

  
MICHAEL'S BANQUET HOUSE  
*The Very Best In Special Occasion Dining*  
www.MichaelsBanquetHouse.com

**1019 New Loudon Road, Route 9, Latham – Phone 785-8524, Fax 785-8625**

***Youth Event – Weekday Bookings***

***100 guest minimum - Price \$19.50, 200 guest minimum – Price \$18.50***

***300 guest minimum – Price \$17.50***

19% service charge included. Please add 8% sales tax or submit a valid exempt certificate at time of booking. Prices above are based on a weekday bookings.

Weekend bookings may be available at an additional cost.

***Meal Selections***

please select up to three of the following meal choices

- Penne Pasta with Meatballs Marinara
- Chicken Parmigiana
- Chicken Tenders with French Fries
- Stuffed Breast of Chicken Italian
- Chicken Supreme
- Roast Pork Loin with Mushroom Sauce
- Three Cheese Lasagna Roulade (vegetarian)

***Dinner includes:*** Garden salad, potato or pasta, vegetable, coffee (for adults), unlimited soft drinks, rolls, butter, and brownie sundae for dessert.

***Michael's Banquet House Offers The Following Complementary Amenities***

Cash bar service, function name on outdoor marquis, use of facility for up to four hours, American flag, table linen and cloth napkins in a variety of colors to choose from, speakers podium with microphone, tables for award display, great food and service, large recessed projection screen with ceiling mount projector, high speed wireless internet, union affiliated.

***Deposits***

A \$200.00 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 \$200.00 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.

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***Final Guest Counts - Final Payment - Meal Choices – Damages***

Final guest count along with menu choice breakdown are due three days prior to event date. Billing will be based on the final guaranteed guest count or actual guest count, whichever is greater. Final payment is due on or before function date in cash or one check. Person signing contract is responsible for all damages incurred by guests. Gum is not allowed in the building. All precious youth need to be supervised at all times.

**Event Contract**

Function Name \_\_\_\_\_

Function date \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone- \_\_\_\_\_ Fax \_\_\_\_\_

E Mail - \_\_\_\_\_

Dinner Selections – Please list up to three dinner selections

\_\_\_\_\_

Table Cloth Color \_\_\_\_\_ Napkin Color - \_\_\_\_\_

Marques Greeting \_\_\_\_\_

Special Additions \_\_\_\_\_

***Cancelation 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 Cancelation Policy.*** Michael's Banquet House will agree to postpone the event with no cancelation 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 "Cancelation Policy" above will apply.

All details on pages 1 & 2 are agreed upon by

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

Person responsible for payment Final payment will be made on event day.

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

\$200.00 received by MBH Representative