



EVENT CONTRACT
Cooper's Hawk Winery & Restaurants
1740 Freedom Drive Naperville, IL 60563
Phone: 630.245.8000 Option 4
Email: eventsNaperville@chwinery.com
www.chwinery.com

Today's Date 4-18-17

Primary Contact: Laura Bessey Name of Group: Wheaton Park District
Occasion: _____ Telephone: 630-510-5032
Address: _____ Email: lbsessey@wheatonparks.org
City: _____ State: _____ Zip: _____ Wine Club Number: _____

Day of Event Host Information
(If different from above Primary Contact): _____ Telephone: _____

Event Details

Event Date	Day of Week	Start Time	End Time	Location	Room Minimum
10-25-17	Wednesday	11:00am	2:00pm	Private Party Room	\$500.00

Approx. Guest Count: 46 Menu Due: 10-18-17 Final Guest Count Due: 10-20-17

ROOM MINIMUM: Room minimum must be reached through the purchase of dining room food and beverage only. Sales tax is applied once the minimum is met. All A/V equipment and linen services are not applied towards room minimum. Room minimum must be reached by the host's bill alone. Any additional purchases, including but not limited to, cash bar or retail purchases, will be paid for on a separate bill which will not apply towards the room minimum.

ROOM & TABLE ARRANGEMENTS: The size of your group will generally determine the most appropriate seating arrangement. We would be happy to discuss specific table configurations in order to provide the best dining experience for your guests. Room and table decorations are welcome with approval from the Event Coordinator in advance to your event. Cooper's Hawk reserves the right to charge for any damages to rooms, tables, linens, and equipment based on cost of damage. Taping, tacking, sticking or gluing on any walls including the wine barrel wall, is strictly prohibited. While it is seldom an issue, management cannot control noise from the restaurant or any adjacent party.

MENU: Event pricing does not include local and/or state sales tax. The charges are added to the final bill. Final menu selections are due 7 days prior to the event. If a menu has not been selected, Cooper's Hawk reserves the right to choose one for your event.

GUEST COUNT: Final guest counts are due 3 business days prior to the event. Charges to your final bill will reflect this number.

GRATUITY: The final bill will not include an auto-gratuity. Gratuity can be added based on your specifications after the final bill has been presented. If desired, a specific gratuity percentage can be determined prior to the date of your event. Please see attached *Credit Card Authorization Form*.

BILLING: A finalized bill will be presented on the day of the event after services rendered. All food and beverage purchases will be reflected on one bill. The bill will reflect confirmed guest count, room minimum requirements, linen or A/V equipment rentals, tax, and deposit. Payment can be made with cash or credit card and must be finalized on the day of the event.

DEPOSITS & CANCELLATIONS: Please see attached *Credit Card Authorization Form*. Deposits are non-refundable once received by Cooper's Hawk. If for any reason you have to cancel an event, a minimum of 7 days advance notice must be given and your deposit may be applied to another event within a 3-month period from the day you cancel. Cancellations with less than 7 days notice forfeit their deposit.

ADDITIONAL TERMS & CONDITIONS: Cooper's Hawk reserves the right to refuse liquor service to any guest who shows signs of intoxication based on our educated judgment. All events must begin promptly at scheduled times. All terms and pricing are subject to change without notice.

THE UNDERSIGNED ACKNOWLEDGES THAT HE OR SHE HAS READ AND UNDERSTANDS THIS CONTRACT AND ACCEPTS THIS CONTRACT WITH ALL STIPULATIONS AND AGREES TO COMPLY WITH THE SAME.

Guest Signature: _____ Date: 4/19/17

Cooper's Hawk Authorized Signature: _____



Credit Card Authorization Form - Event

Today's Date

4-18-17

Event Date

10-25-17

Primary Guest Contact

Deposit Amount

\$250.00

Credit Card #

Card Expiration Date

Cardholder Name

Cardholder Phone #

Cardholder Signature

Gratuity Percentage

If desired, enter a specific gratuity % prior to the event date

Tax Exempt # (If Applicable)

Please attach government issued form