



**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](mailto: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](http://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, plus three high top bar tables

### **How many people does the room hold?**

The room will hold 60 people for a casual appetizer party or up to 40 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 30 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



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**Is there a room charge?**

There is no room charge if you are buying food & beverage

**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 your guest's drinks. You can also place a specific dollar amount on this option

**Are sodas, tea / coffee included in the price?**

No, but there is a onetime charge per drink, 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 during your event. Please ask your bartender

***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, 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 if a deposit is required at the time of 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.***