



## BANQUET & PRIVATE EVENT POLICIES

### FACILITIES

Emmett's has a variety of banquet spaces to choose from, seating 18 to 150 People. Please talk to the Banquet Coordinator to see which option will work best for you. Emmett's specializes in working with you to create a memorable event customized especially for you. If there is something you do not see on our menus, please let us know what your vision is and we will be happy to customize a menu to meet your needs.

### RESERVATIONS

Your banquet reservation is booked once we have received your signed banquet order and deposit. The final guest count is due five days prior to the event. This number will be considered final and not subject to reduction. Increases of up to 10% can be added. Your final guarantee may not be less than 80% of your estimate at the time of signing this Banquet Event Order. In the event that no guarantee is given, the guarantee listed on your Banquet Event Order will be considered the final count. If there are additional guests that attend the day of your event, you will be charged accordingly for those additional people. If you are booking your event within the one-week cancellation period, selections and guest counts will be due the day you make your reservation. You will be responsible for payment of the final guest count when you confirm.

### DEPOSITS

A deposit is required to guarantee a date. Until the deposit and a signed Banquet Event Order has been received, the room may be scheduled for another party. Please see the banquet coordinator for deposit amounts.

### CANCELLATIONS

Cancellations should be made directly with Emmett's banquet coordinator. If you need to cancel your event 90 days prior to your function, Emmett's will refund your deposit. If a cancellation occurs within 90 days of your event, your deposit will be forfeited. If Emmett's is able to secure another reservation for the space, all or a portion of your deposit will be refunded.

### SERVICE CHARGES

A 20% service charge and applicable sales tax will be added to all food and beverage sales.

### PAYMENT

The balance of the Banquet Event Order and any additional charges incurred will be due and payable at the conclusion of your function, unless alternate billing arrangements have been established. Payment may be made by cash, check, Visa, Mastercard, Discover or American Express.

### ROOM CHARGES, ROOM ASSIGNMENTS & SET-UP FEES

Please talk to the banquet coordinator if any room fees are applicable. Emmett's has established various minimums for each of our rooms. These amounts often differ by day or evening and weekday versus weekend. If the established minimum is not met with food and beverage purchases a supplemental charge for the difference will be added to the bill. We may reassign rooms, particularly if there is a fluctuation in the attendance figures. Parties or events with extraordinary requirements for set-up may incur a set-up fee.

### CONSUMPTION

The food and beverage for your event must be coordinated through Emmett's. To ensure the safety of our guests and to comply with local health codes, no food or beverage may be brought into your event from the outside, unless you have advance permission from Emmett's banquet department. Additionally, uneaten food may not be taken out of the restaurant after your function.

### MISCELLANEOUS CHARGES

Any cake or pastries brought into Emmett's from the outside are subject to a \$2.50 per person cake cutting and plating fee.

### ENTERTAINMENT

If you would like to provide entertainment (live music, DJ, etc.) during your function our banquet sales staff can help make the arrangements. All entertainment must end no later than 11:00 PM Sunday to Thursday and 12:00 midnight Friday and Saturday, unless other arrangements have been made in advance.

### EQUIPMENT/AUDIO VISUAL

Emmett's can provide arrangements for your audiovisual equipment needs. Please ask for availability.

#### WEST DUNDEE

128 West Main Street  
West Dundee, Illinois 60118

847.428.4500

#### PALATINE

110 North Brockway Street  
Palatine, Illinois 60067

847.359.1533

#### DOWNERS GROVE

5200 Main Street  
Downers Grove, Illinois 60515

630.434.8500