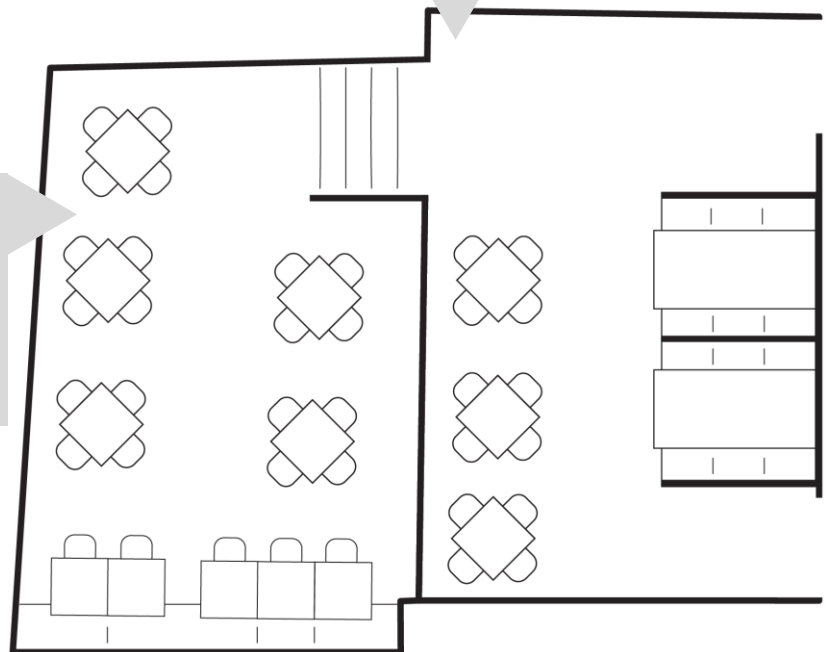
24 sit-down

***Only available if combined with Mural Room
and needed for ADA access.*



MURAL ROOM

22 sit-down
25 cocktail



ROOM FEES

A food and beverage minimum is required to guarantee the closure of any rooms. Those minimums are listed below:

REQUIRED ROOM MINIMUMS

FIREPLACE ROOM 40 sit-down 55 cocktail	Monday - Friday Lunch	11am - 4pm	\$600
	Saturday & Sunday Lunch	10am - 4pm**	\$1,400
	Sunday - Thursday Dinner	5pm- 10pm	\$1,400
	Friday & Saturday Dinner	5pm- 11pm	\$2,800
MURAL ROOM 22 sit-down 25 cocktail	Monday - Friday Lunch	11am - 4pm	\$400
	Saturday & Sunday Lunch	10am - 4pm**	\$1,200
	Sunday - Thursday Dinner	5pm- 10pm	\$900
	Friday & Saturday Dinner	5pm- 11pm	\$2,000
DINING ONE** 24 sit-down <small>**Only available if combined with the Mural Room and needed for ADA access.</small>	Monday - Friday Lunch	11am - 4pm	+ \$200
	Saturday & Sunday Lunch	10am - 4pm**	+ \$400
	Sunday - Thursday Dinner	5pm- 10pm	+ \$500
	Friday & Saturday Dinner	5pm- 11pm	+ \$800

****Note: For Events on Saturday & Sunday during Lunch, the Private Events Menu is the only available Menu that can be served.**

The food and beverage minimums are all pre-tax (6% food / 9% alcohol) and non-negotiable.

FOOD PACKAGES

Our food packages feature selections from both our regular a la carte menu and specialty items that have been created specifically for our private events (menus available upon request). Because our regular a la carte menu can change seasonally, selections should be made no sooner than three weeks prior to your event. All Menu options are given directly to the Event Manager. Please keep in mind that ALL temperature required dishes must be the same. Please notify your Event Manager of any allergies or dietary restrictions that need to be accommodated. **The Menu selections chosen by the host will be ordered by the guests the date of the event.**

There may be no modifications or substitutions to dishes listed on the menu. If you wish to make changes that deviate from the original signed contract, it must be initialed by the guest for approval & confirmation.

The number of items you may select is based on the size of your group.

Passed/Stationed Hors d'oeuvres

Slider Platters

Pizzas to Share

Optional; Host may select as many as needed

First Course

Optional; Host may select 1

Entree Course

Parties of 15-30 choose from 4 total selections

Parties of 31-49 choose from 3 total selections

Parties of 50+ choose from 2 total selections

Dessert Course

Optional; Host may select as many as needed

All menus are available upon request.

