



*The Jacob Henry Mansion Estate
Celebrating 31 Years
Sales Contract*

Client/Organization Wheaton Park District	Event Date 3/28/2018 (Wed)	Telephone (630) 665-1415	Fax (630) 260-6438	Event # E09577
Address 208 W. Union St., Wheaton, IL 60187		Booking Contact	Site Contact	Guests 40 (Pln)

MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED WITHIN 72 HOURS OF EVENT. IF ATTENDANCE FALLS BELOW THE GUARANTEED NUMBER THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER. GUARANTEED NUMBER MUST BE RECEIVED BY DATE/TIME INDICATED.

Food & Beverage			
Food/Service Items	Price	Qty	Total
Titanic Survivor " Violet Jessop" w/Rialto Theatre Backstage Tour & Barton Grande Mini Organ Concert	58.00		

Comments

11:45 AM Group arrival at The Jacob Henry Mansion
 12:00 PM Luncheon is Served
 1:00 PM *Titanic Survivor "Violet Jessop"*, a First-Person Portrayal by Leslie Goddard
 2:00 PM Historical talk and *self-guided tour* of The Jacob Henry Mansion
Guests are invited to purchase a delicious sweet treat from our "Chocolate Shoppe" to enjoy on their way home!
 2:30 PM Departure. Thank you for sharing your day with us!
 2:45 PM Arrival at *The Rialto Square Theatre, 102 North Chicago Street, Joliet, IL 60432*
 4:15 PM Depart Joliet. Have a safe trip home!

Retainer: \$200.00 (per motor coach) due

Anticipated Guest #: 40

Ticket Price: \$58.00

Group Sales & Events Retainer/Cancellation Policy:

-up to 32 Reservations: Deposit is refundable up to 30 days prior to event

- 33+ Reservations: Deposit is refundable up to 60 days prior to the event

Comp Policy: 2 comps per motorcoach with 30 paid guests.

Contract Due: 30 days from receipt

Initial Count Due: 30 days prior to event

Final Count Due: 2 weeks prior to event

Final Payment Due: 2 weeks prior to event unless arrangements have been made in advance

I have received and read the attached Group Policies & Regulations JH (initial)Menu: *Chicken Marsala* - Boneless breast of chicken with fresh mushrooms and Marsala wine sauce. Served with Chef's choice potato and steamed vegetable.

Luncheon Includes: Fresh Tossed Garden Salad, Warm Rolls and Whipped Butter, Entree, Standard Dessert, Coffee or Tea.

*Optional Upgraded Dessert: *Homemade Gourmet Strawberry Lemonade Cupcake* _____ Yes (add \$4.00 per person) X No

Always: Cash Bar Available

Please make advance notice of any special dietary needs including vegetarian selection.

The Jacob Henry Mansion Estate

20 South Eastern Avenue, Joliet, IL 60433

The Jacob Henry Mansion * The Victorian Ballroom * The Gathering Room * Lawn & Gardens * Old Central Church

Celebrating 33 Years

Thank you for sharing your day with us!

The Jacob Henry Mansion

Subtotal	0.00	Paid	0.00	Pay Method	Card Number
Tax	0.00	Balance	0.00	Card Type	
Service Charge	0.00			Card Holder	Expires
Total Value	0.00			Signature	

I have read the above contract and the Jacob Henry Mansion Catering Policies and Procedures printed on the reverse side of this contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign.

Client: M. BernardDate: 10/27/17JHM Rep: Morgan CaseyDate: 10/23/17

10/12/2017 - 4 29:21 PM

Page 2 of 2

The Jacob Henry Mansion Estate, 20 South Eastern Avenue, Joliet, IL 60433
 Phone (815) 722-2465 ❖ FAX (815) 722-3455 ❖ www.jacobhenrymansion.com

GROUP SALES, MOTORCOACH TRAVEL & TOURISM POLICIES & REGULATIONS

IMPORTANT

FOOD

1. The party making arrangements must guarantee guest count by 3:00 p.m. the Monday prior to the event. If attendance falls below this number, the full guarantee will be paid, or the number of people served, whichever is greater. No allowance or credit will be made for less than this guarantee. If attendance exceeds, accommodations will be prepared for 5% over given figure.
2. Selection of entrée must be made not later than 30 days prior to event.
3. If applicable, service charge, state and local tax will be added to total event.
4. Menu prices are subject to change without notice. Quoted price will be guaranteed 60 days prior to the event date.
5. Tax exempt groups must present a letter from the State of Illinois, Department of Revenue prior to date of function.
6. This contract is void if it cannot be performed because of government regulations, accidents, labor strife, equipment malfunction, weather or acts of God. If food or services cannot be furnished for any of the reasons mentioned, other foods and services may be substituted at prices ordinarily charged for them, but not in excess of the price agreed upon.

GENERAL

1. Liquor or food may not be brought onto or taken from the premises of the *Jacob Henry Mansion Estate* unless prior arrangements are made. If prizes, they are not to be opened or consumed on premises.
2. The *Jacob Henry Mansion Estate* will not be responsible for damage or loss of personal property. Clients will assume all liability for guests' personal property.
3. The organization or person whose signature appears on the reverse side of this contract will be responsible for the conduct of their members or guests and any damage to the *Jacob Henry Mansion Estate* property resulting from the acts of same. Compensation for damage or loss will be based on actual cost.
4. Organization sponsoring groups including minors must see they are properly chaperoned.
5. Retainer/Cancellation Policy – All Group Sales and Events deposits are refundable up to 30 days prior to the event.
6. We reserve the right to move your location, if necessary, to another room on the Estate to accommodate the size of the event.