

CATERING CONTRACT

Please review our Catering brochure and consult with the Catering Advisor before reading and signing this contract.

Guaranteed Attendance

For groups up to 25: Final count for an event must be received two full working days (when applicable) prior to the event. This count becomes your guaranteed number and is not subject to reduction. Increases to your guarantee number above 10% are subject to approval.

For groups above 25: Final count for an event, which becomes your guaranteed number when calculating the bill, must be received three full working days prior to the event. If attendance falls below 80% of the guaranteed number, 95% of the total bill will be charged. If attendance is more than 10% above the guaranteed number, we will make every effort to accommodate your group. However, we cannot guarantee availability of additional items as specified in the original order and will substitute accordingly.

LATE BOOKINGS

We encourage placing your order as early as possible. A minimum of two weeks planning is required for some meals. We reserve the right to refuse events that are requested late or exceed our capacity to provide the service.

Cancellation Fees*

For groups up to 25: Any cancellation received 1 work day prior to the event date will be accepted without charges. Cancellation on the day of the event will result in a charge of 50% of the total bill.

For groups 25 to 99: Any cancellation received 2 workdays prior to the event will result in a charge of 50% of the total bill. Cancellations on the day of the event will result in a charge of 100% of the total bill.

For groups above 100: Any cancellations received 4 working days prior to the event will result in a charge of 30% of the total bill. Cancellations received 2 workdays prior to the event will result in a charge of 50% of the total bill. Cancellations within 24 hours of the event will result in a charge of 100% of the total bill.

***Wedding Receptions**

Cancellations received 60 to 90 days prior to the event will result in a 30% charge of the total bill.

Cancellations received 30 days to 59 days prior to the event will result in a 50% charge of the total bill.

Cancellations received 29 or less prior to the event will result in a 100% charge of the total bill.

LATE ARRIVALS/EXTENDED MEALS

Meals are served promptly as scheduled. We allow 1.5 hours of service for Breakfast and lunch and 2.5 hours for dinners when guests' counts are under 700. A charge of \$50 per each 15 minutes for each 100 guest will be added to your final bill.

PAYMENT

Payment may be made in cash, credit card, or checks payable to "University of Illinois." All applicable state sales tax will be added. Services may be charged to University of Illinois accounts by submitting your account number when making reservations.

FLOWERS/EQUIPMENT

We reserve the right to charge for any missing flowers and damaged or missing equipment attributed to individuals attending the catered event.

UNUSED FOOD & BEVERAGES

Any leftover food or beverage remains the property of the catering department.

FOOD & BEVERAGES

All food and beverages will be prepared and supplied by our catering department. Please consult with the Catering Advisor for special needs.

ALCOHOL

We reserve the right to card and/or refuse service at any event. We reserve the right to close the bar service.

CATERING RESERVATION

Please review your catering reservation. Contact the Catering Advisor at (217) 333-0126 to make changes or corrections. Please return a signed copy to the Catering Advisor via fax, mail or campus mail.

CATERING CONTRACT

Catering reservations are valid for up to one calendar year. A signed copy of this contract must be on file in our offices in order for the contract to be valid.

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE OF EVENT: _____ TIME OF EVENT _____

Customer's Signature ()
Date Date

Catering Advisor's Signature