

The New Yorker

60 West Market Street
Salt Lake City, Utah 84101
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Banquet & Private Room Policies

Private Rooms

Palm Court: Seating for 8 – 14: One Large Round Table (10 guests w/presentation) **Little Apple:** Seating for 8 – 18: One Large Round Table (14 guests w/presentation) **Wine Cellar:** Seating for 17 – 45: One long table for parties up to 30, Small round tables for parties over 30 (35 guests w/presentation) (Round tables available for smaller parties upon request)

Please go to www.newyorkerslc.com and click on the private dining tab for more info

Availability

Private rooms are assigned according to the number of **guaranteed guests**. Fluctuations in party numbers may result in a change of room assignment without prior notice to best accommodate all parties.

Room Charge

Palm Court Dinner \$50.00 **Little Apple Dinner** \$75.00 **Wine Cellar Dinner** \$100.00

For all lunch banquets a fee of **\$25.00** per room.

Audio Visual

LCD HDTV's with 1080 pixels in all of our private rooms available for \$150.00. All televisions have built in Wi-Fi that allows you to connect directly to your laptop computer. Please arrive at least 30 minutes early to install software.

Menu Planning & Requirements

All menus must be set no less than 72 hours prior to scheduled function.

To ensure the highest quality of food and service, menu requirements are as follows:

Parties of 19 or less:	May order from the regular menu.
Parties of 20 – 30:	Choice of three items per course.
Parties of 31 and over:	Choice of one item per course.

We are also able to offer a selection of appetizers to welcome your guests upon arrival. Please refer to the banquet menu for appetizer selections. **In addition to menu prices & room charge, a tax of 7.85% will be added to the entire bill. Suggested gratuity is 20%.**

Reservation Policies and Procedures

A credit card number must be given at the time of booking to hold your reservation.

Please email a signed banquet contract back within 72 hours of booking your reservation.

Reservations must be cancelled 72 hours (3 days) before the scheduled function. **A \$100 fee will be assessed to parties cancelled less than 72 hours before the event.**

Corkage Fee is \$15

Final guarantee for number of guests attending is due 48 hours prior to function.

You will be responsible for 80% of this final guarantee. Should less than 80% be in attendance, charges are as follows for those absent: Dinner: \$45.00 per person

For your convenience, please initial if you would like this contract to be kept on file for future events

An email must be sent the day after your event if you would like a copy of your receipt.

Damage and Loss

The New Yorker does not assume responsibility for the damage or loss of any items left prior, during, or following your function. You will be responsible for the cost of loss or repairs and for any damages from actions of your guests.

Valet Parking

Valet parking is complimentary during lunch

Valet Parking for dinner is \$8 with a validation.

Valet Parking at dinner can be added to your final bill for \$10 per car, this includes parking and gratuity.

The New Yorker will not sign outside contracts

I understand and agree to pay for the full guarantee of my guests given prior to the event as stated in the above details, with the last count given to be the final guarantee if no change is made. In the event there are fewer guests, or I do not cancel my party and do not show, I understand I am responsible for payment of 80% of the final guarantee. I understand and agree to pay in full for food, beverage, room charge, applicable taxes, and a 20% suggested gratuity of entire bill due at the conclusion of the event. I assume responsibility for my guests in abiding by The New Yorker policies.

Reservation Name

Company

Date of Event

Phone Number

Signature

Print Name

Date