

Max's Tavern  
Private Crown Room Reservation Agreement  
Lunch Events

Thank you for choosing Max's Tavern for your dinner event. We have reserved the Crown Room for your group of \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_.

The Crown Room will comfortably accommodate up to 30 guests without a screen and 26 with a screen. If your guest count grows over this number it will be necessary to move your group to another part of the dining room, which may not be private. The regular Max's Tavern will be used in the Crown Room.

The Crown Room carries a \$750.00 food and beverage revenue minimum requirement in order to avoid a room rental fee. Food and beverages are to be consumed on premises. This minimum does not include tax, gratuity, audio visual, or proceeds from a cash bar. Max's Tavern is the only provider of food and beverage that is consumed during the event. Therefore, at no time will any outside food or beverages be brought on the premises.

In order to confirm the above arrangements, please sign and return this agreement along with a completed credit card authorization form, within 48 hours of receiving contracts. If we have not received this reservation agreement along with a credit card authorization form within 48 hours of booking the event we will release the space. Your credit card will not be charged until the conclusion of your event; if the event is cancelled there will be a \$250.00 cancellation fee. Cancellation fees will be applied to your credit card if your reservation is not cancelled within five business days prior to the event. Your signature below will indicate your complete understanding of these terms and conditions.

Again thank you for choosing Max's Tavern for this important event. We look forward to serving you and your guests. Should you have any further questions you can call me at (413) 746-6299.

Sincerely,

\_\_\_\_\_

Event Planner

Date \_\_\_\_\_

Authorized Signature

Date \_\_\_\_\_