

**F & B CONTRACT: CFH3011****Event Date:** Tuesday, April 3, 2018**Event Name:** WHEATON PAKS LUNCHEON**Site:** The Chicago Firehouse**Salesperson:** Samantha Boyd**Contact:** Laura Bessey**Mailing Address:****E-mail:** lbessey@wheatonparks.org**Daytime Phone:** (630) 510-5032**Fax Number:****On-Site Contact:**

Day/Date	Start/End Time	Location	Function	Set-Up	Est	Gte	Set	Rental
Tue, 4/3/18	12:00PM- 3:00PM	The Palmer Parlor	Lunch	Rounds	35			\$0.00

F & B Minimum ~ \$1,000.00

ESTIMATED CHARGES (Actual Charges Presented At Conclusion of Event)					
	Charges	Service Charge 0.00 %	Subtotal	Tax	Total
Facility Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Set-Up	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payment Arrangements: Balance due upon conclusion.					Payments Received
					\$0.00
					Balance Due
					\$0.00

Scheduled Payments: \$500.00 10/31/2017**Please note the F & B Minimum charge is \$1,000.00.**

TERMS AND CONDITIONS

This agreement is between booking contact and its agents, and assigns (collectively known as the "Client"). Client agrees: (i) to the details of the Event specified above, (ii) to pay all charges specified above on or before the specified due date, and (iii) to all terms and conditions of this Agreement. All charges not paid by the due date shall accrue interest at the rate of one and one-half (1.5%) percent per month, compounded monthly. In the event either party brings an action to enforce the terms of this agreement, the prevailing party will be entitled to recover its attorney's fees and related costs.

1. Guarantee.

A final confirmation or guarantee of the number of guests is required three business days prior to the function. The number given at this time will become the minimum guarantee. In the event that fewer guests are served on the day of your function, you will be charged the higher guaranteed number. In event that more guests are served, the actual number of guests served will determine the amount you are charged. Unfortunately, food and beverage cannot be substituted for guest count shortages.

2. Cancellations.

If the event is cancelled at any time before 14 days of the scheduled event date the non-refundable deposit may be applied towards a function that is re-booked within ninety days of the cancelled event. In the event a client cancels the function on or after 14 business days of the scheduled event, The The Chicago Firehouse Restaurant shall retain the entire amount of the deposit as liquidated damages and not as a penalty. If the event is cancelled within 24 hours of the event date, the client is also responsible for the service charged based off of the contracted food & beverage minimum.

3. Room Minimums.

The The Chicago Firehouse Restaurant does not automatically assess a room fee. Instead, we have established a food and beverage minimum that must be spent for each room. Should these minimums not be met, the difference will be charged as a room fee. Taxes, gratuities and administration fees do not count towards the minimum.

4. Advance Deposits.

In order for a contract to be binding, a non-refundable deposit equal to 50% of the food and beverage minimum is required prior to the contract signing. Deposits may be submitted in person or by filling out the credit card authorization form and returning it via fax or email. This deposit will be deducted from your final bill on the day of your event. Rooms will not be confirmed until a deposit & signed contract are received.

5. Method of Payment.

Final payment is due on the day of the event. The advance deposit will be deducted from the final bill. We accept MasterCard, Visa, Discover, Diners Club, American Express and Cash are accepted. Company check will be accepted only if prior arrangements are made.

Personal Checks will not be accepted for final payment.

6. Tax Exempt Status.

Groups or organizations claiming exemption from applicable federal, state, or municipal taxes are responsible for providing The The Chicago Firehouse with a written copy of the organization's tax exemption certificate on or before finalization of the contract. Credit will then be given for charges on applicable taxes. In the event that The The Chicago Firehouse does not receive from the Client a copy of the Tax Exempt certificate, appropriate deferral, state, and municipal taxes will be charged where applicable.

7. Other food and drink.

To ensure the highest quality standards are met, The Chicago Firehouse intends to deliver all food and service products and services for the event. Also due to health, safety, and liquor requirements and regulations, no food or beverages may be brought into the banquet facilities or any other licensed area for a party or meeting without prior written approval from The Chicago Firehouse management. In such cases, a service fee will be charged on all items not supplied by The Chicago Firehouse.

****Unfortunately we do not wrap leftovers or allow removal of foods from private functions****

8. Excused Non-Performance.

The The Chicago Firehouse and "Client" shall be excused from performing any obligations under this Agreement for so long as such performance is prevented, delayed, or hindered by an act of God, fire, flood, storms or severe weather, explosions, strikes, labor disputes, or other causes beyond its reasonable control. The Chicago Firehouse may also terminate this Agreement and cancel the Event prior to the confirmation date without liability. In addition, The Chicago Firehouse may cancel its commitments in their entirety upon ten (10) business days notice to Client, while stating in writing the reasons for cancellation.

In the event Client fails to comply with any terms of this agreement, including delivery of deposits and observation of all rules and regulations, upon such failure to comply by the Client, cancellation policies and terms as outlined above shall be applied.

9. Food Prices and Availability.

Availability and prices for food may vary; The Chicago Firehouse cannot guarantee pricing and availability until one week before the Event.

10. Third Party Goods and Services.

Client agrees to pay all expenses incurred for all arrangement made by The Chicago Firehouse upon Client's behalf, including but not limited to rentals, flower orders, transportation, and entertainment. The Chicago Firehouse cannot be responsible for any aspect of goods or services provided by third parties.

11. Display, Decoration, and Client's Property.

All displays and/or decorations proposed by Client will be subject to prior written approval of The Chicago Firehouse in each instance. Any personal property of Client or Client's guests or invitees on the Event premises and left thereon, prior to, during, or after the event, will be at risk of the Client. The Chicago Firehouse cannot be responsible for partial or complete loss or damage for any reason. Client acknowledges that The Chicago Firehouse does not maintain insurance covering Client's property and that it is the sole responsibility of Client to obtain all appropriate insurance coverage, including property damage insurance.

CUSTOMER ACCEPTANCE: The undersigned accepts the responsibility for the service and prices listed in this agreement.

Client Representative Name (please print) M. Bern

Signature: [Signature]

Date: 4/24/17

Event Date: Tuesday, April 3, 2018

The Chicago Firehouse

Representative Signature: Samantha Boyd

Date: Monday, October 23, 2017