

Gatto's Restaurant & Bar Private Event Agreement

- 8005 W. 183rd St. Tinley Park, IL. 60477 *708-444-7400
 - 1938 E. Lincoln Way Hwy. New Lenox, IL. 60451 *815-485-7007
 - 5123 Main St. Downers Grove, IL. 60515 *630-515-6400
- www.gattosrestaurant.com

Name _____ Phone Number _____

Company Name _____ Phone Number _____

Address _____

City _____ State _____ Zip Code _____

Date Of Function _____ Type Of Function _____

Arrival Time _____ Departure Time _____ # Of Guests _____

The Patron Agrees To Begin and End The Event Between The Designated Times

Space Reserved _____ Family Style Package _____

Deposit Amount _____ Cash _____ Card _____ Check _____

Event Specifications

- All private events require a minimum guest count depending on the day of the week and space booked.
- All charges will be based on the guaranteed or actual number of guests, whichever is greater
- Minimum of \$100 deposit is required for all private events
- Deposits are non-refundable if the event is canceled
- Personal and business checks will be accepted, with a matching photo ID and approval
- The remaining balance must be paid in full immediately following the event
- All alcoholic beverages and gratuity are additional

Guest Count & Room Minimums:

The patron agrees to have the minimum guest count of _____. The guest count may not exceed _____.

- A guarantee of the final number of guests is required 3 days prior to the event
- In the event the patron does not confirm the guest count, the original number specified above will be the utilized number unless actual number is greater
- If your group decreases in size, we reserve the right to relocate your event within the restaurant
- Private events may be assigned a minimum food and beverage amount and/or person minimum depending on the day of the week, time of the event and space booked.
- If the room minimum is not met, an additional charge may be added to the final bill.

Taxes, Services and Gratuities:

All family style packages are **tax inclusive**. Service fees and gratuities will be applied to the subtotal at the applicable rate on the day of the event. In lieu of a gratuity, Gatto's adds a 18% service charge on all in-house private dining. Any additional gratuity left for the staff is optional and at the host's discretion.

Menu:

- All events are served family style, unless alternate arrangements are made in advance
- Menu selections must be confirmed no later than a week in advance.
- All liquor must be provided by Gatto's
- Gatto's has an open bar and cash bar option. For cash bars there will be a one time fee of \$50 during any daytime events and \$100 for any evening events.
- It is Gatto's policy to prohibit any outside food or beverage to be served on premises. Upon request you are allowed to bring in dessert from a commercial bakery. All arrangements must be done and confirmed by your party manager in advance.
- All food and beverage pricing is subject to change
- Gatto's waives any liability resulting from transport refrigeration or preparation of food taken off the premises by the patron or a guest after the event
- We can accommodate guests with special dietary needs with separate meals. Please let us know any special dietary needs one week prior to your event, when you place your menu selections.

Event Setup:

We typically allow the host to arrive a maximum of 1 hour prior to the event start time. Please let your event manager know if you need to arrive prior to the event for set up. However this is contingent on whether or not there is a party scheduled prior to your event. We allow you to decorate our private dining areas with the following exceptions: No material to be affixed to the ceiling, walls, floors or light fixtures. No confetti, glitter or anything similar.

Rentals:

Rental of specialty linens is available. Please make sure your event manager is aware with advance notice. Linen rentals are contracted through a third-party vendor and are based on availability at an additional charge.

Restrictions:

- The patron agrees that during the function, Gatto's will not be responsible for excess noise from neighboring parties
- The patron agrees to conduct the function in an orderly manner and comply with the State of Illinois under-age drinking ordinance and all other applicable laws and regulations
- Gatto's reserves the right to not serve or stop serving alcohol to any guest at any time
- The patron is financially responsible for any and all damages or loss to Gatto's property caused by the patron or guests

Cancellation Policy:

Private events canceled any time up to 3 days before the event will result in a \$300 cancellation fee on the credit card provided

The patron has read and agrees to the following agreement above

Client Signature _____ Date _____

Event Manager Signature _____ Date _____