

Magic Tree Special Event Policies

Room Rental Fee

- All room rental fees due at time of booking.
- Back Room up to 40 people \$100.00.
- Front Room up to 100 people \$150.00
- Whole Room up to 140 people \$250.00
- **Room Rental Fees Are Non-Refundable.**
- Payments can be taken over the phone or in person by the manager on duty, or a check by mail; please add the date of the event on the memo line.

Items included with Room Rental Fee

- Use of room.
 - Choose from 11am – 4pm or 5pm – 11pm to include set-up and tear-down times.
- Black linens (tablecloths & napkins).
 - Other colors available for an additional \$.50 per napkin and \$2.00 per tablecloth.
- Use of projector (back room), Use of TVs (front room), microphone (please specify if you will be needing these).
- Name on LED road sign.
- Guest WiFi.

Final Payment

- A minimum 20% gratuity is added to food & alcohol sales on each bill.
- Final payment is due on the day of the event, at the end of the event.
 - If you would like to make advance payments, please speak with the Event Manager.
 - If your organization requires an invoice, please notify the Event Manager ASAP; all invoices must be paid within the calendar month of the event.

Decorations

- Flameless candles only – no open flames permitted.
- No tape or thumbtacks on walls.
- Permitted decorations include the following: confetti, balloons, centerpieces, banners (can be attached to woodwork only).

Cake

- \$25 cake cutting fee, includes cutting, plating & serving.

Cookie Table

- \$30 set-up & restocking fee (does not include serving platters or trays).

Projector/TVs

- VGA cable required for use of projector in backroom.
- TVs available in the front room; must provide USB flash drive for customization.

Timeline

- Room fee, signed acknowledgement of policies & procedures & photo or copy of ID, are required at the time of booking to secure date.
- Linen color selection required 2 weeks prior to event.
- Final food & alcohol menu selections due 10 days prior to event.
- **Final guest count due 10 days prior to event; final bill will be based on this number.**

Meal Options

- Limited Menu (under 25 guests)
 - Choice of 4-5 items from the regular menu.
 - Guest selection from limited menu is due 5 days prior to event.
- Buffet Style (over 25 guests)
 - Food will remain on the buffet for 1 hour and/or until everyone is served.
 - Leftovers will be boxed & given to host.

ACKNOWLEDGEMENT

By signing, I agree that I have read, understood & will follow all policies & guidelines.

Name (Print) _____

Signature _____

Date _____

FOR OFFICE USE

Event Date _____ Date Paid _____ Employee Initials _____ ID Received _____