

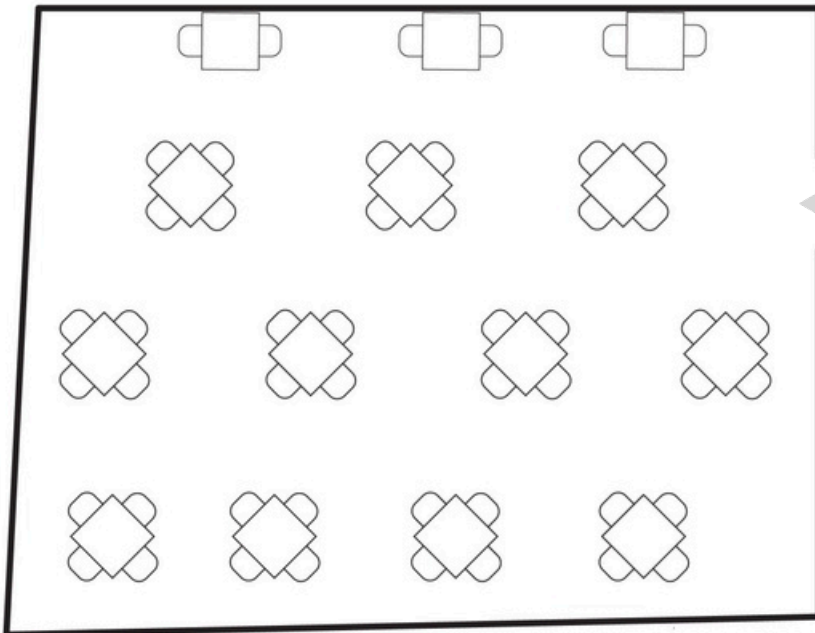


# PRIVATE EVENTS

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 & one semi-private room to choose from, each offering a different ambiance & unique features. Note that a food and beverage minimum is required to guarantee the closure of any of our rooms.



### FIREPLACE ROOM

40 sit-down

55 cocktail

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

### DINING ONE\*

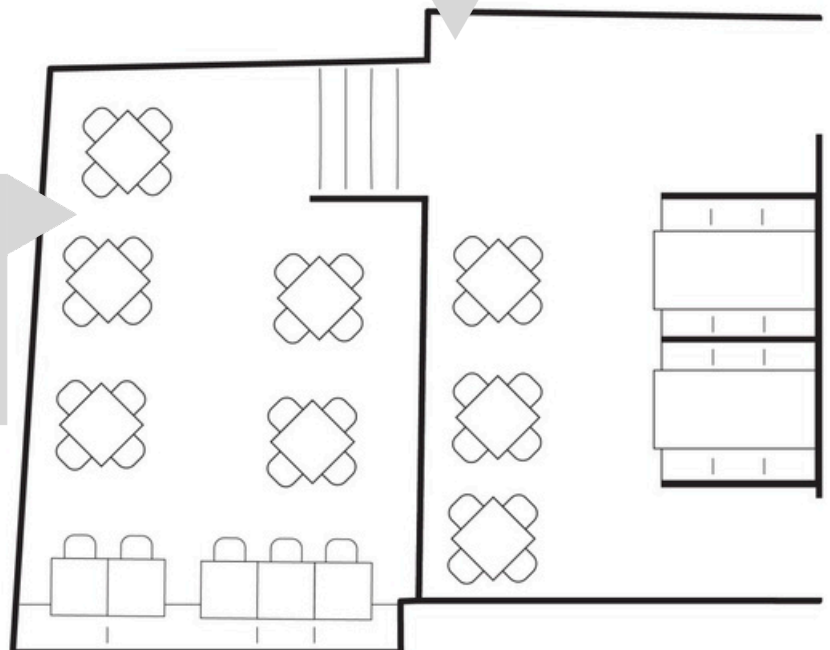
24 sit-down

\*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. The minimums are listed below:

### REQUIRED ROOM MINIMUMS

<b>FIREPLACE ROOM</b> 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
<b>MURAL ROOM</b> 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
<b>DINING ONE**</b> 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

The food and beverage minimums are all pre-tax and gratuity.

PLEASE NOTE: We DO NOT allow table confetti, signs/banners that hang on walls, and flame candles

## 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.

## 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.

## GRATUITY POLICY

Gratuity is not included in the initial pricing. When you sign your Event Contract you are agreeing to pay a minimum of 22% gratuity on your total check. Should you feel that less than 22% is warranted, we ask that you please discuss this with a manager at the time of payment. 20% of gratuity goes directly to servers, bartenders & support staff working during your event. 2% of gratuity goes directly to Director of Events for planning services.

## **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. Because our regular a la carte menu can change seasonally, selections should be made no sooner than three weeks prior to your event. Please keep in mind that ALL temperature required dishes must be the same. Please notify the Director of Events 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.**

No modifications or substitutions to menu dishes are permitted.

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

## **SPECIALTY CAKES AND CUPCAKES**

Guests are allowed to bring their own cakes, cupcakes, and pastries for private events.

However, we will charge a dessert fee of \$2.00 per person.

The fee covers storage, presentation, cutting, plating, and cleaning required for all desserts.

## **ALCOHOL**

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

## **BAR PACKAGES**

See separate menu for more information on our bar packages and selections we have on offer.

## **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.

## **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.