



Functions with Flair

## Banquet Policies

We want your function to be both enjoyable and a success. To that end we have written the following Banquet Rules and Regulations.

### *Party Capacity:*

The customary size of functions range in size from 25 to 100 guests.

### *General:*

If Urban Grille Banquets cannot supply the requested facilities as a result of occurrences beyond their control (i.e. public emergency, act of God, etc.); function user waives any claim against Urban Grille and Eat Restaurant Group, Inc. for problems resulting from the canceled facility.

Function user is responsible for the proper use and security of all requested items. All facilities reserved and all damage to Urban Grille Banquets property resulting from function damages and/or losses will be the responsibility of the contracted party.

Your function is limited to the rooms assigned, not to other areas. While there is heating and air conditioning in all areas there is no backup system. In the event that the HVAC system would go out, we will make every effort to have maintenance people here to correct the situation as quickly as possible.

### *Personal Property:*

Urban Grille does not have space available to store personal property, equipment or supplies belonging to or rented by the user. All such items must be removed from the facility at the end of the function. Urban Grille Banquets will not assume or accept responsibility for damage, theft or loss of personal articles left on premises prior to, during or following any function including property of Entertainment, Florist, Bakeries, Photographers or others. Conduct of guests or musicians cannot infringe on the right of other guests in the restaurant and lounge area.

### *Food and Beverage:*

All Federal, state and local laws with regard to food and beverage purchases or consumption are strictly adhered to. All food and beverages must be purchased from the banquet facility, by prior arrangement with our banquet office. **All guests may not bring food or beverages of any kind to the function with the exception of wedding cake.** Urban Grille Banquets prepares the quantities of food and beverages based on the guaranteed number of guests, in ample amounts to insure that all guests at the event enjoy an attractive selection of food. Leftover food or beverages may not be taken from the banquet facilities by the hosts or guests of any event. All alcoholic beverages must be consumed within banquet and restaurant premises. Open containers or glasses of such beverages may not be taken out of the facility.

### *Menu Arrangements:*

We will tailor a menu to fit your needs or you can choose from our pre designed banquet combinations. We need a final menu 10 days prior to the event. If a split menu is requested a \$1.00 fee will be added to the menu price. We will arrange a specialized diet menu for anyone in your party who has certain diet requirements.

### *Buffet/Brunch Service:*

Our buffet/brunch service is available for groups of 30 people or more.

### *Guarantee Policy:*

A final guarantee of the number of guests attending must be given at least 72 hours prior to the event. Your party will be billed for the guaranteed amount or the actual amount over the guaranteed amount.

### *Price Quotations:*

Price quotations, verbal or written, are subject to change due to fluctuation in food costs or increased cost of operation. If requested, confirmed prices will be quoted fifteen (15) days in advance of the function date.

### *Deposit/Cancellation:*

All parties require at least a \$200.00 non-refundable deposit to secure your date. All weddings require a \$500.00 non-refundable deposit to secure your date. An event must be cancelled at least two weeks before it is scheduled. If not, you will be charged 50% of the price based on the minimum guarantee of persons attending.

### *Payment Policy:*

All charges must be paid at the conclusion of the event.

### *Dress Code:*

Proper social attire, depending on the event, is required in the banquet facilities. Inappropriate attire includes bare feet, bare torsos, cutoffs, running shorts, tennis shorts, T-shirts, tank tops, and undershirts. The Banquet manager shall determine the appropriateness of the attire in specific instances.

### *Rental/Items/Setup Charges:*

Urban Grille Banquets does not charge a room rental for parties of 35 or more people. For smaller parties, a \$200.00 room fee will be assessed. A setup and cleanup fee of \$150.00 will be assessed for all functions. Chef's attended stations, valet parking, centerpieces, etc. will be charged appropriately.

### *Gratuity and Tax:*

All food and beverage items will have a 20% service charge and the local Geneva Sales Tax added to them.

### *Alcohol Policy:*

No alcohol service will be provided to minors, under the age of twenty-one (21), as stated by the law of the State of Illinois. Any person of questionable age must provide a valid I.D. to obtain alcoholic beverages.

In the event minors are drinking, management will handle the situation and notify the host. If the incident reoccurs, the bar will be closed for the evening. If this must be done, closing the bar is not to be considered as the end of the party. The group will be welcomed to use the facility as pre-determined with no alcohol available.

Parties must have a stated closing time for bar service. Party bars must close ½ hour before the band or entertainment or function ends. There will be no time extensions unless approved by Banquet Management.

No accumulating drinks or pouring doubles at the closing of the bar.

We will refuse alcohol service to anyone, in our opinion, who is visibly intoxicated. Anyone who is obtaining alcoholic beverages for a person whom has been refused service will also lose their right to be served.

If the majority of the party, in the opinion of the Banquet Management or management's agent, appears to have had enough to drink, the host of the party will be informed and alcohol service will be stopped.

No alcoholic beverages are to be brought into or removed from the premise.

## Other Fees and Services

### *Special Services:*

Don't have time to arrange dinner, music, or a band? We will take care of it ALL for you for a 10% handling fee.

### *Valet Parking:*

There is a \$35.00 charge per valet.

### *Decorating:*

No tapes, pins, nails, staples, etc are to be used on furniture, floors, walls and/or ceilings.

### *Coat Checking:*

Urban Grille Banquets is happy to offer coat-checking services at no additional charge. However, gratuities are up to each individual.

### *Chocolate Fountain:*

Ask for details.

### *Ice Carving Centerpieces:*

Ice carvings are available for an additional cost with at least a 10-day advance notice.

### *Attended Stations:*

\$50.00 fee per station

### *Cake Cutting Fee:*

You may bring in your own cake we will cut and serve at \$ 1.00 per person.

### *Balloons for All Occasions*

Ask for details.

### *Centerpieces:*

Mirrors - \$.75 per table

Votive Candles - \$.50 each

Roses - \$3.00 per table

Candlestick Holders - \$.50 each

Fresh Cut Flowers - \$2.00 per table

## Urban Grille Banquets User Agreement

Date of this Agreement: \_\_\_\_\_ Function Date: \_\_\_\_\_

Name of Host: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Function Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact's Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Approximate Departure Time: \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_

This contract is subject to the conditions listed in this agreement. Please read before signing. Please sign, date, and return one copy along with your down payment to confirm your reservation. Prior to making a deposit if the facilities will not be used, please cancel the reservation with the **Banquet Manager** by phoning (630) 262-0100 or in writing (address listed below) to the Banquet Manager at Urban Grille. All cancellations are subject to the refund policy stated on this contract.

Send contract and Deposit to:

Urban Grille

Attention: Banquets

524 West State St. Unit #3, Geneva, IL 60134

I have read and agree to the terms of this contract, as well as, Urban Grille banquet menu, and agree to abide by the rules and regulations in the copy of the Banquet Menu provided to me.

Host: \_\_\_\_\_ Date: \_\_\_\_\_