



the emily hotel

MEETINGS + EVENTS MENU



BREAKFAST BUFFETS

INCLUDES ORANGE, GRAPEFRUIT & CRANBERRY JUICE, FRESHLY BREWED COFFEE & RISHI TEAS.

THE EMILY CONTINENTAL 37/PP

ARTISAN BREADS + DANISH PASTRIES
sweet butter, assorted house-made preserves

OVERNIGHT OATS
steel cut oats, chia seeds, flax seeds, coconut milk

SEASONAL FRESH FRUITS + BERRIES

YOGURT + HOUSE MADE GRANOLA

THE CLASSIC COMBO 52/PP

SEASONAL FRESH FRUITS + BERRIES

CAGE-FREE SCRAMBLED EGGS

APPLEWOOD SMOKED BACON

ROASTED RED BLISS POTATOES
onions, peppers, paprika

ARTISAN BREADS + DANISH PASTRIES
sweet butter, house-made preserves

GRIDDLED + GOLDEN

SEASONAL FRESH FRUITS + BERRIES 62/PP

CAGE-FREE SCRAMBLED EGGS

SMOKED BACON

ROASTED RED BLISS POTATOES
onions, peppers, herbs

ARTISAN BREADS + DANISH PASTRIES
sweet butter, house-made preserves

YOGURT + HOUSE-MADE GRANOLA

BRIOCHE FRENCH TOAST
seasonal fruit compote, citrus-maple syrup

BREAKFAST ENHANCEMENTS

Enhancements available only as add-on to existing package.

LIVE ACTION OMELET STATION 23/person

REQUIRES CHEF ATTENDANT FEE: +175

includes cage free eggs, egg whites, ham, bacon, onion, peppers, mushrooms, spinach, tomato, cheddar, swiss,

BREAKFAST SIDES

- bagels, lox, shaved red onion, sliced tomato, capers, cream cheese +14/person
- steel cut oatmeal, cinnamon roasted apples, toasted pecan butter +12/person
- avocado toast, multigrain bread, radish +4/person
- chicken or turkey sausage substitution +2/pp

MENUS ARE THOUGHTFULLY PREPARED USING PER-PERSON PORTIONS. PLEASE CONSULT YOUR SALES MANAGER FOR SPECIFIC QUANTITIES. GUARANTEED NUMBER OF GUESTS MUST MATCH ANTICIPATED ATTENDANCE MINIMUM NUMBER OF 15 GUESTS IS REQUIRED FOR ALL MENUS - A \$200 FEE WILL BE ADDED FOR GROUPS BELOW 15

DAILY LUNCH BUFFETS

71/PP

INCLUDES ASSORTED SODAS, FRESHLY BREWED COFFEE & RISHI TEAS. NO SUBSTITUTIONS ON DAILY LUNCH BUFFETS.

MONDAY & SATURDAY

STARTERS - CHOOSE TWO

CAESAR SALAD
romaine, tuscan caesar dressing, croutons

GARDEN GREENS
shaved seasonal veg, green goddess ranch

SALAD BEAUCAIRE
kale, butternut squash, bitter greens, goat cheese, pecan agrodolce

MAINS - CHOOSE THREE

THE CLUB
turkey, bacon, romaine, tomato, garlic aioli

THE FORA
focaccia, mortadella, stracciatella, pistachio pesto, preserved lemon

AVOCADO + CHICKEN
marinated chicken, avocado spread, arugula, tomato, gorgonzola dolce, ciabatta

THE ITALIAN
salami, prosciutto cotto, coppa, provolone, lettuce, tomato, balsamic vinaigrette

