**Local 463 Urban Kitchen**

Thank you for inquiring about our private rooms. We have different private rooms that have different seating capacities and offer the same great menu as our regular dining room. There is no rental fee; however, there is a food and beverage minimum that must be met in order to reserve a room for a private function. A $500.00 credit card deposit will be required to hold the room. Once a deposit and a contract has been completed, signed and received by LOCAL 463, the room will be held and considered yours for the entire lunch or dinner.

In order to provide you with the quality you expect at LOCAL 463, we recommend set menus for parties of 12 or more**.**

Outside dessert may be brought in for a $25 fee.

Screen and projector available for rental of $75.

**We do not offer multiple checks for larger parties.**

***All minimums exclude tax and 20 % gratuity.***

**Chef’s Room** *Seats up to 18p*

**Tuesday- Wednesday……………..……………………………………………………… $600**

**Thursday-Saturday……….……………………………………..…………………………$1200**

**Panel Room** *Seats up to 30p*

**Monday- Wednesday……………..…………………………………………………………….$1500**

**Thursday-Saturday……….……………………………………..…………………………$2000**

**Sunroom Room** *Seats up to 60*

**Monday- Wednesday…………….………………………………………………………...…$4500**

**Thursday- Saturday……….………………..………………………….…………….….$6000**

**Lunch Monday- Friday**

**Chef Room…………………………………………………………………………….$400**

**Panel Room……………………………………………………………………………….$1000**

Please return your signed and completed contract to;

Markeisha Upkins

w. 601.707.7684

m. 601.842.1226

markeisha@local463.com

If you have any questions, please call 601.707.7684

GROUP NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ number of guests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit card #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ exp.\_\_\_\_/\_\_\_\_\_\_ cvc.\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room Booked\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cancellation policy:**

* **Cancellations made 30 days prior to this event will be accepted and this contract will be considered void.**
* **Cancellations made 14 days prior to this event will be accepted; however, the $500.00 deposit will be forfeited.**
* **Cancellations given within 14 days of this event will be accepted with the room minimum enforced, guaranteed and paid by the above credit card holder.**

**Food & Beverage Minimum policy:**

* **In the event that the food & beverage minimum is not met, any requests for food/wine to be taken are at the sole discretion of LOCAL 463. No gift certificates will be issued as part of the minimum under any circumstances.**