

GRAHAM'S 318



FOOD & BEVERAGE

RENTAL DATE: _____ TIME: _____

Name: _____ Phone: _____

Email: _____

Number of Guests: _____ To book: ROOM MUST BE PAID FOR,
RESERVATION CONTRACT SIGNED AND FOOD & BEVERAGE CONTRACT SIGNED

FOOD OPTIONS:

Brunch (\$15/person)

Includes: Chef's Choice Assorted Mini Quiche, Assorted Mini Doughnuts, Assorted Breakfast Pastries

Choose 1 Salad: Seasonal Salad, 318 House Salad, Classic Caesar

Choose 1 Dressing: Homemade Ranch, Caesar, Apple Cider Vinaigrette or White Balsamic Vinaigrette

Number of Guests: _____

Salad Choice: _____

Dressing Choice: _____

Sandwiches & Salads (\$18/person)

Trio of Sandwiches

Choose 1 Salad: Seasonal Salad, 318 House Salad, Classic Caesar

Choose 1 Dressing: Homemade Ranch, Caesar, Apple Cider Vinaigrette or White Balsamic Vinaigrette

Served with sides of seasoned chips and fresh fruit

Number of Guests: _____

Salad Choice: _____

Dressing Choice: _____

Savory Add On - Roasted Garlic Hummus Platter (\$25/platter)

Served with fresh cut vegetables, assorted breads and crackers
Serves approximately 10-12 people

Number of Platters: _____

Savory Add On - Crudité Platter with Green Goddess Dressing (\$25/platter)

Served with fresh cut vegetables, assorted breads and crackers
Serves approximately 10-12 people

Number of Platters: _____

Savory Add On - Three Cheese Board (\$40/board)

Three Cheeses served with artisan crackers
Serves approximately 10-12 people

Number of Boards: _____

Sweet Add On - Assorted Pastries (\$2.50/person)

Mini muffins, mini scones and breakfast breads

Number of Guests: _____

Sweet Add On- Custom Cake (price varies based on decoration)

Number of Guests: _____

Sweet Add On - Sweets Table | Pick 3 (\$7/person)

Choice 1: _____

Choice 2: _____

Choice 3: _____

Number of Guests: _____

Sweet Add On - Sweets Table | Pick 5 (\$9/person)

Choice 1: _____

Choice 2: _____

Choice 3: _____

Choice 4: _____

Choice 5: _____

Number of Guests: _____

Sweet Add On - Sweets Table | Pick 11 (\$10/person)

Choice 1: _____

Choice 2: _____

Choice 3: _____

Choice 4: _____

Choice 5: _____

Choice 6: _____

Choice 7: _____

Number of Guests: _____

BEVERAGE OPTIONS:

Alcoholic Beverages

Mimosas by the Bottle (\$28/bottle)

One bottle of sparkling wine served with a large carafe of orange juice
Serves 6-8 people

Number of Bottles: _____

Mimosa Flight (\$32/bottle)

One bottle of sparkling wine served with mini carafes of orange juice, pineapple juice and cranberry juice
Serves 6-8 people

Number of Bottles: _____

Beer by the Pitcher (\$16/pitcher)

One pitcher of our beer on tap (rotating local Illinois beers)
Serves 4-5 people

Number of Pitchers: _____

Beer by the Can (\$6/can)

Choose 1-2 local beers for your guests to enjoy from our list (subject to change based on availability):
Minimum 12 cans per order
Penrose: Dryft Mosaic IPA, Pilsner, Session Sour
Solemn Oath: Old Faithorn - American Pale Ale, Lü
Off Color: Beer for Tacos, Very Very Far - Belgian Pale Ale
Revolution: Fist City, Anti-Hero IPA
Two Brothers: Love of Hops, Premium Lager, Wizard Staff IPA, Pinball

Beer Choice 1: _____

Number of Cans: _____

Beer Choice 2: _____

Number of Cans: _____

Wine by the Bottle (price varies, see catering menu)

Choices: Red Blend, Chardonnay, Moscato, Pinot Noir, Cabernet Sauvignon, Sparkling
Serves 4-5 people

Wine Choice 1: _____

Number of Bottles: _____

Wine Choice 2: _____

Number of Bottles: _____

White Claws by the Can (\$5/can)

Black Cherry, Raspberry, Natural Lime, Ruby Grapefruit or Mango
Minimum 12 cans per order

White Claw Choice: _____

Number of Cans: _____

Non-Alcoholic Beverages

Hot Coffee/Hot Tea Bar (\$5.00/person)

Hot Coffee: Your Choice of Decaf or Regular

Hot Tea: Your Choice of English Breakfast, Green Tea or Hibiscus Sangria (non-caffeinated)

Iced Tea: Your Choice of English Breakfast or Ginger Peach

Number of Guests: _____

Decaf or Regular Coffee: _____

Hot Tea Choice: _____

Iced Tea Choice: _____

Hot Chocolate Bar (\$4.50/person)