TURKEY & SWISS WRAP
mustard, swiss, pickled onions, lettuce tomato, mayo

PORTABELLO
sundried tomato aioli, portabello mushrooms, arugula, mozzarella

SEASONAL VEGGIE WRAP
quinoa, pickled red cabbage, avocado-pea hummus

BAKE SHOP

COOKIES + DARK CHOCOLATE BROWNIES

TUESDAY

STARTERS

VEGETABLE MINISTRONE SOUP
seasonal vegetables, parmesan, pistou

FARRO SALAD
olives, caper, tomato, onion, parsley, lemon

CAESAR SALAD
creamy caesar dressing, toasted bread croutons

MAINS

POLPETTE
pomodoro sauce, chicken & beef meatballs, parmesan

SALMON
lemon, white wine, broccolini, EVOO

GEMELLI
garlic, EVOO, parsley, chili flake, white wine

DESSERTS

RICOTTA CREAM CANNOLI
whipped sweet ricotta, crispy pastry

TIRAMISU
creamy custard, cocoa powder, espresso

WEDNESDAY & SUNDAY

INCLUDES CHIPS & GUACAMOLE, MEXICAN RICE & POBLANO BRAISED BLACK BEANS

STARTERS

TORTILLA SOUP
crispy tortillas

QUINOA AND RED BEAN SALAD
tomatoes, roasted corn, pickled onion, cilantro-lime vinaigrette

MAINS

TACOS
soft corn and flour tortillas

SMOKED PULLED CHICKEN
roasted red peppers, charred onions

FLANK STEAK ASADA
tomato pico de gallo

DESSERTS

CHURROS
chocolate sauce

THURSDAY

STARTERS

BUTTER LETTUCE SALAD
strawberries, walnuts, goat cheese, strawberry balsamic

ITALIAN WEDDING SOUP
carrot, celery, onions, sausage, parsley, chili flake, parmesan

MAINS

RICE PILAF
baking spices, orange

CHICKEN CACCIATORE
olives, chicken thigh, lemon, tomato

COD PIL PIL
garlic, EVOO chiles

ROASTED VEGETABLES
potatoes, tomatoes, eggplant, red onion, zucchini

DESSERTS

ASSORTED MINI CAKES
red velvet, carrot, chocolate fudge

ASSORTED FRENCH MIGNARDISE
mini french desserts

FRIDAY

STARTERS (SELECT TWO)

TORTILLA CHIPS & GUAC
avocado, tomato, onions, cilantro, tajin

PITA CHIPS & HUMMUS
garlic, chickpea, sesame, sumac

POTATO CHIP & FRENCH ONION
sour cream, chives, caramelized onions

MAINS (SELECT TWO)

includes lettuce, diced tomatoes, diced onions, diced cucumber, shaved radish, & seasonal greens + brown rice or quinoa sides

GRILLED CHICKEN FAJITA
jalapeno, cilantro, chiles, roasted peppers, onion, pico

BEEF CHAPLI KABABS
onion, garlic, sumac, tomato, roasted peppers, tzatziki

GRILLED VEGETABLE MEZZELUNA
mushroom, sweet peppers, eggplant, squash, tomato sauce

SALMON TERIYAKI
soy, ginger, edamame, cucumbers

DESSERTS

BAKLAVA
phyllo, pistachio, butter, rose water

ASSORTED MINI CHEESECAKES



MENUS ARE THOUGHTFULLY PREPARED USING PER-PERSON PORTIONS. PLEASE CONSULT YOUR SALES MANAGER FOR SPECIFIC QUANTITIES. GUARANTEED NUMBER OF GUESTS MUST MATCH ANTICIPATED ATTENDANCE. MINIMUM NUMBER OF 15 GUESTS IS REQUIRED FOR ALL MENUS - A \$200 FEE WILL BE ADDED FOR GROUPS BELOW 15.



TO-GO BOXED MEALS

PORTABLE AND PERFECT FOR OFFSITE MEETINGS.

BOXED BREAKFAST 28/PP

INCLUDES WHOLE FRUIT & COFFEE/TEA

BREAKFAST SANDWICHES

CLASSIC

english muffin, cheddar

SMOKED BACON

chipotle aioli, cheddar, english muffin

GARDEN

spinach, tomato, mozzarella, country bread

BAGEL & LOX

cream cheese, smoked salmon, shaved red onion, tomato

SPECIFIC QUANTITIES OF SANDWICHES REQUIRED.
ONLY AVAILABLE AS TAKEAWAY - ON PREMISE DINING
NOT PERMITTED. GUARANTEED NUMBER OF GUESTS
MUST MATCH ANTICIPATED ATTENDANCE MINIMUM
NUMBER OF 15 GUESTS IS REQUIRED FOR ALL MENUS.
A \$200 FEE WILL BE ADDED FOR GROUPS BELOW 15.

