

# Gatto's Restaurant & Bar Special Event Agreement

8005 W. 183rd St. Tinley Park, IL. 60477 | 708-444-7400  
8801 W. 143rd St. Orland Park, IL 60462 | 708-349-8700  
1938 E. Lincoln Hwy. New Lenox, IL. 60451 | 815-485-7007  
5123 Main St. Downer's Grove, IL. 60515 | 630-515-6400  
[www.gattosrestaurant.com](http://www.gattosrestaurant.com)

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Name \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

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Date of Function \_\_\_\_\_ Type of Function \_\_\_\_\_

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_ Number of Guests \_\_\_\_\_

*The patron agrees to begin and end the scheduled function at the designated times.*

Space Reserved \_\_\_\_\_ Family Style Package \_\_\_\_\_

*In order to guarantee your reservation, a \$100 non-refundable deposit must be received, along with credit card information.*

Deposit Amount \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Charge \_\_\_\_\_

Card Type \_\_\_\_\_ Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

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## Event Specifications

### Charge Method

- \*All private functions require a minimum guest count of 40 people.
- \*All charges will be based upon the guaranteed or actual number of guests, whichever is greater.
- \*All alcoholic beverages and gratuity are additional.
- \*The remaining balance must be paid immediately following the scheduled function.
- \*Personal checks are not accepted.
- \*Business checks will be accepted only if arranged in advanced.

**Guest Count**

- \*All private functions require a minimum guest count of 40 people.
- \*The Patron must agree to a guaranteed minimum guest count of \_\_\_\_\_. The guest count may not exceed\_\_\_\_\_.
- \*A guarantee of the final number of guests is required 72 hours prior to the function.
- \*In the event that the patron does not confirm the guest count, the original number of guest specified above will be utilized as the guaranteed number.
- \*If your group decreases in size, we reserve the right to relocate your event within the restaurant.

**Gratuity**

- \*A suggested gratuity is added to groups of 12 or more.
- \*The patron agrees to a minimum suggested gratuity of 18% of the checks total.
- \*The minimum suggested gratuity stated is based on the original guest count and may be modified according to the final guest count, which must be received no later than 72 hours prior to the function.

**Menu**

- \*All events are served family style, unless specific alternate arrangements are made in advance.
- \*Buffet Service available only for parties with a minimum count of 75 guests.
- \*Menu selections must be confirmed no later than two weeks prior to the event in order to guarantee your selection.
- \*All liquor will be provided by Gatto’s Restaurant and Bar.
- \*Any outside desserts must be approved by Gatto’s.
- \*All food and beverage pricing is subject to change.
- \*Gatto’s waives any liability resulting from transport refrigeration or preparation of food taken off the premises by the patron or a guest after the event.

**Restrictions**

- \*The patron agrees that during a function, Gatto’s will not be responsible for any excess noise from neighboring parties.
- \*The patron agrees to conduct the function in an orderly manner and comply with the State of Illinois’ under-age drinking ordinance and all other applicable laws and regulations.
- \*Gatto’s reserves the right to not serve or stop serving alcohol to any guest that appears to be intoxicated.
- \*The patron is financially responsible for any and all damages or loss to restaurant property caused by the patron or their guests.

**Cancellation Policy**

- \*For private parties cancellation at any time up to 72 hours of the scheduled start time will result in a fee of \$300 charged to the credit card.



A finalized agreement requires the signature of both parties.  
 Please request a copy of the executed agreement for your records.  
 Changes or additions to this agreement must be initialed by both parties.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_