



9417 Mission Road
Leawood, KS 66206

kconeills.com

Contact Information:

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PRIVATE PARTY ROOM CONTRACT

CONTRACT IS VOIDED IF NOT RETURNED WITHIN 72 HOURS

I AGREE TO THE FOLLOWING:

Date of Event: _____ **Number of Guests:** _____
Day of Event: _____ **Final Guest Count** (office use only): _____
Arrival Time: _____ **Serve Time:** _____ **End Time:** _____
The Room Charge Is: _____ *plus gratuity*
**Room charge is not final until guaranteed guest count is finalized*
Buffet **Sit Down:** **Limited Menu** (approval required):
Menu Selection is Due (at least one week prior) : _____
Guaranteed Guest Count is Due (one week prior) : _____
Tablecloths Needed (white, \$3 per table): _____

I understand that in order for O'Neill's to reserve the room, I must issue credit card information. If need be, I may cancel my reservation fourteen days (thirty for November and December) prior to the date of the event with no charge to my credit card. All cancellations must be in writing. If I cancel my reservation less than fourteen days (thirty days for November and December) prior to date of the event, the room charge amount will be charged to my credit card. I have read and understand the guidelines enclosed in O'Neill's Terms and Conditions.

Type of card: _____ **Credit Card Number:** _____
Name on Card: _____ **Expiration Date:** _____
Do you want this card used as payment at the end of your event? Yes No
Person Booking Event (please print name): _____
Signature: _____ **Cell Phone:** _____
Company Name: _____ **Work Phone:** _____
Mailing Address: _____ **Home Phone:** _____
City: _____ **State:** _____ **Zip:** _____
Host for the Event Will Be: _____
Reservation Listed As: _____ **Occasion:** _____
Email Address: _____

Do you need television / music / dvd? (please specify): _____

What type of cocktails are you offering? (please check)

- Open Bar** - Anything the guests request. Bottles of wine ordered with the host's permission only
- Limited Open Bar** - The host is limiting what can be ordered (ex: 3 drink tickets, well liquor or house wine only)
- Cash Bar:** The guests pay for their own drinks
- No Bar:** Guests are not permitted to drink/purchase drinks during the function

PLEASE REVIEW AND INITIAL NEXT TO THE FOLLOWING:

Room minimums:

The room charge is for set-up/clean-up and goes directly to the person in charge of working the party. This charge will not be waived. A 20% gratuity will be added to the bill at the end of your event. Room charges vary depending on number of guests and type of food service _____

Decorations and Outside Food

Decorations are welcome; however, nothing can be taped, pinned or hung on the walls

No outside food can be brought in without management's prior approval _____

Time frames

If you need the room for more than 2 hours at lunch or 3 hours at dinner, \$25 per hour will be added. You will only be allowed into the room at the time written on the contract _____

Menu Guidelines

A menu will be chosen one week prior to the event date. Guaranteed entree counts and/or guest counts will be required one week prior to the event date

All sit down/buffet/limited menus will be pre-selected. If you're having a sit down, you're required to email the list of names and their order one week prior to your event. Ordering off the regular menu is not an option in the private dining room _____

Parking

Please park on the north side of the building. We have a private party room entrance and a north entrance to the restaurant _____

Contract

To reserve your date, we require a signed contract with a credit card number _____

Cancellation Policy

If need be, you may cancel your contract fourteen days prior to the date of your event with no charge. If you cancel your contract less than 14 days prior to your event, the room charge amount will be charged to your credit card _____

Payment

Payment is due at the conclusion of your event. For pre-selected menu events, you will be responsible for guaranteed guest counts, regardless of no-shows _____

I have reviewed the above and agree to the guidelines O'Neill's Restaurant and Bar has set forth in order to book my event on _____ @ _____

Signature: _____ Date: _____

CHRISSEY THOMPSON

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