

Tuesday, November 10, 2015

Wheaton Park District

Dear Linda Dolan:

Thank you for selecting Bobak's Signature Events at Seven Bridges for your Private Dining event. Please review, sign and return this document with your deposit, thereby making our agreement effective. In addition, you may keep a copy for your records.

Function Information: Reference No: E05577

Function Date: Tuesday, October 25, 2016

Function Theme: Lunch

Guest Estimate: 100

Room Assignment: Monterey

Start Time: 12:00 pm

Non-Refundable Deposit Required: \$400.00 Due: 11/17/2015

Non-Refundable Second (2nd) Deposit Required: NA

Estimated Food and Beverage Expenditure of Function (not including service charge): \$2000

In order to assist you in making your function a success, the following terms govern this agreement:

Deposits - Confirmation of a booking must be made with a non-refundable deposit of 20% of the estimated revenue of the function; paid by either cash, check or credit card within five (5) business days of the return of this executed document. The remaining revenue of the function must be made ten (10) business days prior to the function unless alternate billing arrangements have been established. The final payment must be made with a check, cash or cashier's check. An 21.00% service charge and 7.75% State and Local tax will be added to all food and beverages and shall be included in the required deposits.

Payment: The remaining balance incurred is due and payable ten (10) days in advance of the function by cash, check or cashier's check, again, unless alternate billing arrangements have been established in advance. If billing for the balance is approved in advance by Bobak's Signature Events at Seven Bridges, payment is due within ten (10) days of the date of the invoice. If payment of the balance is not received by the due date indicated on the invoice, a late charge of 1 1/2% per month of the balance due will be added to the balance due. If necessary, you will be responsible for any or all costs associated in the collection of this account, including, but not limited to, attorney fees, court cost and skip tracing.

Guarantees - The guaranteed number of guests attending a function is required ten (10) days prior to the function. This number will be considered a guarantee that is not subject to reduction, and charges will be made accordingly. Increases of up to 5% only, are acceptable after this time without express written permission from Bobak's Signature Events at Seven Bridges. Should a guarantee number not be received, the attendance indicated above will be taken as final.

Taxes - All federal and local taxes applicable to this agreement and the services are in addition to the prices herein agreed and Customer agrees to pay them at the same time as other charges. Should your organization have tax exempt status, Bobak's Signature Events at Seven Bridges must be in receipt of a copy of the current tax exempt letter, from the Illinois Department Of Revenue, prior to the function. If such letter is not received, Bobak's Signature Events at Seven Bridges will charge all appropriate taxes for the event.

Cancellations - In the event of a cancellation of a function, all deposits paid are non-refundable. Should a function cancel within 30 days or less of the contracted function date a sliding scale will be in effect. Please see below:

30 days: 50% of total food and beverage estimate.

15 - 30 days: 70% of total food and beverage estimate.

0 - 15 days: 100% of total food and beverage estimate.

Cancellations must be notified to the Sales Manager in writing. Should an act of God or War clause be in effect the above is null and void.

Room Assignments - We reserve the right to change your function room assignment, when necessary, due to changing program requirements or when guest estimate exceeds the maximum capacity for the assigned room(s).

Room Rental & Set-Up Fees - Room rental and set-up fees will apply according to certain events. Customer agrees to begin the function promptly at the scheduled time and to vacate the premises at the closing hour indicated on the contract. Customer further agrees to pay overtime charges or other expenses incurred if the function remains over the departure time.

Decoration/Lighting/Entertainment - All displays, exhibits, signage and decorations must conform to the Village of Woodridge Building Code Of Fire Ordinances and should be free-standing without attachment to walls, ceilings or floors. You will be required to provide Bobak's Signature Events at Seven Bridges a certificate of insurance, from any outside contractors in an amount no less than \$1,000,000, before the function, naming Bobak's Signature Events at Seven Bridges, as certificate holder and as additional insured. All arrangements must be coordinated in advance with Bobak's Signature Events at Seven Bridges. Bobak's Signature Events will be the sole provider of linens and chair covers, no outside vendors are allowed.

Dress and Decorum - Bobak's Signature Events at Seven Bridges reserves the right to enforce its standards concerning dress and decorum at the function. Bobak's Signature Events at Seven Bridges reserves the right to refuse to serve any person under the influence of alcohol or unlawful substances, or to request that such person leave the premises. Bobak's Signature Events at Seven Bridges also refuses to serve alcoholic beverages to any person under the legal drinking age.

Liability for Damages - Customer agrees to indemnify and hold harmless Bobak's Signature Events at Seven Bridges for any damage done to the Premises or other liability incurred by Bobak's Signature Events at Seven Bridges as a result of actions by Customer or Customer's Guest in connection with an event held on the Premises. For purposes of this Agreement, the following definitions shall apply: (a) "Premises" means the building, personal property, real property or other property owned, leased, or controlled by Bobak's Signature Events at Seven Bridges; (b) "Bobak's Signature Events at Seven Bridges" means Bobak's Signature Events at Seven Bridges, and A & J Seven Bridges, Inc. (c) "Guests" means without limitation Customer's guests, invitees, employees, independent contractors, agents or other persons hired by Customer.

