

THE GRILLE ON LAUREL

181 E. Laurel Avenue
Lake Forest, Illinois 60045
Restaurant: 847.234.9660 Fax: 847.234.9686

PRIVATE DINING CONTRACT

A non-refundable 10% deposit (minimum of \$100) is required for all events and is to be paid at time of booking. This deposit less the **required \$100 room fee** will be applied to final bill.

There is a \$1500 minimum to be spent in food and beverage for all evening functions. Daytime events have a minimum of 20 guests.

All menu selections are due two weeks prior to event. Any changes made after two weeks are to be approved at the discretion of The Grille on Laurel

Final guest guarantee must be confirmed five days prior to event. Any increase in guests over 20% above stipulated guarantee may be charged an additional \$10 per guest. All guarantees are final and adjustments will not be made to final bill.

20% Gratuity will be added to final bill along with the required 7.50% sales tax

Payment is due in full at the conclusion of your event. Events larger than 70 guests are required to pay 80% of final bill by certified check three days prior to event.

-----Please Sign and return to The Grille on Laurel Fax: 847.234.9686 Email: info@thegrilleonlaurel.com-----

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Date of Event: _____ Guest Guarantee: _____ Time of Event: _____

Signature: _____ Date: _____

Laurel Room East

Laurel Room West

Deposit Amount: _____ Received By: _____

Method of Payment: _____