BOXED LUNCH 72/PP

INCLUDES WHOLE FRUIT, CHIPS, &
BOTTLED WATER, & COOKIE

STARTERS - CHOOSE TWO

CAESAR SALAD

romaine, tuscan caesar dressing, croutons

GARDEN GREENS

shaved seasonal veg, green goddess ranch

SALAD BEAUCAIRE

kale, butternut squash, bitter greens, goat cheese, pecan agrodolce

MAINS - CHOOSE THREE

THE CLUB

turkey, bacon, romaine, tomato, garlic aioli

THE FORA

focaccia, mortadella, stracciatella, pistachio pesto, preserved lemon

CHICKEN + AVOCADO

marinated chicken, avocado spread, arugula, tomato, gorgonzola dolce, ciabatta

THE ITALIAN

salami, prosciutto cotto, coppa, provolone, lettuce, tomato, balsamic vinaigrette

TURKEY & SWISS WRAP

mustard, swiss, pickled onions, lettuce tomato, mayo

PORTABELLO

sundried tomato aioli, portabello mushrooms, arugula, mozzarella

SEASONAL VEGGIE WRAP

quinoa, pickled red cabbage, avocado-pea hummus



MEETING BREAKS

INCLUDES ORANGE, GRAPEFRUIT & CRANBERRY JUICE, FRESHLY BREWED COFFEE & RISHI TEAS.

HEALTHWISE 26/PP

- protein bar
- traditional hummus
- whole grain pita chips
- seasonal fresh fruit

RISE + SHINE 25/PP

- fresh berries, whole fruit
- nuts + seeds
- assorted organic yogurt
- pastry assortment

SWEET + SALTY 24/PP

- cashews, almonds, peanuts, walnuts
- dried cranberries, blueberries, golden raisins
- dried apricots, coconut granola
- mini m+ms, pretzels

SWEET BEGINNINGS 24/PP

- fresh baked cookies & brownies
- assorted macarons
- seasonal whole fruit

CHARCUTERIE & CRUDITE 26/PP

- chef's selection of cheeses + meats
- hummus, spicy za'atar, assorted olives
- seasonal jam, grapes, artisan baguette, crackers, pitas
- seasonal fresh vegetables



CONSUMPTION SNACKS 8/EA

- granola bars
- trail mix
- assorted nuts
- assorted pretzels & chips

BEVERAGES NOT INCLUDED WITH MEETING BREAK PACKAGES. MENUS ARE THOUGHTFULLY PREPARED USING PER-PERSON PORTIONS. PLEASE CONSULT YOUR SALES MANAGER FOR SPECIFIC QUANTITIES. GUARANTEED NUMBER OF GUESTS MUST MATCH ANTICIPATED ATTENDANCE MINIMUM NUMBER OF 15 GUESTS IS REQUIRED FOR ALL MENUS - A \$200 FEE WILL BE ADDED FOR GROUPS BELOW 15



ALL-DAY PACKAGE

180/PP

BREAKFAST + AM BREAK + LUNCH + PM BREAK, SERVED BUFFET STYLE W/ UP TO 9 HOURS OF SERVICE.

BUFFET BREAKFAST

SEASONAL FRESH FRUITS + BERRIES

CAGE-FREE SCRAMBLED EGGS

SMOKED BACON

ROASTED RED BLISS POTATOES
onions, peppers, herbs

ARTISAN BREADS + DANISH PASTRIES
sweet butter, house-made preserves

DAILY LUNCH BUFFET

INCLUDES DAILY LUNCH BUFFET (VIEW HERE)

AM BREAK PACKAGE

SELECTION OF (1) BREAK PACKAGE
FOR AM (VIEW HERE)

PM BREAK PACKAGE

SELECTION OF (1) BREAK PACKAGE
FOR PM (VIEW HERE)

BEVERAGES INCLUDED

- Freshly Brewed Coffee & Decaf
- Assorted Juices
- Assorted Coca Cola Products
- Bottled Still + Sparkling Water

HALF-DAY PACKAGE

95/PP

BREAKFAST + LUNCH + PM BREAK, SERVED BUFFET STYLE W/ UP TO 4 HOURS OF SERVICE.