Should property belonging to Bobak's Signature Events at Seven Bridges be removed by guests attending a function, the Event Chairperson will be charged for replacement of said property.

Lost & Damaged Items - Bobak's Signature Events at Seven Bridges is not responsible for the loss of or damage to any property which you or your guests bring to or leave at Bobak's Signature Events at Seven Bridges before, during or after the use of the facilities, nor is it responsible for vehicles.

Consumption - You may not bring into or take out of Bobak's Signature Events at Seven Bridges food or beverage without the advance written permission of Bobak's Signature Events at Seven Bridges. Bobak's Signature Events at Seven Bridges is not responsible for any injuries or damages suffered as a result of food or beverages removed from premises.

Performance/Force Majeure - Bobak's Signature Events at Seven Bridges shall not be liable for any work stoppage, industrial action, disputes or strikes, accidents; federal, state or local government requisitions upon travel, transportation, food, beverage, or supplies; fire, flood, emergency condition or force majeure which makes it inadvisable, illegal, or impossible for Bobak's Signature Events at Seven Bridges performing its obligations. In no event shall Bobak's Signature Events at Seven Bridges be responsible for the loss of profit or other collateral or consequential damages suffered by Customer or Customers Guests resulting from any breach of this Agreement.

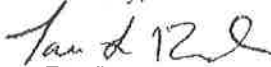
Assignments- Customer may not assign this contract without the express written consent of Bobak's Signature Events at Seven Bridges.

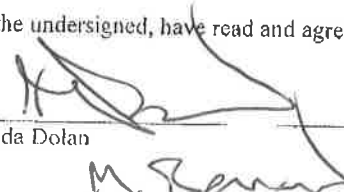
We will finalize your menu selection as the date of your function draws near. Should you have any questions, please do not hesitate to contact me. We are looking forward to welcoming you and your guests to Bobak's Signature Events at Seven Bridges.

This Agreement is made in the State of Illinois and shall be construed and enforced in accordance with the laws of such State. This Agreement constitutes the entire Agreement between the parties and may not be modified or amended except by an instrument in writing signed by both the Customer and Bobak's Signature Events at Seven Bridges.

Sincerely,

I, the undersigned, have read and agree to be bound by the above information.


Tara Reed
Catering Manager


Linda Dolan


Date



Catering Contract

Client/Organization Wheaton Park District	Event Date 10/25/2016 (Tue)	Booking Contact Linda Dolan	Site Contact Linda Dolan	Event # E05577
Address		Telephone (630) 510-5030	Fax () -	Sales Rep Liz Frohling
Guests 100 (Act)	Pin Guests 100	Act Guests 100	Pay Method Ck, C/C, Or Cash	

The guaranteed number of guests attending a function is required (10) ten days prior to the function. Increases of up to 5% only are acceptable after this time. Should a guarantee # not be received, the attendance indicated will be taken as final. Should the number of expected attendees change, making the designated private dining suite inappropriate, The Signature Room reserves the right to reassign the suite accordingly. Please note that all food and beverage is subject to 7.75% sales tax and 21.00% gratuity.

BANQUET TIMES

Banquet Room	Date	Start	Serving	Bar	End	Setup Style
Monterey	10/25/2016 (Tue)	12:00 pm			2:00 pm	Lunch

FOOD/SERVICE ITEMS

Food/Service Items	Price	Qty	Total
Discounted Financials	20.50	100	2,050.00
SALAD SELECTION			
Seasonal Green Salad; Cucumbers, Tomatoes, Carrots and Red Radishes			
Ranch			
Balsamic Vinaigrette			
MAIN COURSE SELECTION			
Roasted Chicken Breast with Rosemary, Thyme and Sage; Lemon Butter Sauce			
Roasted Vegetables			
Garlic Whipped Potatoes			
DESSERT			
White and Dark Chocolate Mousse; Shaved Chocolate Served in a Martini Glass			
BEVERAGE SELECTION			
Freshly Brewed Coffee and a Selection of Tea			
Carafes of Iced Tea			

Subtotal	2,050.00	Paid	0.00	Pay Method	Ck, C/C, Or Cash	Card Number
Tax	0.00	Balance	2,480.50	Card Type		
Service Charge	430.50			Card Holder		Expires
Total Value	2,480.50			Signature		

PAYMENTS MADE

Payment	Date	Method	Expires	Card Type	Card Number	Rev Code
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21.00% gratuity.

The balance of any additional charges incurred during the event are due and payable at the conclusion of the event by cash or credit card unless alternate billing arrangements have been established in advance. An itemized billing statement of the charges will be presented to the host for his/her signature. After the function, all final billing will be audited by the Signature Room's Accounting Department, after which any remaining balance due will be billed directly to the client. Please sign the copy of this contract and return it to The Signature Room at Seven Bridges within 5 business days.

Catering Representative: _____ Date _____ Client _____ Date _____