

I am pleased to make arrangements for your event and I want to ensure everything is to your satisfaction. To assist me in organizing your event, please complete the information below and return it to me as soon as possible by fax at 501-764-1421 or email at john@mikesplaceconway.com. If you have any questions or concerns, please do not hesitate to contact me directly at 501-269-6453. John McNamara, Reservation Manager



Contract Information

Name of Reservation _____
Name of Contact _____ Phone Number _____
Day and Date of Reservation _____ / _____
Starting and Ending Time of Reservation _____ / _____
Room you are Reserving: Mardi Gras Room - Chandelier Room - Both Rooms
Number of Guest Expected _____
Guaranteed number of Guests*/Guaranteed spending limit _____

*75% of # expected but no less than minimum required for the room

Note: All Parties who do not have the guaranteed number of guest in attendance will be billed for the guaranteed minimum # of guest base on the price per person of their menu. If it is an Open Menu the price per person will be \$25. The Reservation and/or Guaranteed minimum # of guests can be changed or canceled up to a week prior to the reservation date.

Specific Charges*/Requests

Will your guest be sitting down for a meal? **Yes / No**
Which menu will you use? **1, 2, 3, 4, 5, 6, 7, 8, 9, 10, Open, Other** _____
Will you need extra time? If so, how much? **1hr, 2hrs, 3hrs, Other** _____
Will you need Separate Checks? **Yes / No**
Will you need a Separate Cash Bar? **Yes / No**
Will you need Table Cloths? **Yes / No**
Will you need a special Table Arrangement? **Yes / No**
Will you be using AV equipment? **Yes / No**
Will you be having decorations or an outside cake brought? **Yes / No**

Other Charges*/Requests

*all charges are pre tax and gratuity

Payment Information

*no charges will be applied before the conclusion of your reservation

Card Holder's Name as it appears on the Card _____
Credit Card Type _____ Number _____ Exp _____
Card Holder's Signiture _____ Date _____

***Cancellation, Guarantees, and Membership
Your guarantee must be given to the restaurant no later than 5 days before your event. You are responsible to pay for the guaranteed number of guests regardless of the number present at your event. Cancellations must be made no later than 5 days before your event. In the event that the cancellation is not made according to the above contract, all charges for the function will be billed to your account. All membership qualifications must be complete prior to guests being seated. An 18% gratuity and applicable taxes are added to all food and beverage purchases.