



**MICHAEL'S BANQUET HOUSE**

*The Very Best In Special Occasion Dining*

[www.MichaelsBanquetHouse.com](http://www.MichaelsBanquetHouse.com)

**1019 New Loudon Rd Route 9**  
**Phone (518) 785-8524**

**Cohoes, NY 12047**  
**Fax (518) 785-8525**

***Facility Rental***

***This information is for events who wish to bring food from an outside caterer.***

***Michael's Banquet House will provide the following:***

Name on outdoor marquis, completely private facility with free and convenient parking for up to five hours, CD music for cocktail room, union affiliated, a selection of cloth table linen and napkin colors to choose from, china, flatware, glassware, any in house chafing pans for display, pots pans, ovens, refrigeration, utensils, coffee and coffee service including tea, decaf coffee, cream, sugar and sugar substitute, recessed projection screen, ceiling mount projector, 60 inch round tables, chairs, high speed wireless internet service.

***Michael's Banquet House*** will also provide banquet servers, bartenders for cash bar service, kitchen staff including chefs to heat and plate food provided by caterer, dishwashers, coat check service with attendant (winter), complete set up and clean up service, supervisors for kitchen, wait staff and bar staff.

***Beverages***

Michael's Banquet House will provide cash bar service included with facility fee. All beverages must be purchased from Michael's Banquet House. See page three for other beverage options.

***Caterer or event representative*** will provide the following to Michael's Banquet House:

A written list of food and condiments being provided, along with directions on warming, plating, and serving the food being delivered. The list should be received by Michael's Banquet House no later than three weeks prior to event date.

All food is to be provided by caterer and will be delivered to Michael's Banquet House at a time and day to be decided, fully prepared and ready for warming and plating.

***Facility Rental Fee \$1,800.00 for up to five hours***

plus

***\$17.50 per person. Any age***

Please add 8% NYS sales tax and 19% service charge to all prices.

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***Deposits***

A \$500.00 deposit is required at time of booking event. Deposit is credited towards final billing. Deposits are not refundable if event is canceled.

***Non Weather Related Postponements or Rescheduling***

In the event the function is postponed and rescheduled, an additional \$500.00 deposit is required. A new contract must be signed. Prices may be adjusted on new contract. All deposits are credited towards final billing. Deposits are not refundable if event is canceled.

***Cancellation Policy.*** Upon booking your event in this time slot, Michael's Banquet House will be turning away other business. Therefore, it is understood that Michael's Banquet House is entitled to 50% of projected billing if event is canceled within 60 days of the event date. Michael's Banquet House is entitled to 100% of projected billing if event is canceled within 30 days of the event date.

***Weather Related Cancellation Policy.*** Michael's Banquet House will agree to postpone the event with no cancellation fee as long as the event is rescheduled at Michael's Banquet House. The event must take place within 30 days of postponement. Weather related postponements must be arranged at least 36 hours prior to event date, otherwise the "Cancellation Policy" above will apply.

***Final Payment and Final Guest Count*** Due three days prior to date of event.

***Method of Payment*** is cash, certified bank check or major credit card.

***Length of function*** - Up to five hours

***Guest Minimum and Room Availability***

Monday – Thursday 100 guest minimum. Any five hours	Saturday 7:00 pm to 12:00 midnight 200 guest minimum
Friday and Sunday 150 guest minimum. Any five hours	Saturday Mid-Day (any five hours) 300 guest minimum
Saturday 12:00 noon to 5:00 pm 100 guest minimum	

Function will be billed for guest minimum, final guest count, or actual guests attending, whichever is greater.



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***Special Additions***

*Events guarantying 300 plus guests will receive a 25% discount on items purchased from "Special Additions" on page three.*

***Additional Beverage Options***

***Complete open bar*** - Featuring top shelf liquor, ice cold imported and domestic bottled beer, a selection of fine wines, frozen blender cocktails, cordials, sodas, juices.  
*\$13.50 per person the first hour, \$7.50 per person per hour after the first hour.*

***Beer, wine, and soda bar*** - featuring bottled and draft beers, a fine selection of wine by the glass, sodas, juices - *\$9.95 per person the first hour, \$5.95 per person per hour after the first hour.*

***Soda by the hour*** - \$3.95 per person the first hour,  
\$2.95 per person per hour after the first hour.

***Soda by the pitcher*** - \$8.50 per pitcher.

***Fountain punch*** - \$195.00 per gallon with alcohol. \$95.00 per gallon non- alcoholic.  
***Four gallon minimum.***

***House wine served tableside*** - \$23.50 per bottle - ***Valet Parking*** - \$5.50 per person.

***Additional time*** - May be purchased at \$850.00 per hour. To be paid prior to extension period.

***Fresh floral table centerpieces*** - Starting at \$30.00 per centerpiece for 60 inch round table.

***Wedding cake*** - Starting at \$3.75 per person - ***Chair Covers*** - \$9.50 per chair (includes labor).

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Person responsible for payment \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Caterer's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

***All outside caterers must be fully insured and must name MBH on their policy for event.  
A copy of the insurance policy must be received by MBH prior to event date.***

***Please list all items purchasing from "Special Additions" on page three.  
Events guarantying 300 plus guests will receive a 25% discount on items  
purchased from "Special Additions" on page three.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add 8% sales tax and 19% service charge

All details on pages 1 - 4 are agreed upon by

X \_\_\_\_\_ Date \_\_\_\_\_

Person responsible for payment. Final payment will be made days prior to event date.

X \_\_\_\_\_ Date \_\_\_\_\_

\$500.00 received by MBH Representative.