CONTINENTAL BREAKFAST

ARTISAN BREADS + DANISH PASTRIES
chef's selection, sweet butter, assorted house-
made preserves

SEASONAL FRESH FRUITS + BERRIES

DAILY LUNCH BUFFET

INCLUDES DAILY LUNCH BUFFET (VIEW HERE)

BEVERAGES INCLUDED

- Freshly Brewed Coffee & Decaf
- Assorted Juices
- Assorted Coca Cola Products
- Bottled Still + Sparkling Water

MENUS ARE THOUGHTFULLY PREPARED USING PER-PERSON PORTIONS. PLEASE CONSULT YOUR SALES MANAGER FOR SPECIFIC QUANTITIES. GUARANTEED NUMBER OF GUESTS MUST MATCH ANTICIPATED ATTENDANCE. MINIMUM NUMBER OF 15 GUESTS IS REQUIRED FOR ALL MENUS - A \$200 FEE WILL BE ADDED FOR GROUPS BELOW 15.



PASSED HORS D'OEUVRES

ALL ITEMS PRICED PER DOZEN. TWO DOZEN MINIMUM ORDER.

PASSED - COLD

SALMON TARTARE [gf] rice cracker, orange, togorashi	76
ENDIVE CUP [v, gf] guacamole, pico de gallo, cilantro	72
GOAT CHEESE TARTLET [vg, nuts] pecan agrodolce, spiced nuts	78
ANTIPASTO SKEWERS [gf] seasonal cured meat, mozzarella, olive, tomato	73
CAJUN DEVILED EGG [gf, vg] jalapeno, espelette, creme fraiche, chives	78
CUCUMBER BRUSCHETTA [v] edamame, hummus, radish	72

PASSED - SWEETS

ASSORTMENT OF MINI SWEETS assortment of bitesize cheesecakes, brownies, fruit tarts and various pastries	75
--	----

PASSED - HOT

JACKFRUIT CAKE [v] avocado creme, tomato gelee	79
BANG BANG SHRIMP sweet chili & sriracha aioli	91
BACON-WRAPPED DATES [gf] maple glaze	82
FALAFEL [v] garlic toum & harissa	75
CHICKEN KOFTA KABOB [gf] chimichurri	75
VEGETABLE SAMOSA [vg] tomato & cilantro chutney	75
CUBAN SPRING ROLL pork shoulder, mojo aioli	75

PREMIUM HORS D'OEUVRES
AVAILABLE UPON REQUEST.



RECEPTION STATIONS

CHARCUTERIE BOARD (serves 25) 475/EA

- chef's selection of artisanal cured meats and cheeses
- dried fruits, assorted nuts, crackers & accoutrements
- garden vegetables, pita, & baguettes

MEDITERRANEAN STATION 32/PP

- house-made hummus, romesco, & tzatziki dips
- carrots, celery, tomatoes, cucumbers
- garlic marinated vegetables + grilled pita bread

CHEF'S DESSERT STATION 28/PP

chef's selection of bite sized desserts including mini cheesecakes, brownies, fruit tartlets, fresh fruit skewers



SLIDER BAR (select three) 36/PP

- THE CLASSIC: beef slider, cheddar, ketchup, pickle
- THE SMOKE: smoked pulled pork, pickled onions, poblano, BBQ
- THE GARDEN: veggie slider, dijonnaise, lettuce, tomato
- THE LOUISIANA: fried chicken, pickle, spicy aioli

