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LARGE PARTY AND BANQUET EVENT SERVICE AGREEMENT

The Melting Pot is committed to providing a unique dining experience accompanied by outstanding service. The agreement below insures our guests enjoy the best possible experience. Please review and sign the contract below and return to The Melting Pot. To guarantee your event reservation we must have a credit card confirmation and a signed contract. Please call one of our managers with any questions. Return agreement via fax or email

Name of Organizer: _____ Event Name: _____

Organizer Phone Number: _____ Fax Number: _____

E-mail: _____ Event Date: _____ Time: _____

Anticipated Number of Guests: _____ Final Head Count to be billed: _____

Credit Card #: _____ Exp. Date: _____

Person Responsible for Final Billing at Event: _____

Cancellation Policy: The party agrees to provide cancellation notification no later than **72 hours** prior to the event date. If cancellation is received after the 72 hour time period, a fee of \$10.00 per the agreed amount of guests on this form will be charged. No initial deposit is taken on the provided confirmation credit card but the cancellation fee, if applied, will be charged to this card.

Final Head Count: The party agrees to provide a final head count **72 hours** prior to the event date. The party agrees to be billed for this final count at the indicated price. In the event the organizer fails to provide the final count on time, the number indicated on this contract will be the final charge number.

How Your Melting Pot Experience Works...

At The Melting Pot, we make fondue fun and easy! The complete fondue experience is best served in four courses. Getting started is as easy as 1, 2, 3, 4!

1. Select your Entree Option and cooking style
2. Select your Cheese Fondue

3. Select your Salad
4. Select your Chocolate Fondue

Entrée Options

Dinner Options

- The Pacific Rim Package - \$33 per guest*
- The Heartland - \$38 per guest*
- Signature Selection - \$34 per guest*
- Traditional - \$43 per guest*

Early Day Options

Available Sunday -Thursday from Noon - 3 p.m. for groups of 12 or more

- Cheese & Chocolate - \$17 per guest*
- Three-Course Combination - \$21.00 per guest
- Signature Selection Lunch Package- \$30 per guest*
- Traditional Lunch Package - \$35 per guest*
- Chocolate Party - \$9.50 per guest*
- The Pacific Rim Lunch Package - \$29 per guest*
- The Heartland Lunch Package - \$31 per guest*

Special Instructions: _____

Cooking Style (up to three):

- Court Boullion
- Mojo (\$6 per pot) ++
- Coq Au Vin (\$6 per pot) ++
- Bourguignon

++ (included with The Heartland and Traditional)

*Beverages, 18 percent gratuity, and taxes are not included in the package price and will be added to the final bill.

Cheese Fondue: Please choose up to three cheese fondue selections for your guests to enjoy. We prepare the cheese fondue prior to your arrival so guests can enjoy a cocktail and “appetizer” while your party gathers.

- Cheddar Cheese Wisconsin Trio Fiesta Traditional Swiss Spinach and Artichoke

Special Instructions: _____

Salads: Please choose one salad selection for your guests to experience

- House California Spinach Mushroom Caesar

- Order Tableside (Parties of 16 or less only)

Special Instructions: _____

Chocolate Fondue: Please choose up to three chocolate fondue selections for your guests to enjoy.

- The Original Disaronno® Meltdown Cookies and Cream Marshmallow Dream

- Flaming Turtle Bananas Foster Yin & Yang Chocolate S'mores

Special Instructions: _____

Special Notes/Allergies: _____

Libations:

Complete Hosted Bar

The “Host” (person responsible financially for the bill) would like to offer guests an open bar. This includes any alcoholic beverage, soda, iced tea, and coffee and will be priced at menu prices.

Limited Hosted Bar

The “Host” would like to pre-select alcoholic beverages to offer guests. For example: offering a specific red and white wine, soda, tea and coffee only. This option is very flexible and applies to many bar menus.

Beverages Chosen: _____

Price per person/bottle: \$ _____ per _____

Hosted Non-Alcoholic Bar

The “Host” would like to offer guests only non-alcoholic beverages: soda, tea, coffee and water.

Combination Bar

The “Host” would like to offer limited hosted bar and allow a cash bar for guests to purchase their own liquor of choice.

Beverages Host will provide: _____

Price per person/bottle: \$ _____ per _____

Cash Bar

Guests purchase their own alcoholic and non-alcoholic beverages. If you need any recommendations for wines or other liquors the events coordinator can refer you to our bar manager.

Final Agreement: The manager on duty during your event will have a copy of the signed final agreement.

The restaurant will only block space for the agreed upon number of guests. The restaurant reserves the right to use any tables around the party unless other arrangements are written in the final agreement above. Private room agreements and lunch agreements will be made through the events coordinator and documented above. The party assumes responsibility for the conduct of all persons in attendance at the event. This includes, but is not limited to, any cost incurred by the restaurant for damages by or resulting from conduct of persons in attendance at the event. The restaurant reserves the right to exclude or remove any persons from the facility that it deems necessary for any reason. I have read the above and understand the terms under which this reservation is made. I have checked the party information and filled in the final agreement and I attest to its accuracy.

Host Signature: _____ Date: _____