

Patrick McGovern's Private Party Policies

Thank you for inquiring about our party facilities. Below is an overview of our policies to assist you when making arrangements for your function. Please contact Dianne, Eric or Jeanne at 651-224-5821 Monday-Friday, 9:00 a.m. to 3:00 p.m. to book space for your party.

General Information

- * Patrick McGovern's charges no room fees and has no minimums. An exception to this would be fundraisers, which requires a \$500 minimum and a possible room fee.
- * If hosting an appetizer party, we suggest you choose at least two cold and two hot items based on a guest count of about 30 people. Appetizers should be confirmed about 5-7 days prior to your scheduled function. We will be happy to assist you in determining the number of appetizers needed.
- * There are a few different options available when hosting a dinner.
 - If ordering from our Private Party Dinner menu a pre-order is required. Depending on the number of guests, we may ask that entrée choices be limited to 3-4 items. Entrees should be confirmed 5-7 days prior to your scheduled function. We may honor requests for cancellation of entrees only if we receive notification prior to the date of the scheduled function.
 - McGovern's Limited menu allows the host/hostess to select 4-5 items for their guests to order from upon arrival. Depending on the guest count a pre-order may be required. We will create a small menu which will be given to guests upon arrival.
 - NOTE: For all pre-orders, we ask the part host/hostess to provide place cards for their guests, indicating what they're food choice is. This will greatly help in the service of the entrees.
- * McGovern's is a full service bar, offering all beverages by the individual pour or bottle. We do not sell kegs of beer or cases of wine at reduced prices. We do not honor Happy Hour pricing when providing space for private parties.
- * When hosting a bar tab, we have many different options ranging from a fully-host bar, limited host-bar or a cash bar, where all guests pay for their own beverages. The specifics of this can be determined during the planning process.
- * One guest check for food and beverage will be provided for your party if the host is covering the entire tab. The guest check will automatically include 7.625% food sales tax and 10.125% liquor sales tax. A suggested gratuity of 18% for food and beverages will be calculated for your convenience. Guests are welcome to leave additional gratuity, which is always appreciated. Please keep these costs in mind when budgeting for your function.

Specifics

- * We allow cakes and other desserts to be brought in, but they must be approved in advance. We do not provide platters or plates when desserts are brought in and we do not get involved in the serving of these desserts. We also ask that desserts not be dropped off for us to store prior to the event. Any exceptions to this would have to be pre-approved.
- * If you would like to show a video, we do have TV's available to hook up to, but it must be done by the manager on duty and the host will need to provide the DVD player or laptop and the necessary cords to connect.

- * We have XM Satellite Music which allows you to select the music of your choice in several of our private rooms. You may bring in an IPOD which we would connect to our system.
- * Decorations must be approved in advance. We do not allow candles or confetti and we ask that balloons be weighted down. Hosts are welcome to arrive 30 minutes prior to the start of the event with advance notification and all decorations must be removed at the end of the party.
- * Linen will be provided for the buffet table at no additional cost. Linen is not recommended for the high-top tables.
- * If you need to cancel a party, we ask that you do so at least two weeks prior to the scheduled date.
- * Menu selections and food and beverage prices are subject to change. However, selections and prices will be confirmed one week prior to your scheduled reservation.

Payment

- * The person booking the reservation is responsible for providing us with the name of the person whose credit card will be held at the start of the party. It is also their responsibility to collect payment from guests if more than one person is paying.
- * We do not ask for credit card information or payment in advance.
- * The holder of the credit card used for payment must be present to sign the voucher after the card is electronically swiped at the end of the function. Any exception to this must be approved by McGovern's in advance.
- * We require full payment at the end of the function and do not offer billing services.
- * We do not accept checks but welcome cash, Visa, MasterCard, American Express and Discover.
- * Persons booking the reservation are responsible for any damages that may occur to the property of McGovern's. In the event that damages do occur, a credit card will be held until payment of damaged property is recovered and legal action may be taken.

Please Note: McGovern's reserves the right to amend any reservation, such as space booked and scheduled times, based on major events that are scheduled at the Xcel Center after the party is booked and based on any unforeseen circumstances that are beyond our control.