TACO BAR 42/PP

Includes flour & corn tortillas, mexican rice & charro beans

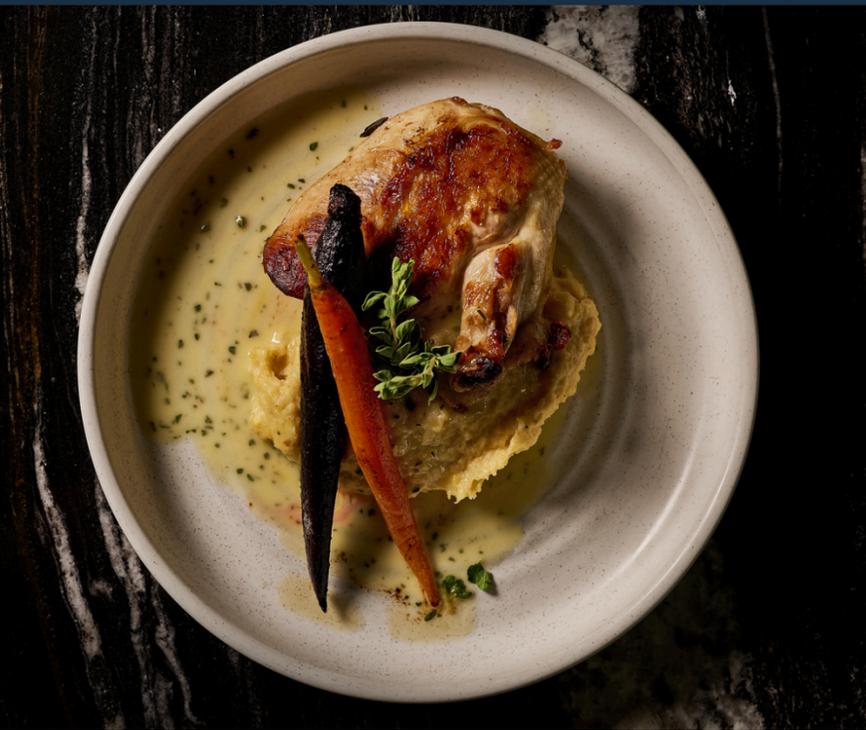
PROTEINS (CHOOSE TWO):

- VEGAN SHROOM CHORIZO: potato, onions, cilantro, cashew crema
- CARNITAS: pickled onion, poblanos, salsa rojo
- CHICKEN: smoked chipotle, queso fresco, lime crema, cilantro
- SHRIMP (+4pp): baja sauce, cabbage slaw, avocado, cotija
- STEAK (+6pp): skirt steak, salsa verde, charred green onions, lime

FLATBREAD BAR (select three) 36/PP

- CAPRESE: basil, heirloom tomato, buffalo mozzarella
- SHROOM: truffle mushroom, herbs, roasted garlic
- VEGGIE: roasted peppers, spinach, zucchini, tomato sauce
- CHICKEN: arugula, blue cheese, tomato sauce
- MEAT LOVERS: italian sausage, pepperoni, coppa ham

MENUS ARE THOUGHTFULLY PREPARED USING PER-PERSON PORTIONS. PLEASE CONSULT YOUR SALES MANAGER FOR SPECIFIC QUANTITIES. GUARANTEED NUMBER OF GUESTS MUST MATCH ANTICIPATED ATTENDANCE. MINIMUM NUMBER OF 15 GUESTS IS REQUIRED FOR ALL MENUS - A \$200 FEE WILL BE ADDED FOR GROUPS BELOW 15



DINNER BUFFET 95/PP

INCLUDES ASSORTED SODA, ICED TEA, WATER, FRESHLY BREWED COFFEE & RISHI TEAS + WHOLE GRAIN ROLLS

STARTERS - CHOOSE TWO

VEGETABLE MINISTRONE SOUP

CAESAR SALAD

romaine, tuscan caesar dressing, croutons

GARDEN GREENS

shaved seasonal vegetables, green goddess ranch

SALAD BEUCAIRE

kale, butternut squash, bitter greens, goat cheese, pecan agrodolce

FARRO SALAD

olives, capers, tomato, onion, parsley, lemon

SIDES - CHOOSE TWO

LEMON-GARLIC BROCCOLI RABE

ROASTED POTATOES

GRILLED ASPARAGUS

WILD MUSHROOMS

GRILLED SEASONAL VEGETABLES

GEMELLI AL PESTO

MAINS - CHOOSE TWO

ROASTED CHICKEN BREAST

airline chicken, lemon, butter, oregano

SHORT RIBS

braised short ribs, onions, carrots, au jus

ROASTED TERES MAJOR STEAK

chimicurri

SEARED PORK TENDERLOIN

roasted honey radishes, sauce gribiche

SALMON

creamy muscat wine sauce

RISOTTO

butternut squash, walnuts, crispy kale, gorgonzola drops

BRANZINO (+6/pp)

sofrito, roasted corn

TAGLIATA (+8/pp)