Includes: homemade marshmallows, whip cream and your choice of 5 toppings

Topping Choices: Caramel Syrup, Chopped Peppermint Chips, Chopped Oreos, Colored Sprinkles, Chocolate Sprinkles, Mini Mint Meltaways (Chocolate), Butterscotch Chips, Himalayan Sea Salt, Chopped Graham Crackers, Chopped Coconut, Hazelnut Crunch, Peanut Brittle Crunch, Reese's Pieces, M&Ms, Fruity Pebbles, Cocoa Pebbles, Cereal of any other variety, Chopped Almonds, Buttered Pecans

Number of Guests: _____

Topping 1: _____

Topping 2: _____

Topping 3: _____

Topping 4: _____

Topping 5: _____

Juice Bar (\$3.00/person)

Includes: Orange Juice, Apple Juice and Lemonade

Number of Guests: _____

Non-Alcoholic Beverages A La Carte

Hot Coffee Carafe (\$15.00/carafe)

Choice of Regular or Decaf

Regular or Decaf: _____

Number of Carafes: _____

318 Hand Pressed Lemonade Pitcher (\$12.00/pitcher)

Serves 4-5 people

Number of Pitchers: _____

Iced Tea Pitcher (\$12.00/pitcher)

Choose 1: English Breakfast, Hibiscus Sangria, Ginger Peach or Tropical Green
Serves 4-5 people

Iced Tea Choice: _____

Number of Pitchers: _____

Orange Juice Pitcher (\$10.00/pitcher)

Serves 4-5 people

Number of Pitchers: _____

This rental includes the use of all tables and chairs agreed upon in your final consultation and will be set up according to your final seating chart. This rental also includes food serving pieces, silverware, and paper napkins.

Final guest count and menu selection is due 2 weeks prior to your event during your final consultation. Additional changes in your menu or guest count past this date will incur additional charges.

An 18% service charge applied to all food, beverage and service costs is required for all full service catering events.

Gratuity is not included.

We will be keeping your CC# on file, in case of any last minute cancellations. In the event of a last minute cancellation, your CC will be charged the amount you still owe on your food and beverage.

Payment

Amount Due: \$ _____

Tax: \$ _____

18% Service Fee : \$ _____

Gratuity (Not Included): \$ _____

FINAL AMOUNT DUE: \$ _____

CC No.: _____

EXP: _____ CSV: _____

Signature: _____

TERMS: FINAL COUNT DUE 2 WEEKS PRIOR TO YOUR EVENT. ALL FOOD/BEVERAGE PAYMENT DUE ON THE DAY OF YOUR EVENT. ROOM IS NOT RESERVED UNTIL ROOM RESERVATION IS PAID IN FULL AND ROOM RESERVATION CONTRACT SIGNED. By signing, I adhere to the following: Absolutely no confetti of any kind, no taping of anything on the walls, moving furniture, displays, merchandise, etc. Renter is responsible for any damages. This room rental is subject to change at any time, but will not affect the reservation that is booked. Thank you.

ROOM RENTAL FAQ

What's Included in your room rental?

- Initial Consultation with our Event Manager (1 hour) to see our spaces and go over pricing and menu options.
- Final Walkthrough 2 weeks prior to your event (30 min) to finalize your guest count, menu and choose your seating chart.
- Our Event Manager is always available for email exchanges in between event booking and event date. Please allow for a response within 2 to 3 business days.
- Additional in-person consultations are available upon request at an additional fee of \$25 for every 30 minutes.

What to expect the day of your event:

- 318 Coffee House Staff will set up all your tables and chairs as agreed upon in your seating chart, as well as all your place settings, i.e. plates, silverware, glassware.
- Our staff will also set up all your food and beverages at the agreed upon time.
- Client will be allowed access to event space 30 minutes prior to the event, and will be allowed 30 minutes clean up after the event.
- Client is responsible for setting up all decorations for your event. If you need assistance in setting up decorations, please let us know no later than at your final consultation, we can arrange that at an additional fee.
- If additional setup or clean up time is needed, there will be a \$50 fee per 30 minutes.
- All food is served family style & will be ready at the agreed upon timeline.
- Client is more than welcome to bring a phone or iPod with a specific playlist. Please note, in order to use this, the phone/ipod/ipad will need to be connected close to our speakers on the main floor to insure the best quality of sound. We encourage you to create your own playlist so you can "set it and forget it" as it will not be easily accessible to change songs, etc.

Why do you have to keep my CC# on file?

- We keep your credit card number on file in case there is a last minute cancellation. If you cancel at any point in time, your CC will be charged for the amount of food/ beverage due.

How do you serve the food?

- All of our food is served family style. So we will place your food out on platters, bowls, etc. at the agreed upon time and place for your event. Each platter will have some sort of serving ware with it so that your guests don't have to touch the food when they're serving themselves.