



9417 MISSION ROAD

CONTACT

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## PRIVATE PARTY ROOM CONTRACT

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 STAFFING CHARGE IS: \_\_\_\_\_ PLUS 20% GRATUITY (\$50 PER SERVER/BARTENDER)

**\*STAFFING CHARGE IS NOT FINAL UNTIL GUARANTEED GUEST COUNT IS FINALIZED**

BUFFET  SITDOWN  LIMITED MENU (*APPROVAL REQUIRED*)  REGULAR MENU (*APPROVAL REQUIRED*)

MENU SELECTION AND GUEST COUNT IS DUE (AT LEAST ONE WEEK PRIOR TO EVENT): \_\_\_\_\_

TABLECLOTHS: YES  NO  (WHITE, \$3 PER TABLECLOTH) HOW MANY? \_\_\_\_\_

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 DAY NOTICE 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 THE DATE OF MY EVENT, THE STAFFING 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): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ ALTERNATE NUMBER: \_\_\_\_\_

HOST FOR THE EVENT: \_\_\_\_\_ RESERVATION NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**DO YOU NEED TELEVISION/MUSIC/DVD/COMPUTER HOOKUP? (PLEASE SPECIFY)**

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**WHAT TYPE OF BAR DO YOU NEED?**

- OPEN BAR – ANYTHING THE GUEST REQUESTS
- LIMITED OPEN BAR – THE HOST IS LIMITING WHAT CAN BE ORDERED (EX: 3 DRINK TICKETS, BEER & WINE, ETC.)
- CASH BAR – THE GUEST PAYS FOR THEIR OWN DRINKS
- NO BAR – GUESTS ARE NOT PERMITTED TO DRINK/PURCHASE DRINKS DURING THIS EVENT

**PLEASE REVIEW AND INITIAL NEXT TO THE FOLLOWING:**

**STAFFING CHARGE & GRATUITY:**

THE STAFFING CHARGE IS FOR SET UP/CLEAN UP AND GOES DIRECTLY TO THE PERSON IN CHARGE OF YOUR EVENT. THIS CHARGE WILL NOT BE WAIVED. A 20% GRATUITY WILL BE ADDED TO THE BILL AT THE END OF YOUR EVENT. THE STAFFING CHARGE DEPENDS ON THE NUMBER OF GUESTS AND TYPE OF FOOD SERVICE. \_\_\_\_\_

**DECORATIONS & OUTSIDE FOOD**

DECORATIONS ARE WELCOME BUT NOT FURNISHED. NOTHING CAN BE TAPED, PINNED OR HUNG ON THE WALLS/TV/WOOD/DÉCOR. NO CONFETTI IS ALLOWED FOR DECORATION. DECORATIONS WILL NOT BE SAVED IF LEFT AFTER THE EVENT. \_\_\_\_\_

NO OUTSIDE FOOD CAN BE BROUGHT IN OTHER THAN A CAKE, WHICH REQUIRES APPROVAL. \_\_\_\_\_

**TIME FRAMES**

IF YOU NEED THE ROOM FOR MORE THAN 3 HOURS, \$25 PER HOUR WILL BE ADDED TO YOUR BILL. YOU WILL ONLY BE ALLOWED INTO THE ROOM AT THE TIME WRITTEN ON THE CONTRACT. IF YOU NEED TIME TO DECORATE/SET UP, THAT IS WHEN THE 3 HOURS STARTS. \_\_\_\_\_

**PARKING**

PLEASE INSTRUCT YOUR GUESTS TO 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. \_\_\_\_\_

**MENU GUIDELINES**

A MENU WILL BE CHOSEN ONE WEEK PRIOR TO YOUR EVENT. GUARANTEED ENTRÉE COUNTS AND GUEST GOUNTS WILL BE REQUIRED ONE WEEK PRIOR TO YOUR EVENT. ALL SIT DOWN/BUFFET/LIMITED MENUS WILL BE PRE-SELECTED. IF YOU'RE HAVING A SITDOWN, YOU'RE REQUIRED TO EMAIL THE LIST OF NAMES AND THEIR ORDER ONE WEEK PRIOR TO YOUR EVENT. WE WILL MAKE PLACE CARDS FOR YOU. \_\_\_\_\_

**PAYMENT**

PAYMENT IS DUE AT THE END OF YOUR EVENT. WE ONLY EXCEPT CASH OR A CREDIT CARD. NO CHECKS.

***I HAVE REVIEWED AND INITIALED THE ABOVE. I AGREE TO THE GUIDELINES O'NEILL'S RESTAURANT AND BAR HAS SET FORTH IN ORDER TO BOOK MY EVENT.***

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_