



February 7, 2018

Contact: Laura Bessey, lbessey@wheatonparks.org, 630-510-5032

Date: 07/25/2018

Place: Russian Tea Time Restaurant, Chicago

Time: 11:30am to be done by 1-1:15pm

Number of people: 40-48 guests

Menu #1, \$37 per person plus gratuity (Tax Exempt)

Per your discussion with Mrs. Klara Muchnik, owner/manager of the Russian Tea Time, you chose Group Menu #1 for your event. The price of the Group Menu #1 is \$37 per person plus gratuity. Any additional items or alcoholic beverages ordered from a la carte menu will be added to the total bill.

Any Vegetarian options, such as Stuffed Eggplant, Stuffed Bell Peppers, Domlama could be ordered by guests who prefer vegetarian dishes, price of Menu 1, \$37 per person plus gratuity.

To hold the reservation, we kindly ask for **\$400 deposit that needs to be paid within 1 month** of the event. Please sign  contract within 10 days of this letter.

You can call at 312-360-0000 with credit card information to pay deposit and either email at info@russianteatime.com or mail signed contract at 77 E.Adams St, Chicago IL 60603.

The deposit is non-refundable in the case of cancellation. The amount of \$400 deposit will be subtracted from the total amount of the bill on the day of service.

We kindly ask you to call Restaurant at 312-360-0000, 5 days before your event to confirm the number of people attending.

Policy of the restaurant is that party agrees to be responsible for the payment of the number of guests confirmed 5 days prior your event. If more people will attend the event at the Russian Tea Time – you will be responsible for paying for the number of guests present and dining. If less people present than confirmed 5 days prior your event – you agreed to pay for that number of guests that you confirmed prior your event. (Example, if you confirmed 42 people but 40 actually come – you will be responsible for #42 people pay). All food paid for, in case people are not able to attend but confirmed, will be packaged for you to take home.

Russian Tea Time Restaurant does not accept any personal or business checks.

Russian Tea Time restaurant accepts all major credit cards (Visa, Master Card, Amex, Discover) or cash.

If you have any questions or concerns, please let us know.

Zhanna Kleynerman

ZDK & Company, Inc

Distributor of Russian Tea Time restaurant's house blend tea

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