



TAVERN

AT THE PARK

SPECIAL EVENTS POLICIES

DEPOSIT

WE ARE UNABLE TO CONFIRM YOUR RESERVATION UNTIL A DEPOSIT OF \$300 HAS BEEN MADE. DEPOSITS ARE REFUNDABLE **ONLY** IF CANCELLATION IS MADE IN WRITING WITHIN 48 HOURS OF BOOKING THE RESERVATION.

MENUS

FINAL MENU SELECTIONS MUST BE RECEIVED A MINIMUM OF **TWO WEEKS** PRIOR TO YOUR EVENT. MENU ITEMS, PRICES AND PREPARATIONS ARE SUBJECT TO CHANGE. TO SECURE THE PROPER INVENTORY, WE RECOMMEND THAT YOU CHOOSE WINES AT LEAST **ONE WEEK** PRIOR TO THE EVENT.

METHOD OF PAYMENT

PAYMENT IS DUE IMMEDIATELY UPON COMPLETION OF A FUNCTION. WE ACCEPT CASH, MASTERCARD, VISA, DISCOVER AND AMERICAN EXPRESS. PLEASE NOTE WE ACCEPT ONLY ONE FORM OF PAYMENT AND PREPARE ONE GUEST CHECK PER EVENT UNLESS OTHERWISE PRE-ARRANGED. WE DO NOT ACCEPT CHECKS.

ALCOHOLIC BEVERAGES

ALL MENU PRICING INCLUDES FOOD ONLY. ALL ALCOHOLIC BEVERAGES ARE CHARGED PER CONSUMPTION. WE DO NOT OFFER BAR PACKAGES AS IT HAS BEEN OUR EXPERIENCE THAT THEY DO NOT BENEFIT OUR GUESTS. WE OFFER COMPLIMENTARY COCKTAIL SERVICE TO OUR GUESTS FOR THEIR EVENT. HOWEVER, IF YOUR NEEDS ARE BEST SUITED BY AN IN-ROOM OR CASH BAR, WE WILL HAPPY TO PROVIDE ONE FOR YOU (IF SPACE PERMITS). THERE WILL BE A \$100 BAR SET-UP FEE FOR ALL IN-ROOM AND CASH BARS. ALCOHOLIC BEVERAGES MAY NOT BE BROUGHT INTO THE RESTAURANT FROM OUTSIDE SOURCES.

TAX AND SERVICE FEES

ALL FOOD AND BEVERAGE PRICES ARE SUBJECT TO **11%** SALES TAX AND **20%** SERVICE FEE ON THE TOTAL CHECK. OUR PRIVATE ROOMS ALSO REQUIRE A **\$100.00 STAFFING FEE**.

GUARANTEES

A GUARANTEED GUEST COUNT IS DUE **TWO BUSINESS DAYS** IN ADVANCE OF YOUR EVENT. IF NO GUARANTEE IS RECEIVED, CLIENT WILL BE CHARGED FOR THE NUMBER OF GUESTS ORIGINALLY CONTRACTED FOR WHEN THE RESERVATION WAS MADE OR FOR THE NUMBER OF GUESTS IN ATTENDANCE, WHICHEVER IS GREATER. SHOULD THE ACTUAL NUMBER OF GUESTS FALL BELOW THE GUARANTEE; THE CLIENT WILL BE CHARGED FOR THE NUMBER OF GUESTS GUARANTEED. IN ADDITION, TAVERN AT THE PARK WILL NOT BE OBLIGATED TO SERVE OR SET UP FOR MORE THAN 5% OVER THE GUARANTEED GUEST COUNT. CANCELLATION FEES WILL APPLY IF NOT NOTIFIED IN WRITING **30 DAYS** PRIOR TO THE EVENT. SEE PAGE TWO FOR DETAILS.

ROOM RENTAL INFORMATION

ROOM	CAPACITY	FOOD & BEVERAGE MINIMUM
SKYBOX	24	CALL FOR PRICING-PER EVENT
EXPOSITION ROOM	34	CALL FOR PRICING-PER EVENT
PUB ROOM	10	CALL FOR PRICING-PER EVENT
ENTIRE SECOND FLOOR	100-200	CALL FOR PRICING-PER EVENT

SERVICE CHARGES:

ALL PRICES ARE EXCLUSIVE OF TAX, SERVICE FEE, AND STAFFING FEE.
20% SERVICE FEE ON ALL FOOD & BEVERAGE

AFTER WE RECEIVE YOUR DEPOSIT AND ROOM RENTAL COMMITMENT, WE ARE COUNTING ON YOUR BUSINESS AS YOU WILL COUNT ON US TO HONOR YOUR RESERVATION. IF YOU MUST CANCEL, THE FOLLOWING CHARGES WILL APPLY AND YOUR CREDIT CARD WILL BE CHARGED.

