3 South 200 Route 59
Warrenville, IL 60555
(630) 393 - 3130 • (800) 295 - 9000
Fax (630) 393 - 2742

Date of Function: _____ **Cocktail Time:** _____ **Dinner Time:** _____

Type of Function: _____ **Seating Arrangement (Yes / No):** _____

Room(s): ☐ **West** ☐ **Center** ☐ **East** **Number at Head Table:** _____

Estimated Number of Guests: _____ **Minimum Guarantee:** _____

Room Charge: _____ **Bartender Fee:** _____

Name: _____ **Name:** _____

Address: _____ **Address:** _____

City, State: _____ **City, State:** _____

Telephone: _____ **Telephone:** _____

Menu: Hors D'oeuvres _____

Soup / Fruit Cup _____ Salad _____

Entree (S) _____

_____

Potato _____ Vegetable _____

Dessert _____ Wine _____

Other Items _____

☐ **Liquor Package:** _____ ☐ **Tab Bar** ☐ **Cash Bar** ☐ **No Bar**

Flowers: _____ **Cake** _____ **Napkins** _____

Ice Sculpture: _____ **Sweets Table** _____ **Fresh Fruit Asstmt:** _____

Fruit Punch: ☐ **Alcoholic** ☐ **Non-alcoholic** ☐ **None** **Chanpagne Fountain:** ☐ **Yes** ☐ **No**

Miscellaneous: _____

_____

For Room Rentals, House allows event use of room for up to six hours and must be terminated by midnight. Management appreciates the fact that it is difficult to determine the exact number of people far in advance. However, it is necessary to notify us the week of the banquet as to the exact number your are expecting. You will be responsible for the final count.

Price per person: **$** _____ **Plus $** _____ **Service Charge**

Payment shall be as follows: Deposit $ _____ **(non-refundable)**

_____

Balance shall be paid three (3) business days prior to the function.

cash, certified check money order or credit card will be accepted. No Personal checks.

This Contract Includes the following Items:

1. The signer of this contract is held responsible for damages and theft to furniture, equipment, furnishings, personal and real property at The Courtyard Banquets caused by himself or his guests.
2. In the event The Courtyard Banquets shall be unable to perform any of its obligations under this contract for reasons beyond its control, (such as fire or other serious damage, strikes, acts of god or any unavoidable casualty) then The Courtyard Banquets shall have the right to refund money paid to the signer of this contract and cancel the function without penalty.
3. Food or liquor may not be brought to The Courtyard Banquets unless approved in writing by The Courtyard Banquets.
4. If final payment is made by credit card, a 4.5% processing fee will be assessed to the amount due.
5. In the event of cancellation less than two months of the event, the signer is required to pay 75% of the guaranteed guest fee.
6. If the function is cancelled more than six months from the date, all deposits payments are non-refundable.

Accepted By: _____

Accepted By: _____

_____

_____

Date of Contract: