

# General Information

## **Menus**

- Packaged dining and/or bar events receive a complimentary tasting. Upon contract signing, your tasting can be scheduled for 6 guests on a Wednesday, Thursday, or Friday between 1 and 5pm. Some evenings and Saturdays may be available upon request.
- If more than two entrées are offered to your guests, an additional \$3 per guest will apply.
- Split entrées require place cards or a ticket identifying the menu selections.
- All applicable Illinois state taxes and a 22% service charge will be added to your food and beverage selections.

## **Staffing**

- Event staff rates are based on 7 hours of service to include time for setup and breakdown. Events running longer than 7 hours are subject to additional charges of \$30 per hour, per staff member.
- The coat check attendant fee is \$20 per hour (minimum of 6 hours).
- The bartender fee for a cash bar is \$150 per bartender.
- Valet parking is available for your guests at the Davis Street or Chicago Avenue entrances at the rate of \$10 per car (minimum of 55 cars).

## **Guest Counts**

- Your final guest count is required 10 days prior to your event. This number, once given, cannot be reduced. However, an increase of 3% can be accepted up until 48 hours prior to your event.

## **Ceremonies**

- A wedding or bar/bat mitzvah ceremony on property is available for an additional fee. This includes setup of chairs and tables and the dressing room(s) will be ready 3 hours prior to your ceremony start time.

## **Billing Terms**

- A non-refundable deposit of \$1,000 must be paid upon signing your event contract.
- 60 days prior to your event, 50% of the estimated bill payment is required.
- Payment in full is required 7 days prior to your event based upon your guaranteed number of guests. Deposits or payments can be made with Visa, MasterCard, Discover, money order or cash.

This information sheet is intended for general information purposes. While it should not conflict with the terms of your contract, in the event of a conflict between the information contained herein and the executed catering contract, the terms and conditions of the latter shall govern.