10oz coulotte steak, peppercorn sauce

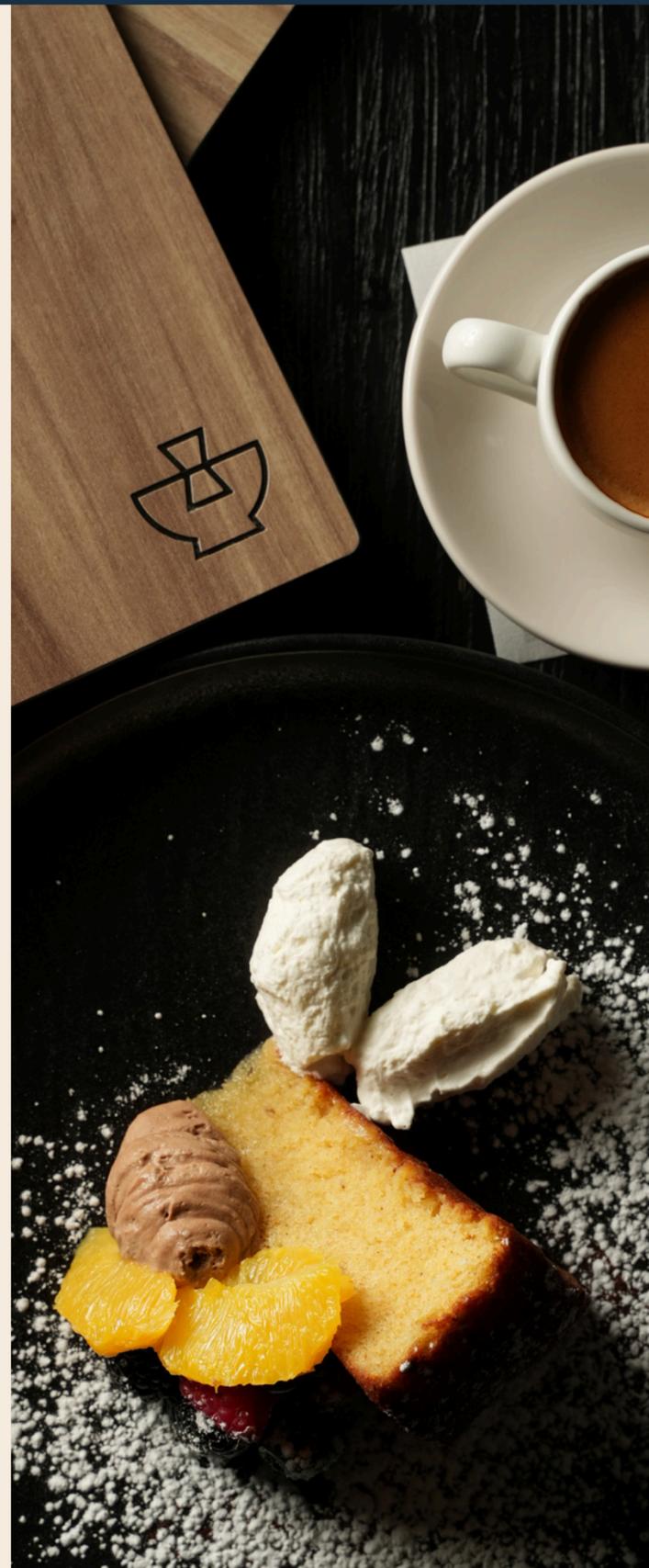
DESSERTS - CHOOSE ONE

COOKIES & BROWNIES

FLOURLESS CHOCOLATE CAKE

TIRAMISU CAKE

MENUS ARE THOUGHTFULLY PREPARED USING PER-PERSON PORTIONS. PLEASE CONSULT YOUR SALES MANAGER FOR SPECIFIC QUANTITIES. GUARANTEED NUMBER OF GUESTS MUST MATCH ANTICIPATED ATTENDANCE MINIMUM NUMBER OF 15 GUESTS IS REQUIRED FOR ALL MENUS - A \$200 FEE WILL BE ADDED FOR GROUPS BELOW 15.



