



4091 N. Broadway
Chicago, IL 60613
(773) 929-4149

Client Name: _____

Company: _____

Event Date/Time: _____

Number of Guests: _____

Private Guest Contract

TERMS AND CONDITIONS

- **Event Reservation and Cancellation:** In order to secure the private party space for the date and time of your event, a deposit of \$150.00 is required at least (2) weeks in advance, along with this signed agreement. The deposit will be deducted from the final bill at the conclusion of your event. This deposit is forfeited if your event is cancelled within 1 week of the date requested.

Initials _____

- **Room Fees:** A minimum consumption of \$500.00 excluding tax and gratuities is required when using our private event space. When this minimum consumption is not met, the difference will be assessed as a room fee and added to the final bill.

Initials _____

- **Event Menu and Guest Number Guarantee:** The final menu choices and number of guests are required (3) days prior to your event. This will be the guaranteed number for which you will be billed, and food will be prepared according to this number, even if fewer guests attend. An increase in the number of guests on the day of the event will be accommodated and billed accordingly.

Initials _____

- **Payment:** Payment in full, including open bar tabs, is required at the conclusion of the event, unless otherwise arranged with Michael's Pizzeria. All prices will be billed as per the current menu and are subject to change. Final bill is subject to a 20% service fee and 10.25% sales tax.

Initials _____

- **Decorations:** Under no circumstances should anything be attached to the restaurant's walls, ceilings or furniture with tape, nails, screws or otherwise. Free-standing decorations such as centerpieces and weighted balloons are permitted. Media such as slideshows or home videos on lap top may be played at no extra charge.

Initials _____

- **Outside Food and Beverages:** Michael's Pizzeria reserves the right to be the sole foodservice provider for events held in our party room. If you wish to bring cake, cupcakes or other desserts, we recommend Klein's Bakery. In accordance to Illinois liquor regulations, all alcoholic beverages, must be supplied by Michael's Pizzeria. We reserve the right to stop service in compliance with Illinois liquor laws, i.e. underage drinking or excessive intoxication.

Initials _____

- **Third-Party Services:** Must be approved by Michael's (7) days before event.

Initials _____

- **Liability:** Michael's Pizzeria reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged to the person(s) named responsible in this contract. Michael's Pizzeria is not responsible for any lost or stolen articles.

Initials _____

Witness in the execution hereof under seal by the undersigned the day and year first written below in the private event contract.

Client

Date

Michael's Pizzeria

Date