

McGREIVEY'S EVENT POLICY

PRIVATE EVENT SPACE / ROOM RENTAL

- *Brunch Events available before 12 PM (Noon).*
- *Lunch Event pricing is available until 3 PM.*
- **30 person minimum.** *Additional Room Charge e added if minimum not met: 20-25ppl +\$200, 25-30ppl +\$100. Children do not count towards minimum.*
- *Food commitment of \$15 per person required.*
- *Payment due in full at the end of event. Cash and major credit cards accepted. County tax of 7% and standard gratuity of %20 added automatically to final bill. 3% discount for cash payment.*
- *No deposit required. Confirmation call is expected 24 hours before event to confirm outstanding details and finalize guest count.*
- *We do not take reservations for our patio or bar areas*

ADDITIONAL FEE INFORMATION

- *\$2 plating fee per person for outside cake/desserts.*
- *Standard place setting includes a placemat with paper napkin. Linen napkins available for +\$1 pp, linen tablecloths available for +\$1 pp.*
- *Menu substitutions and modifications will likely incur additional charges. Add or substitute McGreivey's famous scallop potatoes for +\$3 pp.*
- *Buffet items are meant to be bountiful and will not run out during your event. Buffet items are not allowed to be packed to-go as "leftovers".*
- *Decoration is allowed with the exception of glitter, confetti, and/or adhesives of any kind on walls.*
- *Typical event duration is 3-4 hours, rooms reserved for afternoon events are expected to be cleared for dinner service which begins at 5 PM.*
- *We do not offer beverage packages, the bar bill is based upon consumption. Hosts who wish to offer an "open bar" should establish a bar tab amount in advance of the event. Your server will let you know when you are nearing your bar tab cap amount. We recommend budgeting an average of +\$12 pp for open bar celebrations.*
- *Champagne Toast available for +\$3 pp. (Minimum \$75 charge)*
- *Specific to Morning Events: Doors will be open one hour prior to event start time for setup needs.*
- *Typically seating is set for EIGHT at tables. If planning centerpieces divide your guest count by 8 and round up.*
- *Event staff is typically scheduled 30 minutes prior to event start time and is not available to assist in with decorating needs.*

Catering packages and menu selections can be found on the website at www.mcgreiveys.com. Catering reservations may be made by phone at (518) 238-2020 or email at info@mcgreiveys.com. 24 hour advance notice required. 20% gratuity added to all parties.