



3114 North Lincoln Avenue
Chicago, IL 60657
Phone: 773 477 2777
FAX: 773 477 2787
www.chicagos-pizza.com

Client Name: _____
Company: _____
Event Date/Time: _____
Number of Guests: _____

Private Event Contract

TERMS AND CONDITIONS

Event Reservation and Cancellation: In order to secure the private party space for the date and time of your event, a deposit of \$150.00 is required at least (2) weeks in advance, along with this signed agreement. The deposit will be deducted from the final bill at the conclusion of your event. This deposit is forfeited by you if your event is cancelled within 1 week of the date requested. Initials_____

Room Fees: A minimum consumption of \$150.00 per hour excluding tax and gratuities is required when using our private event space. When this minimum consumption is not met, the difference will be assessed as a room fee and added to the final bill. Initials_____

Event Menu and Guest Number Guarantee: The final menu choices and number of guests are required (3) days prior to your event. This will be the guaranteed number for which you will be billed, and food will be prepared according to this number, even if fewer guests attend. An increase in the number of guests on the day of the event will be accommodated and billed accordingly. Initials_____

Payment: Payment in full, including all open bar tabs, is required at the conclusion of the event, unless otherwise arranged with Chicago's Pizza. All prices will be billed as per the current menu and are subject to change. Final bill is subject to a 20% service fee and 9.50% sales tax. Initials_____

Decorations: Under no circumstance should anything be attached to the restaurant's walls, ceiling or furniture with tape, nails, screws or otherwise. Free-standing decorations such as centerpieces and weighted balloons are permitted. A banner can be designed to your specifications and displayed on our plasma display for an additional fee, and media such as slideshows or home videos on DVD can be played at no extra charge. Initials_____

Outside Food and Beverages: Chicago's Pizza reserves the right to be the sole foodservice provider for events held in our party room. If you wish to bring a cake, cupcakes or other desserts, a service fee of \$1.50 per person will be assessed. Likewise, in accordance to Illinois Liquor regulations, all alcoholic beverages, must be supplied by Chicago's Pizza. We reserve the right to stop service in compliance with Illinois liquor laws, i.e. underage drinking or excessive intoxication. Initials_____

Third-Party Services: Chicago's Pizza must be notified at least (1) week in advance of third-party service providers such as entertainers, decorators, videographers, etc., that you may be planning to use for your event in order to ensure that they are accommodated and that their services will not be disruptive to our patrons or otherwise conflict with the terms and conditions outlined in this contract. Additional fees may apply. Initials_____

Liability: Chicago's Pizza reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged to the person(s) named responsible in this contract. Chicago's Pizza is not responsible for any lost or stolen articles. Initials_____

Witness in the execution hereof under seal by the undersigned the day and year first written below in the private event contract.

Client

Date

Chicago's Pizza

Date