

# 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

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Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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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 \_\_\_\_\_

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## Event Specifications

- All private events require a minimum guest count depending on the day of the week
- 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 is the event is canceled
- Personal checks are not accepted
- Business checks will be accepted only if approved in advance
- The remaining balance must be paid in full immediately following the event
- All alcoholic beverages and gratuity are additional

**Guest Count:**

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

**Gratuuity:**

- The patron agrees to an 18% service charge added to the final bill
- 18% service charge is based on the original number of guest and may be modified according to the final guest count given
- Additional gratuity left to our staff is at the patrons 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, otherwise your event manager will select a menu for you choosing our most popular items
- All liquor must be provided by Gatto's
- Any outside desserts must be approved by your event manager
- 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

**Restrictions:**

- The parton 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

**Cancelation Policy:**

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

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The patron has read and agrees to the following agreement above

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Gatto's Private Event General Information**

## **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. \$100 Deposit Required For All Private Events.**

## **Menu Selections**

**Menu Selections Must Be Confirmed No Later Than 7 Days Prior To The Event. If Selections Are Not Made By This Date, Your Event Manager Will Select A Menu For You, Choosing Our Most Popular Items. Outside Desserts Must Be Approved By Management.**

## **Event Set Up**

**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. 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.**

## **Room Minimums**

**Private Events May Be Assigned A Minimum Food And Beverage Amount And/OR A Person Minimum Depending On The Day Of The Week And The Time Of The Event. The Minimum Represents The Dollar Amount That Must Be Spent To Secure A Room Privately. If The Room Minimum Is Not Met, An Additional Charge May Be Added To The Final Bill. Sales Tax And Service Charges Do Not Contribute To The Minimum Requirements.**

## **Guest Count**

**A Guarantee Of The Final Number Of Guests Is Required 3 Days Prior To The Event. If The Host Does Not Confirm The Guest Count, Then The Original Number Of Guests As Specified On The Special Event Agreement Will Be Utilized As The Guaranteed Number Or Actual Number, Whichever Is Greater**