



Catering Contract

Client/Organization Wheaton Park District	Event Date 10/25/2017 (Wed)	Booking Contact Linda Dolan	Site Contact	Event # E06245
Address		Telephone (630) 510-5030	Fax () -	Sales Rep Kathy Sikora
Guests 100 (Act)	Pln Guests 100	Act Guests 100	Pay Method Ck, C/C, Or Cash	

The guaranteed number of guests attending a function is required (10) ten days prior to the function. Increases of up to 5% only are acceptable after this time. Should a guarantee # not be received, the attendance indicated will be taken as final. Should the number of expected attendees change, making the designated private dining suite inappropriate, The Signature Room reserves the right to reassign the suite accordingly. Please note that all food and beverage is subject to 7.75% sales tax and 21.00% gratuity.

BANQUET TIMES							
Setup Style	Start	Serving	Bar	End	Banquet Room	Date	
Lunch	12:00 pm	NA	NA	2:00 pm	Monterey	10/25/2017-Wed	
FOOD/SERVICE ITEMS							
Food/Service Items					Price	Qty	Total
SOUP SELECTION					20.50	100	2,050.00
Cream of Chicken Soup							
MAIN COURSE SELECTIONS							
Bratwurst with Sauerkraut OR Smoked Sausage with Sauerkraut							
Parsley Potatoes							
FAMILY STYLE SIDE DISHES							
Cucumber Salad OR Beet Salad							
DESSERT							
Apple Strudel; Brandy Creme Anglaise							
BEVERAGE STATION							
Freshly Brewed Coffee and a Selection of Teas							
Carafes of Iced Tea							

MISCELLANEOUS INSTRUCTIONS

Linens: 7B to Provide white Linens

AGENDA:

Subtotal	2,050.00	Paid	0.00	Pay Method	Ck, C/C, Or Cash	Card Number
Tax	0.00	Balance	2,480.50	Card Type		
Service Charge	430.50			Card Holder		Expires
Total Value	2,480.50			Signature		

The guaranteed number of guests attending a function is required (10) ten business days prior to the function. Increases of up to 5% only are acceptable after this time. Should a guarantee # not be received, the attendance indicated will be taken as final. Please note that all food and beverage is subject to 7.75% sales tax (tax exempt status must be on file) and 21.00% gratuity.

The balance of any additional charges incurred during the event are due and payable at the conclusion of the event by cash or credit card unless alternate billing arrangements have been established in advance. An itemized billing statement of the charges will be presented to the host for his/her signature. After the function, all final billing will be audited by the Signature Room's Accounting Department, after which any remaining balance due will be billed directly to the client. Please sign the copy of this contract and return it to The Signature Room at Seven Bridges within 5 business days.

Catering Representative: _____ Date _____ Client  Date 3/14/17