

847.475.7779
1566 Oak Avenue
Evanston
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Catering Agreement Policies

The management and staff of Va Pensiero will see to it that your event will be one you will remember for years to come.

- The patron agrees to conduct the function in an orderly manner and comply with the under age drinking ordinance.
- The restaurant provides one server for each fifteen guests; additional servers can be provided at an additional charge.
- There is a \$50 bar setup fee for most events where mixed drinks are served.
- A guarantee of the final number of people is required no later than 48 hours prior to the function. All charges will be based upon the guarantee or the actual number of guests served, whichever is greater.
- Va Pensiero reserves the right to move events into the appropriate Private Dining Room based on the type of event, the guaranteed number and availability.
- The patron agrees to begin and end the scheduled function at the designated times. Overtime charges will be billed should the event last longer than scheduled.
- All food and beverage is to be provided by the restaurant. A \$5.00 per person fee applies to all special occasion cakes brought in.
- Parties under 19 guests may order off dinner menu the night of the party. Parties of 20-60 guests may order off a special menu the night of the event. Parties of any size may pre-select up to two choices and provide counts 72 hours prior to the event. For any size party we can arrange a special menu to be served to all guests.
- The patron agrees to pay: a service charge of 20% on all food and beverage purchased and/or a minimum service charge specified in this contract; and to pay all applicable state and local taxes on all food, beverages, & room charges sold to the patron.
- Since food and beverage prices are subject to market availability the restaurant will only guarantee food and beverage prices up to four weeks in advance of the function.
- The patron is financially responsible for any and all damage or loss to restaurant and inn property caused by the patron's guests at the function.
- Va Pensiero assumes no liability for food taken off the premises by patron or guests after an event.
- In the event of cancellation, deposits will be retained by Va Pensiero.
- Patron agrees to comply with the following procedures for payment: to make any and all deposits required by the restaurant as specified in this agreement, and to pay the remaining balance immediately following the scheduled function.
- In the event of a breach of this contract by the patron, the restaurant reserves the right to cancel the function without liability.
- No smoking is allowed in the restaurant. Cigar and pipe smoking is not allowed in either the restaurant or the inn.

Valet Parking Clause and Contract

- Valet parking is available during normal dinner hours, seven nights a week, at no additional charge aside from the “per-car” fee.
- For parties taking place at other times, (all breakfast and all luncheon parties), it is strongly recommended that the host request that the Valet be utilized. A set fee in addition to the “per-car” fee may be involved.
- The host may either pay for his or her guest’s parking (the “per-car” fee), or elect to have each individual pay the “per-car” fee.
- A Minimum of fifteen cars parked or \$90.00 total must be collected by the valet for any events not during restaurant hours. If the minimum is not met then the host will be billed the difference.

In view of this, it is understood by the host or the agent of said host that:

1. The host or their agent is hereby informed that on-street parking is not always a feasible option, time restrictions are posted; circumstances such as community & church activities, hotel occupancy, and additional parties often deplete on-street parking.
2. The host or their agent is hereby informed that whether they utilize Valet Parking or choose not to, it is their responsibility to inform their guests.
3. It is strongly recommended that parking information be included on invitations making guests aware of these facts.
4. The parking lots behind the hotel and restaurant are not a part of our establishment; the owners of these parking lots strictly enforce their tow-away policy; any driver whose car is towed will have to pay in excess of \$105 to retrieve their car; it is the sole responsibility of the host or their agent to inform guests that they may not park in these lots.
5. Neither Va Pensiero nor The Margarita Inn assumes responsibility for cars which are illegally parked. Further, neither Va Pensiero nor, The Margarita Inn assumes responsibility to inform guests of these restrictions.