



Policies

Eastland Suites' Catering staff have prepared the enclosed menu to help you plan your special event. If you desire items not offered on this menu, please contact our catering department (217-367-8331 ext.202). If you have guests with special diets, we will try hard to accommodate them.

Pricing: Prices on this menu are subject to change without notice and are superseded by contract prices. All food and beverage purchases are subject to 17% gratuity and 8% sales tax. Tax exempt groups must provide a letter of tax exemption prior to their function that will be kept on file in our catering office.

Selection: After 5 P.M. the selection for meals is limited to the "Dinner Menu" and "Dinner Buffet". Special pricing will be required for other meal selections after 5 P.M.. Menu selection is required two weeks prior to the function. Guarantees are required 48 hours prior to the meal function. If attendance falls below the final guarantee, the client is still charged for the higher guaranteed amount.

Outside Vendors or Caterers: Because Eastland Suites offers complete catering and bar service, no outside vendor is allowed to cater into our banquet rooms. Anyone bringing in food or beverage will cause the event to be canceled.

Alcohol and Related Issues: Persons under the age of 21 cannot purchase or contract for the purchase of alcohol. We reserve the right to verify every person's legal age prior to serving alcohol. All private parties will be required to hire security guards through Eastland Suites' recommended security agency to oversee any event where alcohol is served. Eastland Suites also reserves the right to oversee all private parties, receptions, and meetings in their banquet rooms. In order to have liquor served, there is a minimum of \$9.00 per person food requirement that must be met. From the start of the function liquor can only be served for a maximum of 6 consecutive hours and all sales must end by 12 midnight. A \$500.00 security deposit is required for private parties serving alcohol. Liability for damages to the meeting rooms is the responsibility of the person signing the contract. In Illinois, the person renting the room can be held criminally responsible for underage drinking.

Room Assignment: Eastland Suites also reserves the right to change room assignments prior to your function if the groups size increases or decreases significantly.

Liability: Eastland Suites is not responsible for items left unattended in their meeting rooms. If Eastland Suites is not able to fulfill its banquet or meeting agreement, damages for failure to perform are limited to prepaid value of the services to be rendered.

Payment policy: All room charges are payable at time of booking. Room charges are not refundable if the function is canceled within 60 days of the event. 1/2 of all food is to be paid 30 days prior to the function. This amount is non refundable. Final payment is due when final guarantees are set. No refunds will be given after the final guarantees are set.

Please sign and date indicating that you agree and will abide by our policies.

Signed _____ Date _____