



150 N. Dearborn Ave, Chicago, Illinois 60601 P: 312-422-0150 F:

BANQUET EVENT ORDER

Petterino's Restaurant
150 N. Dearborn Ave
50 W. Randolph St (private banquet entrance)
Chicago, IL 60601
Telephone Number: 312-422-0150
Fax Number:
E-mail:

EVENT ORDER:

Event Date: Wednesday, December 13th 2017

Event Name: Wheaton Park District

Site: Petterino's Restaurant

Salesperson: Captain Banquet

Contact: Laura Bessey

Daytime Phone: 630-510-5032

Fax:

Email: lbessey@wheatonparks.org

On-Site Contact:

Day/Date	Start/End Time	Location	Function	Set-Up	Est	Gte	Rental
Wednesday , 12/13/2017	11:30 AM - 1:00 PM	Harris room			52	0	

FOOD

BEVERAGE

SETUP & SERVICE

11:30 AM / Harris room /

FOOD AND BEVERAGE MINIMUM: Food and beverage minimum expenditure, pre- tax/gratuity/set-up fee, is \$1,000.00

FINAL GUEST COUNT: Final minimum guaranteed guest count due no later than: Three days prior to event

DEPOSIT: Deposit amount will be applied to balance of event upon conclusion. \$250.00

AUDIO VISUAL EQUIPMENT: TBD if needed?

EVENT BOARD: Please post on event board as: Wheaton Park District

CONTACT: On-site contact will be:

METHOD OF PAYMENT: Final Balance due in full at conclusion of event, cash, credit card or corporate check only. Please present final bill to:

LEYE FREQUENT DINER #: Frequent Diner name/account # 2515574

SEATING:

EARLY HOST ARRIVAL: If event hosts will be arriving prior to event starting time, staff must be informed in advance.

REGISTRATION TABLE: TBD if needed

VALET PARKING: Valet parking available at 5 pm located at 150 N. Dearborn. Guest then proceed around the corner to group entrance at 50 W. Randolph. Host may pay and request valet coupons for guests, or guests may pay on an individual basis.

CASH BAR FEE: \$75 fee applies if cash bar is requested

CENTERPIECES: House centerpieces.
Petterino's complimentary votives.

LINEN: Ivory House Linen.

GROUP ENTRANCE: Group entrance located at 50 West Randolph "Petterino's Banquets"

MENU CARDS: Provided complimentary by Petterino's

MUSIC: House music will be piped in low unless otherwise requested.

ALLERGIES: Any allergies/aversions/special needs must be stipulated prior to the event.

COAT CHECK: \$75 coat check attendant fee, otherwise coat racks may be provided at no additional cost.

LATE DEPARTURE: If event extends beyond contracted end time an additional fee of \$75 per half hour will be applied to final bill.

GRATUITY:

OTHER ITEMS		
ESTIMATED CHARGES (Actual Charges Presented at Conclusion of Event)		
		Total
Sub Total		\$0.00
Sales Tax	11.5%	\$0.00
Event Planner Fee	3.0%	\$0.00
Gratuity	0.0%	\$0.00
Grand Total		\$0.00
Deposit Due (Due 3/15/17)	Unpaid	\$250.00
Estimated Amount Due		\$0.00
Price Per Person		\$0.00

Payment Arrangements: Upon Conclusion**CUSTOMER ACCEPTANCE**

The undersigned acknowledges that he/she has read and understands this contract and accepts the responsibility for the services and prices listed on the agreement. The food and beverage minimum for the above date and time does not include tax, 3 % event planner fee or any additional services or rentals. Final guaranteed number of guests due three (3) business days prior to the event. If your event does not meet the agreed upon minimum in food and beverage consumed on premise, the balance will be added to your bill as a room rental fee. Lettuce Entertain You Gift Cards will be accepted for payment of events up to \$1000.00. Gift Cards cannot be used towards deposits but for final payments only. Holiday Bonus Certificates will not be accepted.

Patron Signature

No signature on file

