

# MATT THE MILLER'S TAVERN



**11 W City Center Drive  
Carmel, Indiana 46032  
phone—317.805.1860**

## **Event Contract**

### **Booking Policy**

Your event reservation for the date and time for your event will be secured  
**ONLY** upon receipt of the **signed contract AND the \$200.00 deposit.**

**Deposit is Non-Refundable**

### **Payment Policy**

**30 days prior—50% of the total estimated amount of event  
Remaining balance due end of function**

### **Cancellation Policy**

**Events may be cancelled up until 10 days prior to the event  
\$200.00 deposit is non-refundable  
50% of payments made excluding deposit are refundable  
Cancellations MUST be received in writing**

**Event Name :** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Langton's Room      Wine Bar      VIP Patio (Select one) -**

**Food and Beverage Minimum** \_\_\_\_\_ **Number of Attendees** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

## TERMS AND CONDITIONS

### 1. USE OF FACILITIES

A. In the event that Matt the Miller's Tavern should need to cancel an event due to circumstances beyond our control (i.e., acts of God, public emergency, etc.) we will work with the client to reschedule the event, or to refund deposits. Liability for a cancelled or rescheduled event is limited to the amount paid by the client at the time of cancellation.

B. Function sponsors will conduct the function in full compliance with all local, state and federal laws and will immediately lose right of usage if not in compliance.

C. Client agrees to be responsible for any and all damage done to the premises during the period of time for set-up, event and tear down by the client, client's guests, suppliers and other third parties who are present at the client's request.

D. Event rooms are contractually booked for a four hour time block. You may choose to extend the time of your event by one hour for a fee of \$100. This must be arranged in advance. Daytime events would need to extend their time at the start of the function.

F. Matt the Miller's Tavern will not assume ANY responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during or after the event.

### 2. CHARGES AND PAYMENTS

A. The client will be presented with a final invoice at the conclusion of the event for any unpaid balance due. That balance is due immediately by credit card or cash.

B. Daytime events must conclude by 5:00, and evening events may begin at 6:00. There is a four hour limit for any function.

C. A 6% banquet charge applies to the use of standard linens, flatware, glassware and china. All food and beverage purchases are subject to the 6% banquet charge and 9% sales tax. This is not a gratuity.

D. A \$200.00 non-refundable deposit is required to book event space at Matt the Miller's Tavern. Food and beverage minimums will apply to all event spaces at Matt the Miller's Tavern. Payments are made in a secure portal online with credit card on file.

### 3. FOOD AND BEVERAGE

A. Matt the Miller's Tavern provides exclusive food and beverage service for your event. We are unable to allow any food or beverage to be brought into our facility, with the exception of specialty cakes. All food and beverage must be consumed during the scheduled function time.

**WE ARE UNABLE TO ALLOW ANY UNCONSUMED FOOD OR BEVERAGE TO BE TAKEN FROM THE FACILITY PER FOOD SAFETY LAWS.**

B. Buffet Service time for any buffet meal will not exceed one and a half hours. The contracted buffet food is not unlimited and is prepared for the contracted guaranteed guest count.

C. A final guaranteed head count is due 10 business days prior to the event. After that time, attendance cannot be reduced and the full confirmed headcount will be charged. If the guaranteed head count is not provided by the deadline, you will be charged for the number of guests noted on the estimate, or the actual number of guests in attendance, whichever is greater.

D. Any changes to time, food, beverage, etc. made after the deadline cannot be guaranteed. If accommodations can be made, there will be an additional 10% service charge. Event Prices are subject to change

E. Food and beverage minimums apply to the use of the private areas at Matt the Miller's Tavern. The food and beverage minimum is the responsibility of the host. Separate checks and cash bars can not be used for the food and beverage minimum at any time.

#### **4. ALCOHOLIC BEVERAGE SERVICE**

- A. All alcoholic must be purchased from and served by Matt the Miller's Tavern. Matt the Miller's Tavern reserves the right to close down the function should any alcoholic beverages not
- B. purchased from Matt the Miller's Tavern be brought into the Event premises. It is against the law in Indiana for minors (under the age of 21) to consume or possess alcohol..

#### **5. DECORATIONS**

- A. Clients are not allowed to attach signs or decorations to the walls that may permanently damage any paint, wood or other surface.
- B. Any candles must be enclosed in a container, and have liners underneath per fire regulations.
- C. Please be aware that Matt the Miller's Tavern does not allow any confetti, silly string, glitter or any other item that requires extensive clean up.

#### **6. OUTSIDE VENDORS**

- A. All set up requirements from outside vendors (i.e. DJs, décor, cakes) will be scheduled according to the availability of the room. These arrangements must be approved by the event manager, and may not be able to be scheduled until 1 week prior to your event.
- B. Matt the Miller's Tavern will not assume ANY responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during or after the event.

#### **7. EVENT EXTRAS**

- A. A \$1.00 per person cake cutting fee will apply to cakes cut and served by Matt the Miller's Tavern staff for a wedding event. This fee includes a covered table, staff to cut and serve the cake, and appropriate china and flatware is provided.
- B. There will be a \$100.00 bar set up fee for any beverage package including any hosted or cash bar.
- C. We can provide specialty linens for events on a per event rental basis.

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Client Signature

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Date