



Milly Ray Room – San Antonio

We are pleased to offer a private dining experience for our guests. Our banquet room can handle most private functions, business meetings or other special occasions with up to 48 guests. I personally guarantee that our professionally trained staff will go above and beyond your expectations. We look forward to having you as our satisfied guest. -Drew Glick

BOOKING TIME

After reviewing these guidelines, you can submit our private room request form. While entering event start and end time, please select the time you would like to have access to the room. Due to multiple other bookings per day, the room will not be available to you until your chosen start time and we want to be sure you have given yourself enough time for any set up or break down needed.

SPEND MINIMUMS based on a standard 2.5 hour booking window. Spend minimums DO include gratuity, tax, and all fees. *Early arrivals, late cancellations, or a breach of contract will incur additional charges.*

Total Spend Minimum	Breakfast	Brunch/Lunch	Dinner
Mon-Thu	475.00	650.00	850.00
Friday	650.00	1100.00	1250.00
Sat, Sun, & Holidays	1650.00 No events booked between 11- 2		
If spend minimum falls below threshold, the balance will be charged as an unmet minimum			



DID YOU KNOW?

Max and Louie's offers group food packages? With just a 10-person minimum purchase, we offer pick up, drop off, and even full-service catering at any location. Visit Maxandlouies.com/catering to place your order.

DEPOSITS AND SERVICE FEE

- A \$25-\$100 deposit will be collected prior to the event to secure date. Amount will be listed on your proposal and will be automatically deducted from your final amount due.
- A \$110-\$400 service fee is included in your spend minimum. This covers the gratuity for your service team. The exact amount depends on event time and staff needed. See proposal for estimate.
- A debit or credit card is needed in order to submit the request form. This is for holding purposes. You will not be charged anything until proposal is signed. You can request to change payment method at any time.

MENU SELECTION

You can choose a preliminary menu while submitting your request form and then adjust as needed up to 5 days prior to your event. Your options include a 3-4 item condensed menu or a buffet.

HEAD COUNT

Head count +/- 5 must be confirmed 2 days before your event. You will receive an automatic email reminder around this time.

MAX & LOUIE'S

NEW YORK DINER

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STATE REGULATIONS

All food and beverage items must be provided by Max & Louie's NY Diner. *No other food or beverage items are allowed in the restaurant without prior approval and may incur additional charges.*

SPECIAL ACCOMMODATIONS

- **AV/TV** The three televisions in the room can be used for many purposes including entertainment or computer hookup via the provided HDMI cord. Macbooks and adaptors not accepted.
- **TABLES** We arrange our tables to suit your event size and purpose. If you have a special request, please let us know during booking. *Tables cannot be moved on the day of service.*
- **MUSIC** You can use your phone to play a Spotify playlist over the speakers in the room

DECORATIONS

- Linens can be provided at \$50 per service.
- Other decorations on the tables are permitted. You may not adhere any decorations to the walls or ceiling. No confetti. Personal decorations are encouraged to be left with us one day in advance to avoid early access fees. If extra set up time is needed, a charge may be applied.

PAYMENT OPTIONS

Payment due in full on date specified in proposal. We **cannot** split checks but can give a full quote in advance. If looking to share the bill with other guests, we recommend utilizing a cash sharing app amongst yourselves prior to event

- Credit/Debit Cards – online payments only
- Checks – permitted only if paying 2 business days prior to event. 4% discount applied
- Cash or House Accounts–4% discount applied
- Check or Exact Cash can be put in sealed envelope with full name and "catering" written on front. It can be dropped off with any Max and Louie's manager.

If you have read and do accept the guidelines listed above, please scan the QR code to submit the private room request form and begin booking. Full quotes will be provided to you within 2 days of receipt. Time sensitive events receive priority correspondence.



**Need help submitting the form? Our onsite staff is here to help.
Swing by during regular business hours
and we will help get your event booked.**

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