- IF CANCELLATION NOTICE IS GIVEN 30 BUSINESS DAYS OR MORE BEFORE THE EVENT, NO CHARGES APPLY.
- IF CANCELLATION NOTICE IS GIVEN 29-15 BUSINESS DAYS PRIOR TO THE EVENT, YOU WILL BE CHARGED 25% OF THE TOTAL CONTRACTED PRICE.
- IF CANCELLATION NOTICE IS GIVEN 14 -2 BUSINESS DAYS PRIOR TO THE EVENT, YOU WILL BE CHARGED 50% OF THE TOTAL CONTRACTED PRICE.
- IF CANCELLATION NOTICE IS GIVEN LESS THAN 2 BUSINESS DAYS BEFORE THE EVENT, YOU WILL BE CHARGED FOR THE FULL CONTRACTED AMOUNT, INCLUSIVE OF SERVICE CHARGES.

BY SIGNING THIS, I AGREE WITH ALL GUARANTEES AND POLICIES.

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

VALET PARKING IS AVAILABLE FOR \$14.00 PER VEHICLE (TIP NOT INCLUDED)

SPECIAL ARRANGEMENTS & ACCESSIBILITY:

OUR EVENT PLANNER WILL BE HAPPY TO ASSIST YOU WITH FLOWERS, LINEN, ENTERTAINMENT, MENUS AND OTHER ACCOMMODATIONS FOR YOUR EVENT. WE ARE WHEELCHAIR ACCESSIBLE.

BANQUET DEPOSIT INFORMATION FORM

REGULATIONS PERTAINING TO CREDIT CARD PURCHASES REQUIRE TAVERN AT THE PARK RESTAURANT TO OBTAIN THE FOLLOWING INFORMATION IN ORDER TO PROCESS ANY CREDIT CARD DEPOSITS OR PURCHASES WITHOUT PHYSICAL POSSESSION OF THE CARD AND THE EMBEDDED INFORMATION ON THE MAGNETIC STRIP. PLEASE FAX US A COMPLETED FORM TO 312-552-0080. WE ARE UNABLE TO CONFIRM RESERVATIONS UNTIL WE HAVE THIS FORM. WE DO NOT ACCEPT CHECKS.

CARDHOLDER NAME (AS IT APPEARS ON CREDIT CARD):

STREET: _____ CITY: _____

STATE: _____ ZIP CODE: _____

CREDIT CARD TYPE: VISA MASTERCARD AMEX DISCOVER

CREDIT CARD : _____ EXPIRATION DATE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

DAY TIME TELEPHONE _____ EVENING: _____

EMAIL ADDRESS: _____

FAX NUMBER: _____

I CERTIFY ALL INFORMATION PROVIDED TO TAVERN AT THE PARK RESTAURANT IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND HEREBY AUTHORIZE TAVERN AT THE PARK RESTAURANT TO CHARGE THE ABOVE CREDIT CARD FOR A **NON-REFUNDABLE DEPOSIT OF \$300.00** AT THIS TIME. DEPOSITS ARE REFUNDABLE ONLY IF THE CANCELLATION IS MADE IN WRITING WITHIN 48 HOURS OF BOOKING THE RESERVATION. BY SIGNING THIS, I HAVE READ AND AGREE TO ALL BANQUET & SPECIAL EVENTS POLICIES AND GUARANTEES, INCLUDING MINIMUMS AND FEES FROM THE ATTACHED PAGES AND AUTHORIZE THE USE OF THE CREDIT CARD SUPPLIED ON THIS PAGE ACCORDINGLY.

PLEASE CIRCLE ONE: EXPOSITION ROOM, SKY BOX, PUB ROOM, 2ND FLOOR

DATE OF EVENT: _____ TIME: _____

OF GUESTS: _____

THE INFORMATION CONTAINED IN THIS TRANSMISSION IS PRIVILEGED AND CONFIDENTIAL. IT IS INTENDED FOR THE USE OF TAVERN AT THE PARK RESTAURANT ONLY. IF THE READER OF THIS INFORMATION IS NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPY OF THIS INFORMATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS DOCUMENT IN ERROR, PLEASE NOTIFY TAVERN AT THE PARK RESTAURANT IMMEDIATELY BY TELEPHONE AT (312) 552-0070. THANK YOU.