

Abbingtion Distinctive Banquets
3 S. 002 Route 53
Glen Ellyn, IL 60137
630-942-8600; Fax: 630-942-8601

January 22, 2016

Wheaton Park District Senior Center
C/O Linda Dolan
208 W. Union
Wheaton, IL 60187
(630) 665-1415

Dear Linda,

Please take a moment to confirm the following information to ensure your space is being held appropriately and to confirm your event definite.

Wheaton Park District – Senior’s Holiday Party	<i>Lunch Package: Inclusive. Sales tax exempt</i>
Thursday, December 15, 2016	<i>Chicken: \$21.00</i>
North Ballroom	<i>Salmon: \$22.50</i>
130 Minimum Adult Guarantee	<i>Filet: \$26.00</i>
	Three Course Luncheon: Starter, Choice of Entrée, Two Vegetables, Starch, Dessert.
	Floor Length Ivory Linen with Ivory Napkins
FUNCTION TIMES 11:00 AM-2:00 PM	
Time Breakdown TBD	Complimentary Coat Check <i>(Seasonal)</i>

A Non-Refundable Deposit of \$500.00 due to confirm your event.

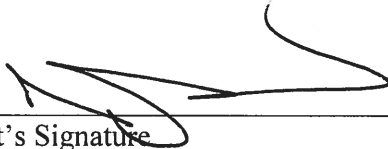
Additional deposit 50% is due 6 months prior (Waived).

Final Payment and Guest Count are due 1-week prior (12/8/16) by Certified Check or Money Order. (All payments are non-refundable and non-transferable)

If all the information is correct, please sign and return this letter of agreement along with your deposit to our Catering office. *Thank you for choosing Abbingtion Distinctive Banquets.*

Sincerely,

Michael J. Fabbri
Executive Vice President


Client’s Signature


Date

Abbington Distinctive Banquets

Any and all proposals, agreements and contracts regarding the use of services and facilities of Abbington Distinctive Banquets are made subject to all rules and regulations which shall include, but not be limited to the following expressed terms and conditions:

1. In your contract there is a guaranteed number of guests. This amount may not be lowered at any time. Your final number of guests is due seven days prior to your event. Should your final number be lower than the guaranteed number, then the guaranteed number will be the basis for the billing charges (There will be no substitutions or food takeout). If, on the day of your function your number of guests exceeds your final number, then the balance is due directly that evening.

2. Full payment is due in full DAY OF the function by COMPANY/ORGANIZATION/SCHOOL check or money order. In the event of cancellation, the patron shall be held liable for all losses sustained by Abbington Distinctive Banquets, and all deposits and payments will be held to cover losses. Specifically, if a cancelation occurs:

Between 60 days and 90 days prior to the date of the event, you will be responsible for 25% of your total estimated bill.

Between 30 days and 60 days prior to the date of the event, you will be responsible for 50% of your total estimated bill

Between 8 days and 30 days prior to the date of the event, you will be responsible for 75% of your total estimated bill

Within 7 days of your event date, you will be responsible for the full amount of your total estimated bill.

All deposits and payments are non-refundable and non-transferable.

3. In addition to the guaranteed minimum, the patron is responsible for all Federal Taxes, State Taxes, Local Taxes, and Service Charges that may be applicable.

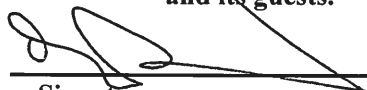
4. Neither the patron nor its guests or invitees will be permitted to bring food and/or beverage of any kind into the Abbington or into its premises without the expressed written consent of the Abbington. There will be no food or beverage allowed to leave the building at any time.

5. The patron agrees to be responsible for damages done to the premises by a member of their party including but not limited to hosts, guests, invitees, or employees hired for the event. Also, management must approve any decorations brought into the facility. Glitter or confetti is not allowed.

6. Under state law, Abbington Distinctive Banquets is prohibited from serving alcoholic beverages to persons under the age of 21 or to persons believed to be intoxicated. Abbington Distinctive Banquets also enforces a "no shots" policy.

7. Abbington Distinctive Banquets is not responsible for lost items or circumstances beyond our control.

8. Abbington Distinctive Banquets reserves the right to deny any person or persons access to the facilities if we feel they will in anyway affect the safety or integrity of the Abbington and its guests.


Signature

2/1/16
Date