SPECIALTY CAKES AND CUPCAKES

Guests are allowed to bring their own (homemade or purchased) cakes, cupcakes, and pastries for private events. However, we will charge a dessert fee of \$2.00 per person with a minimum of \$10.00. The fee covers storage, presentation, cutting, plating, and cleaning required for all desserts. If any outside dessert is brought into the restaurant, the host is responsible for the dessert fee.

ALCOHOL

Host cannot provide any alcohol or non-alcoholic beverages to be consumed on premise due to licensing.

DEPOSIT

Once you are ready to reserve your room, we require a non-refundable deposit. The deposit is applied to your final bill on the day of your event. Each room being reserved requires a deposit of \$250.00. We accept all forms of payment and can provide any necessary receipts.

DUE DATE: FINAL GUEST COUNT & FINAL MENU SELECTIONS

The final headcount and menu selections will be due in writing at least two weeks in advance of the event (date and time to be determined by the Event Manager). This headcount will be considered a “guarantee” and is not subject to reduction. Charges will be based on the guaranteed number or the actual number of guests, whichever is larger.

GRATUITY POLICY

Gratuity is not included in the initial pricing. When you sign your Event Contract you are agreeing to pay a minimum of 20% gratuity on your total check. Should you feel that less than 20% is warranted due to service issues, we ask that you please discuss this with a manager at the time of payment. Please consider ALL wait staff, support staff, and bar staff when applying your gratuity.

CANCELLATION POLICY

Cancellations less than 96 hours of the date and time of the event are subject to a charge of 50% of the guaranteed minimum from the reserved room. Cancellations less than 24 hours of the date and time of the event are subject to a charge of 100% of the signed final event contract.

INCLEMENT WEATHER POLICY

In the case of significant inclement weather, we will work with the guest to re-schedule the event as necessary. Deposit paid can be used for such future event.

BEVERAGE PACKAGES

We offer three beverage packages for you to choose from. ***All beverage packages include unlimited soft drinks, tea, and coffee.** Below you will find our bar packages:

House Package: \$40 per person. Includes all draft beer and wines by the glass.

Premium Package: \$50 per person. Includes all draft beer, wines by the glass, “call” liquor and necessary mixers

Full Bar Package: \$60 per person. Includes all draft beer, wines by the glass, liquor (including specialty cocktails). Excludes any liquor over \$20 per pour.

Note: Bar Packages are available for a 3-hour minimum. “Call” liquor is a brand of liquor that a customer must ask for by name as opposed to more generic, less expensive brands. These bar packages are not available with any other discounts.

*****Please NOTE: If you choose not to do a bar package, you may run one tab that allows your guests to order from the entire libations menu (Open Based on Consumption). Your bar tab will then be settled at the end of the evening based on drinks ordered during the event.**

Since the servers provided for your event are not equipped for a cash bar scenario, we are unfortunately unable to offer a cash bar to our guests for private events.

AUDIO/VISUAL EQUIPMENT

If you require A/V support, the Upstairs Private Room is equipped with a 55” television with A/V inputs. It is necessary to test out all computer equipment no less than 48 hours before the date and time of the event. Our equipment is only compatible to certain products; therefore you may need special adapting cords. If you do not test your equipment, we are not responsible for any malfunctions on the day of your event.

DECORATING/ FLORAL/ OTHER SPECIAL ARRANGEMENTS

We can refer you to florist and party essential stores in the area. We DO NOT allow table confetti, signs/banners that hang on walls, and flame candles (flameless is okay).

EVENT PLANNING SERVICES

Should your event be a wedding, reception, or similar event that will require extraordinary planning and coordination on the part of Manor Hill Tavern, we reserve the right to charge a Planning Fee.

LET’S GET STARTED!

Our Private Events Manager has just informed you that the room you want is available on the date and time slot you are looking for. So you know what to expect, here are the the steps we will go through together in preparation for your special event ...

- Make your deposit payment
- Events Manager notifies you of your DUE DATE for the final head count, menu selections, and other details
- We go over event details together - timeline, bar package, table layout, decorations, etc.
- Events Manager sends you the most current food menu
- Make your final menu selections and give your final head count to the Events Manager
- Events Manager sends you final event contract – review and make sure ALL information is correct
- Come to Manor Hill Tavern to test your A/V equipment (if applicable) no less than 48 hours before event
- Return FINAL EVENT CONTRACT within 48 hours of event

If you have any further questions regarding planning your event, please call Beth, our Events Manager, and she will be more than happy to assist you ... 410.935.6402. Thank you for considering hosting your next event at Manor Hill Tavern and we look forward to this opportunity.