



Hotel Palomar Chicago Private Dining CATERING GUIDELINES AND GENERAL INFORMATION

In order for your function to run smoothly and efficiently, we ask that you become familiar with the following information.

GUARANTEES

We ask that you guarantee the number of guest attending your function at least 3 business days (72 hours) in advance of the date of the event. After the guarantee has been made, we can accept increases in the number expected. However, if there is a decrease in the guest count, we must charge the guaranteed number. You will be charged for the final count or the guaranteed number, whichever is greater.

AUDIO/VISUAL

We will be happy to assist you with any audio-visual requirements. A brochure with rental prices will be provided upon request.

PAYMENT

We request that a 25% "reservation fee" of the estimated charges be made at the time the contract is signed. We are happy to provide estimates and make arrangements for direct billing; however, the remainder of the total function cost is to be paid at the end of the event. Please allow for at least 14 working days for direct billing approval. Until the "reservation fee" is received, any booking is regarded as tentative and may be canceled by the Hotel Palomar Chicago in place of a confirmed event. We accept all major credit cards. Personal or company checks will be accepted with prior authorization from management.

PRICES AND GRATUITIES (SERVICE CHARGES)

All menus do not include tax and service charge. Please add applicable sales tax and a 21% service charge to all food and beverage charges.

DINING ROOM ARRANGEMENTS

Round tables of 10 are customary, however, space permitting we will set tables of 8. We do reserve the right to adjust table sizes in the event the number of guests is changed.

FLOWERS, PHOTOGRAPHERS, ETC.

We would be happy to arrange for floral arrangements, specialty themes, photographers, musicians, speakers or entertainment.

CANCELLATION

Should a confirmed reservation be canceled within 30 days of the event, any "reservation fee" will be nonrefundable.

PACKAGES

If you need to send packages to the hotel, please advise the Catering/Convention Services department. Make sure to include your group name, date of function(s) and number of boxes shipped on all labels. We request that you send your packages at least 3 days in advance of your function.

SHIPPING INSTRUCTIONS

All parcels are to be addressed:

The Hotel Palomar Chicago
505 N State Street
Chicago, IL 60654

Attention:

Name of Catering or Conference Service Contact

Hold For:

Function or Group Name and Your Date

SET-UP

We will set up your private room in any configuration most advantageous to your function. We will also be happy to provide a private bar and bartender for a set-up and labor fee.

PARKING

Valet and parking services are available.

MISCELLANEOUS

Due to the detail in décor, we request that nothing is affixed to the walls, floor or ceiling with nails, staples, tape, etc. The hotel reserves the right to substitute alternate space within the property if it deems necessary or if the attendance deviates substantially from the number originally indicated. Hotel Palomar Chicago will not assume liability for the loss of any merchandise or articles left in the hotel before or after your function unless prior arrangements have been made.