PLATED DINNER

PLATED MEAL INCLUDES FRESH BREAD AND COFFEE/TEA SERVICE. PRICED BASED ON ENTREE SELECTION.

STARTERS - CHOOSE ONE

VEGETABLE MINISTRONE

CAESAR SALAD

romaine, tuscan caesar dressing, croutons

GARDEN GREENS

shaved seasonal veg, green goddess ranch

SALAD BEAUCAIRE

kale, butternut squash, bitter greens, goat cheese, pecan agrodolce

BEETS (+4pp)

chilled baby beets, avocado, goat cheese cream, compressed lemon radish, apple, toasted pistachio

DESSERTS - CHOOSE ONE

TIRAMISU CAKE

espresso, cocoa, mascarpone

RUM CAKE

vanilla custard, stone fruit

PANNA COTTA

vanilla, seasonal berry compote

MAINS - PRICED BY SELECTION

ROASTED CHICKEN BREAST

80

airline chicken, marble potatoes, broccoli rabe, lemon butter oregano sauce

SHORT RIBS

94

braised short ribs, white herbed polenta, fennel, gremolata

SALMON

70

farro, orange soy reduction, fennel salad

RISOTTO

59

butternut squash, walnuts, crispy kale, gorgonzola drops, blueberry

CHITTARA ALL RAGU

72

chitarra pasta, short ribs ragu, ricotta salata, EVOO

TROFIE AL PESTO

69

trofie pasta, house made pesto, stracciatella, confit grape tomatoes

PORK BELLY

80

brown rice, cucumber, scallion, edamame

TAGLIATA

98

10oz coulotte steak, tomato pepper chimichurri, almond potatoes, peppercorn sauce

GUARANTEED NUMBER OF GUESTS MUST MATCH ANTICIPATED ATTENDANCE. MINIMUM NUMBER OF 15 GUESTS IS REQUIRED FOR ALL MENUS - A \$200 FEE WILL BE ADDED FOR GROUPS BELOW 15



AM BEVERAGES

KEEP YOUR TEAM HYDRATED WITH A CURATED SELECTION OF BEVERAGES

HALF-DAY 42

UP TO 4 HOURS OF SERVICE

- Freshly Brewed Coffee & Decaf
- Assorted Hot Rishi Teas
- Assorted Juices
- Assorted Coca Cola Products
- Bottled Still + Sparkling Water

ALL-DAY 81

UP TO 9 HOURS OF SERVICE

- Freshly Brewed Coffee & Decaf
- Assorted Hot Rishi Teas
- Assorted Juices
- Assorted Coca Cola Products
- Bottled Still + Sparkling Water

CONSUMPTION

PRICED BY ITEM

- | | |
|-----------------------------------|---------|
| • Freshly Brewed Coffee & Decaf | 110/GAL |
| • Assorted Hot Teas | 110/GAL |
| • Assorted Coca Cola Products | 8/EA |
| • Bottled Still + Sparkling Water | 8/EA |



PM BEVERAGES

ALL PACKAGES PRICED BY HOUR PER GUEST.

HOSTED BAR

ALL HOSTED BARS ARE CHARGED BY CONSUMPTION. PLEASE ASK YOUR SALES MANAGER ABOUT PRICING ON N/A BEV.

BEER & WINE 15/HR

BEER

- Lager + N/A Lager
- Hard Seltzer
- IPA

WINE

- Brut Sparkling*
- Full White
- Light Red

STANDARD 20/HR

SPIRITS

- Wheatley Vodka
- Ford Gin
- Bacardi Superior White Rum
- Corazon Blanco Tequila
- Old Forester Bourbon
- Famous Grouse Scotch

WINE

- Brut Sparkling*
- Full White
- Light Red

BEER

- Lager + N/A Lager
- Hard Seltzer
- IPA

PREMIUM 30/HR

SPIRITS

- Ketel One Vodka
- Tanqueray Gin
- Bacardi 8 Rum
- Milagro Tequila
- Los Vecinos Mezcal
- Buffalo Trace Bourbon
- Sazerac Rye Whiskey
- Johnnie Walker Black
- Hennessy VS Cognac

