



Party Reservation Packet

**Party Reservations:**

Maxwell's Lounge offers the following packages for normal Friday & Saturday night Lounge reservations. Space is booked on a first come, first served basis. A deposit of 50% is required to hold the space, no reservation will be held without a deposit. Tax and tip is included in the pricing.

- Upper Lounge Area - Circular Sofa (seats approx 10 people) All Packages
- Lounge Section (seats approx 25 people) All Packages
- 1/2 Lounge Section (seats approx 50 people) Gold and Platinum Packages Only

**Party Options**

**(No substitutions or deviations be allowed on party packages)**

***Bronze Package***

***\$400***

**4 Platters Total**

Choice of **2** from this category: Beef Sliders, Fried Catfish, Jerk Wings, and Buffalo Wings

Choice of **2** from this category: Caribbean Fries, Corn Bread, Fruit, Fruit and Cheese, Vegetables, and Crab & Spinach Dip

Guest List: Guest of Honor and/or Organizer: no charge (maximum 2 individuals)  
**5** additional free guests; **7** free guest total

***Silver Package***

***\$500***

**6 Platters**

Choice of **3** from this category: Beef Sliders, Fried Catfish, Jerk Wings, and Buffalo Wings

Choice of **3** from this category: Caribbean Fries, Corn Bread, Fruit, Fruit and Cheese, Vegetables, and Crab & Spinach Dip

Guest List: Guest of Honor and/or Organizer: no charge (maximum 2 individuals)  
**5** additional free guests; **7** free guest total



Party Reservation Packet

***Gold Package***

**\$700**

**7 Platters**

Choice of **3** from this category: Beef Sliders, Fried Catfish, Jerk Wings, Buffalo Wings, Chicken & Shrimp Skewers, Coconut Shrimp

Choice of **4** from this category: Caribbean Fries, Corn Bread, Fruit, Fruit and Cheese, Vegetables, and Crab & Spinach Dip

2 Bottles of House Champagne or Wine

Guest List: Guest of Honor and/or Organizer: no charge (maximum 2 individuals)  
**13** additional free guests; **15** free guest total

***Platinum Package***

**\$1000**

**8 Platters**

Choice of **4** from this category: Sliders, Catfish, Jerk, and or Buffalo Wings, Chicken and Shrimp Skewers, and Coconut Shrimp

Choice of **4** from this category: Caribbean Fries, Corn Bread, Fruit, Fruit and Cheese, Vegetables, and Crab & Spinach Dip

2 Bottles of House Champagne or House Wine

(1) Bottle Service- 1 Bottle of Call or Premium Alcohol OR

2 Bottles of Moet

Guest List: Guest of Honor and/or Organizer: no charge (maximum 2 individuals)  
**18** additional free guests; **20** free guest total



Party Reservation Packet

A'La Carte Platters

Additional platters may be purchased A'La Carte for \$80 EACH

**Caribbean Coconut Prawns**

*Spicy ginger papaya dipping sauce*

**Jerk Skewers**

*Chicken and shrimp skewers, mango tamarind sauce*

**Sliders**

*Mini beef burgers*

**Cornmeal Fried Catfish**

*With Tartar Sauce*

**Jerk Spice Chicken Wings**

*Tamarind papaya dipping sauce*

**Buffalo Chicken Wings**

*Blue cheese dressing*

**Fruit & Cheese Platter**

**Fruit Platter**

**Crab and Spinach Dip**

*With toast points*

**Vegetable Platter**

*With dipping sauce*

**Caesar Salad**

*Garlic croutons, parmesan cheese*

**Caribbean Red Fries**

**Corn Bread**



Party Reservation Packet

**CAKES** may be brought into the facility. Plates and utensils will be provided. **No other outside food or drinks are allowed.**

**Special Order: Wine or Liquor Purchase Requests**

Maxwell's does not allow beverages to be 'brought in'. Special requests for Wine or Liquor must be made a minimum of 72 hours in advance to allow for delivery. All Special Order items must be paid for on day of order confirmation.

**Party Payments**

**50% deposit for Food and/or Room is required to secure a reservation.** Lounge spaces or Tables will not be held for anyone on the promise of future payment. The balance is due no less than 11 days prior to the event. If an event is booked less than 11 days prior to the event, the total balance due must be **paid in full** or the **reservation is subject to cancellation**. Approved forms of payment are as follows; Cash, Credit Cards, Debit Cards, Money Orders, and Certified/Cashiers Checks. Personal Checks will not be accepted as payment.

**Cancellation Policy:**

- ¶ 21 days or more - full refund
- ¶ 21-11 days - 50% refund
- ¶ 10 days or less - no refund



Party Reservation Packet

**Admission/Guest List:**

Maxwell's Restaurant & Lounge is a 25 and up establishment. All guests under the age of 25 must be included on your guest list in order to enter. All guests under 25 years of age that are not placed on the guest list will not be permitted to enter. The cover charge for the remainder of the guests will be discounted to 1/2 of the admission for that evening. Guest list must be delivered (faxed, emailed to [info@maxwellslounge.com](mailto:info@maxwellslounge.com) or dropped off) by the **Wednesday before the scheduled event by 2 pm; No Exceptions.** **Guest lists will not be accepted later than 2:00pm the Wednesday prior to your event. Lists must be typed, alphabetized by first name, and include full name (i.e. Jane Doe), quantity of guests. Each guest is entitled to 2 additional guests that must accompany the guest named on the guest list. Example: John Doe + 2 (John Doe +5 not allowed). Make sure to include the guest of honor and organizer on the guest list. Indicate which guests are free, failures to do so will result in all guests paying 1/2 price before 11pm.**

**\*\*\*The guest list closes at 11pm sharp, no exceptions\*\*\***

**Dress Code is strictly enforced:**

**Gentlemen:**

Dress Slacks or dress jeans. Collared Button Up Dress shirts and hard sole shoes required. No athletic apparel, No logo tees, Polo or Golf shirts, khaki's, corduroy's, saggy trousers or caps allowed.

**Ladies:** No athletic apparel allowed. Hard sole shoes required. No logos. No graphics. No tank tops, No cotton tees or dresses. No graphics, no tank tops, dressy attire required.

*Maxwell's Restaurant & Lounge reserves the right to refuse entry to any person, at any time for any reason.*

**Decorations & Treatments**

- Balloons
- Streamers
- Flowers

**NO GLITTER, CONFETTI OR CANDLES ALLOWED**

The above are acceptable types of decorations that may be used in the reserved area. Maxwell's does not provide decorations.



Party Reservation Packet

**Acknowledgement: I have read and understand the Reservation, Guest list, Dress Code, Food Pricing, Deposit, and Cancellation policies outlined in this document.**

Guest of Honor: \_\_\_\_\_

Event Date: \_\_\_\_\_ Reserved Area: \_\_\_\_\_

Name of Organizer: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Food Service Time: \_\_\_\_\_

Cake Service Time: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Credit Card Authorization: I authorize Maxwell's Lounge to charge the following card in the following amount:**

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code (On back of card): \_\_\_\_\_

Name on card: \_\_\_\_\_

Invoice Number: (Will be filled-in by Maxwell's) \_\_\_\_\_ Amount of payment: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_