



## The Moore Room – Features

Kelsey's continues its deep commitment to providing the very best service, menu selections, and bar options in its newly expanded catering venue—The Moore Room. Our beautifully decorated and private room is perfect for up to 80 seated guests or 150 standing events including family parties, business functions or any social occasion.

### The Moore Room Features:

- Chef Chad Medina creates delicious menus with buffet or plated food options, all planned with you beforehand and prepared fresh.
- Large, spacious private bar available for Individual or host bar options with dedicated bartender and your choice of brand offerings.
- Friendly, efficient and professional staff.
- Private bathrooms.
- Modern electronics with Wi-Fi, impressive sound system and Pandora background music
- Ample space for DJs and bands
- Big screen TV for presentations, slide shows and/or videos
- Patio access with heaters and bar height tables and chairs for your party's exclusive use if requested
- Plenty of parking on premises
- Easy handicap access...no steps!
- Linens – bring your own table cloths and napkins or we can coordinate for you
- Decorations – as you like (but please no confetti-style adornments)
- No room charge – food and beverage minimums required

For more information or to plan your group event,  
contact Maureen McManus by email at [MaureenMcManus17@gmail.com](mailto:MaureenMcManus17@gmail.com)  
or contact Allison Carroll at [ACMarie8@gmail.com](mailto:ACMarie8@gmail.com)  
or call 410-418-9076.



## The Moore Room – Details

Kelsey's does not require a rental fee for the use of The Moore Room. However, a food and beverage minimum is required. We base this minimum on the time and day of the week (see below). All food, alcoholic, and non-alcoholic beverages are ordered a la carte and must calculate to at least the required minimum. If the minimum is not met during an event, an open charge for the remaining amount will be added to the bill. The food and beverage minimum does not include Maryland sales tax or gratuity.

**Cancellation Policy:** If an event is cancelled within two weeks of the event date, one-third of the food and beverage minimum will be charged.

**Reservations** are made on a first-come, first-served basis. A credit card must be provided to comply with the cancellation policy as described above. You may use this credit card to charge your deposit, or you may pay by cash or check. The deposit is a NON REFUNDABLE \$100. It will apply to final bill. NO RESERVATION is held without a deposit, and a signed contract.

### **Food and Beverage Minimums, Based on Time and Day of the Week**

If you require additional time for an event, then a fee may be charged.

<b><u>Breakfast Events(1-2 hours)</u></b>	<b><u>Reserved Time for Room</u></b>	<b><u>\$ Food/Beverage Minimum</u></b>
Monday – Thursday	8:00 – 11:00 a.m.	\$250
Friday-Sunday	8:00 – 11:00 a.m.	\$350
<b><u>Lunch Events (2-3 hours)</u></b>		
Monday – Thursday	11:30 a.m. – 4:00 p.m.	\$400
Friday-Sunday	11:30 a.m. – 4:00 p.m.	\$500
<b><u>Dinner Events (3-4 hours)</u></b>		
Sunday – Thursday	5:00 – 11:00 p.m.	\$600
Friday	5:00 – 11:00 p.m.	\$1,000
Saturday	5:00 – 11:00 p.m.	\$1,200
<b><u>All Day Events (8 or more hours)</u></b>		
Day/Time to be discussed		\$1,000 to \$1,500 ( <i>depending on staffing</i> )

Minimums are subject to change without notice. However, any booked party with a deposit in place, the minimum **at deposit time** will be honored.

### **Bar Service**

Cash Bar – guests pay cash or run checks as they order. Tax and gratuity will be added. OR

Host Bar – host pays for all alcoholic beverages ordered by their guests on one check.

Bar service typically runs until 30 minutes before the end of the event. All Maryland state laws are in place in the Moore Room, even when the Party is considered “Private”. Any guest or host not in compliance with normal SOP of Kelsey’s Restaurant liquor service will be asked to comply. Any fee or minimum will be applied, with no recourse, if compliance does not occur.

### **Menus**



The Moore Room is designed best for buffet style events. However, if you prefer a plated menu, we certainly will make accommodations but will require a pre-order for your group. Current menus are available for review. Food pricing and availability are subject to changes due to market and time fluctuations. Please contact us to have menus sent to you.

## The Moore Room – Next Steps/Contracting Details

If you would like to begin planning for your event at Kelsey's The Moore Room, please complete the next steps below. Once received, we will be in touch to confirm time and date availability, answer any questions, and/or set up a meeting to finalize your event details. For more information, please contact Maureen McManus or Allison Carroll by phone 410-418-9076 or email at [Maureenmcmanus17@gmail.com](mailto:Maureenmcmanus17@gmail.com) or [ACmarie8@gmail.com](mailto:ACmarie8@gmail.com).

### **GUEST INFORMATION**

Guest Name \_\_\_\_\_

Cell Phone and/or Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you wish to tour The Moore Room? Yes, requested date of tour: \_\_\_\_\_

### **EVENT INFORMATION**

Date of Event Requested: \_\_\_\_\_

Time of Event Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

**DEPOSIT INFORMATION:** We will complete this section together after our acceptance of your date and time, and you are ready to be committed to hosting your event in The Moore Room. You may make the deposit by check or cash but we still require a credit card on file in case of cancellation.

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

*By signing below, I understand and will pay the food and beverage minimum associated with my event planned in Kelsey's The Moore Room. I have read and understand the cancellation policy, and I will comply with all due dates as described in my contract.*

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

### **KELSEY'S STAFF TO COMPLETE:**

Date received: \_\_\_\_\_

Food and Beverage Minimum for date and time requested: \_\_\_\_\_

Menu Selection, if chosen: \_\_\_\_\_

If Menu Selection is not chosen yet, need choice two weeks prior to event: \_\_\_\_\_

Final counts due ONE WEEK PRIOR TO EVENT: \_\_\_\_\_





*(Final count is the lowest number of guests that will be charged for the day of the event. If the count adjusts upwards, we will make that adjustment for proper guest service, no lower adjustments will be accommodated.)*