



MCNALLY'S

TRADITIONAL IRISH PUB

McNally's Private Party Planning Guidelines

Below are the answers to some common questions to help you plan your event.

If you still have additional questions you can email Colm at colm@mcnallyspub.com or call 630.513.6300

Please note: To reserve the private party room, you must respond by email stating you wish to book the room. Failure to do so may result in someone else getting it. A phone call will not suffice, it must be email.

Can I view the room online? Yes, if you go to our website, www.mcnallyspub.com/parties and you can see the room in a casual setting

What amenities does the room have? The room is fully self-contained. It has its own bathrooms, 2 HD TVs, music, an intimate bar area, with access to our patio.

Is the room handicapped accessible? Unfortunately, it is not.

How many tables are there? *Our intimate dining room consists of 8 tables of different dimensions that can be arranged in a variety of settings.*

How many people does the room hold? The room will hold 55 people for a casual appetizer party or up to 32 for sit down lunch/dinner

Is there a minimum requirement for the # of people you need to book the room? You must have a minimum of 35 guests to book the room on a Friday or Saturday night. All other evenings are negotiable depending on business

For sit down dinner can we choose from the entire menu? Yes, if your party is under 25 people, otherwise you can select a maximum of 4 items from the main menu (not including appetizer or dessert)

When do you need my final food/beverage selections? We require your final decision at least one week before your event date

Is there a room charge? There is \$100 charge for use of the room.

Do you have Bar Packages available? We offer the following;

- ❖ **Cash Bar** – Everyone pays for their own drinks
- ❖ **Limited Bar** – Guests are limited to beer, wine & soda on your tab. You can designate a specific dollar amount so you can control how much you spend. If it reaches the limit we will discreetly let you know and you can decide on how you wish to proceed
- ❖ **Open Bar** – You pay for all of your guest's drinks.

Are sodas, tea / coffee included in the price? *No, but they are a one-time charge per person with free refills*

If I want to know how much my tab is during the event can I do that? Yes, you can check on your bill at any time during your event

Is there gratuity added? An automatic gratuity of 20% is added

Can we bring in a cake? Yes, but we ask that you retain a proof of purchase until at least 48 hours after your event. If you are bringing your own dessert you need to provide your own plates & napkins. We will provide forks at no charge should you need them.

Is a deposit required? The party planner will let you know should a deposit be required at the time of confirming the booking.

Is there a minimum spend? We require a \$1,000 minimum spend on a Friday or Saturday night only (not including tax or gratuity), all other times are negotiable

PLEASE NOTE – Under NO circumstances are you permitted to bring in food or beverage from outside other than that already stated previously (dessert/cake).

Prices are subject to change without prior notice