



## *Event Guarantee*

In order for us to make appropriate accommodations for your event, a final guest count guarantee is due seven days prior to your event. Should this number not be made available at the requested time, the original estimate for attendance will be used. The actual attendance or the final guaranteed guest count will be charged, whichever is greater. Lou & Mickey's will be prepared to seat and serve a maximum of 10% over the guaranteed guest count.

## *Cancellation*

There are no charges if your event is cancelled more than 30 days prior. If an event is cancelled less than 30 days prior, you will be charged 25% of the Food & Beverage minimum plus 4% Admin Fee. If an event is cancelled less than 14 days prior, you will be charged 50% of the Food & Beverage minimum plus a 4% Admin Fee. If an event is cancelled less than 7 days prior, you will be charged the full Food & Beverage minimum plus a 4% Admin Fee.

## *Taxes, Charges & Fees*

All final bills are subject to a 7.75% sales tax. A 4% Service Charge and a 17% Gratuity will be added to your bill and itemized on your receipt. The 4% service charge is for booking fees, coordination fees, and commissions not paid to the service staff. The 17% gratuity will be paid in full to your service staff.

## *Menus*

Menu selections and beverage offerings need to be selected two weeks prior to the event date. This will guarantee food and beverage availability and allow enough time to print your event menus. Menu offerings may change seasonally. When choosing your food and wine options in advance, please note that substitutions may occur when the menu changes for seasonal or availability reasons. Fixed menus are required for groups of 12 or more guests. Guests will be allowed to order their options during the event unless otherwise noted by the events team.

## *Beverages*

Beer, Wine, Cocktails and Non-alcoholic beverages can be purchased on consumption, cash and carry, or a combination of both. Cash and Carry beverages will also include a 4% service charge and will apply towards your food and beverage minimum.

## *F&B Minimums*

Private events require a food and beverage minimum. This minimum is the total amount spent on food and beverage and does not include any applicable taxes, service charges, rentals, and gratuities. Event spaces are booked in three hour increments. \$25 per standard 750ml wine bottle corkage fee.

## *Final Payment*

All charges will be placed on one check and final payment will be due at the end of your event. We accept cash and credit cards presented on-site. If you would like to pay with a third party credit card or a credit card that will not be presented on-site, a signed Authorization Form, copy of the credit card (front and back) and card holder's photo identification must be received prior to your event. If you would like to prepay for your event with a check payment, checks must be received 7 days in advance of your event date. We'll make every effort to notify you in advance, however, due to market availability, menu items and prices are subject to change.

## *Decorations*

All decorations, incoming equipment and entertainment must be approved by the Lou & Mickey's Events Team prior to your event. For the safety of your guests, we do not allow bubbles, confetti, birdseed or exposed candle flames.