WINE

- Brut Sparkling*
- Light White*
- Full White
- Light Red
- Full Red*

BEER

- Lager + N/A Lager
- Hard Seltzer
- IPA

LUXURY 50/HR

SPIRITS

- Tito's Vodka
- Hendrick's Gin
- Ron Zacapa Rum
- Mijenta Reposado Tequila
- Del Maguey Vida Mezcal
- Woodford Reserve Bourbon
- Woodford Reserve Rye
- Balvenie 12 Year Single Malt
- Hennessy VSOP Cognac

WINE

- Brut Sparkling*
- Light White*
- Full White*
- Light Red*
- Full Red*
- Still Rose*

BEER

- Lager + N/A Lager
- Hard Seltzer
- Imperial Pale Ale
- Cider
- Sour

ALL BEER, WINE, AND LIQUOR BRANDS ARE SUBJECT TO CHANGE BASED ON AVAILABILITY. PACKAGES REQUIRE THE PARTICIPATION OF ENTIRE GROUP. GUARANTEED NUMBER OF GUESTS MUST MATCH ANTICIPATED ATTENDANCE. THE EMILY HOTEL DOES NOT SERVE SHOTS, NEAT, OR ROCKS POURS. SATELLITE BARS ARE NOT ABLE TO SERVE SHAKEN OR STIRRED COCKTAILS (SPIRIT & MIXER ONLY).

*DENOTES PREMIUM MENU WINE

TERMS + CONDITIONS

FOOD & BEVERAGE

We ask that menu selections and set-up arrangements be finalized at least 21 business days prior to the scheduled event. Only food and beverage provided by the Emily Hotel may be consumed on the hotel premises. Menus are thoughtfully prepared using per-person portions and are not intended to be unlimited. Please consult with your sales manager for guidance on specific quantities based on your event needs. A minimum of 15 guests is required for all menus. An under-15 guest fee of \$200 may be added for groups below 15. Dietary restrictions and special meal requests must be submitted no later than 10 business days prior to the event and will be accommodated when possible. Requests received after this deadline cannot be guaranteed. For food safety and liability reasons, any food remaining after the event may not be removed from the premises. The hotel reserves the right to make reasonable substitutions based on product availability or market conditions while maintaining the quality and intent of the selected menu.

BEVERAGE & BAR SERVICE

The hotel offers a complete selection of beverages including non-alcoholic beverages for your event. The hotel does not permit alcohol to be brought onto the premises from outside sources without special advanced authorization from the hotel. The hotel will assess a negotiated corkage fee per bottle for all wine or champagne brought in for an event. One (1) bartender will be provided per 75 guests for dinner service; one (1) bartender per 50 guests required for cocktail reception. Additional bartenders beyond this rate can be provided upon request and will be charged at \$500 per bartender. The hotel reserves the right to discontinue alcohol service to any guest in accordance with local laws and responsible service standards.

GUARANTEES

The hotel requires a final confirmation or “guarantee” of your guest attendance per meal no later than 10 business days prior to your scheduled event. Once received, the final guarantee is not subject to reduction, however, we can accept increases in the number expected up to 72 hours prior to the event. If the guarantee is not confirmed 10 business days in advance, the expected count will be considered the guarantee. Final charges will be based on the guarantee or the actual attendance, whichever is greater. The hotel is prepared to serve 3% more than the guaranteed number of guests. A per person surcharge will apply if the final attendance is more than guaranteed.

PRICING AND BILLING

Food and beverage charges are subject to a 20% service charge, and a 5% administrative fee and applicable state sales tax will be added to all food and beverage charges. Please keep in mind that the service charge and administrative fees are taxable. In addition, there is a 11.75% food and beverage tax. Tax exemption must meet the state of Illinois requirements and proof of exemption is required at least four weeks prior to the day of the event.

LABOR CHARGE

Labor fees may apply in instances where there is excessive clean-up to the property or if the event exceeds the agreed upon time. The hotel reserves the right to charge for overtime wages or other expenses incurred. Damages will be the sole responsibility of the group. Please note that chef attendant and bartender fees may apply based upon menu selections. Events exceeding the contracted end time may incur additional labor and service charges.