

Banquet Menu Guidelines

Carefully read over the following guidelines before making your menu selections.
If you have any questions, please contact your Catering Representative.

- **Banquet Menus**

Please keep in mind that these menus are just a guideline. They include some of our most popular items, but can be altered. Also, please let us know if you have a specific theme and want us to create a special menu. We are very flexible and encourage any suggestions on how to make your event special.

- **Plated Entrees**

If you are choosing a plated meal for your group it will be easier for you if you choose the same item for everyone. However, we understand that some groups would like to give their attendees a choice. Therefore, you may choose up to two different selections from the menu to offer them. Each guest will need to choose which entrée they would like and RSVP to you. You will then need to keep track of who gets which entrée and turn those numbers in to your Catering Manager three business days prior to the event. **We also ask that each person have a colored ticket or something in front of them representing which entrée they are to receive.** Also keep in mind when choosing two entrees you will be charged for the entrée that is the highest between the two.

- **Buffets**

Our buffets are based on 50 people. If your guarantee number falls below 50 people there will be an additional \$3.00 added to the per person price. Unfortunately, we can not do a buffet for less than 25 people.

- **Guarantees**

Your final guaranteed number of people attending the meeting will be due 3 business days prior to the function by 2:00pm. For example, if your event is on a Tuesday your final guarantee will be due on the Thursday prior to the event. Once you turn in your final guarantee you may increase it but not decrease it.

- **Tax & Gratuity**

20% Gratuity and 9.75% Tax will be added to all Food & Beverage items. If you are a Tax Exempt organization, the 7.75% Illinois State Tax will be removed from your bill. Furthermore, we must receive a copy of your Illinois State Tax Exempt letter in order for us to remove the tax.

Please Note: There is a 2% City Tax that all groups must pay regardless if they are tax exempt.