



EVENT CONTRACT
 2100 Irving Park Road
 Chicago, IL 60618
 773.478.2100 / Fax 773.478.1675

Name _____	Date _____
Address _____	Email _____
_____	_____
Phone _____	_____
_____	Fax _____

Date of Event _____ **Start Time** _____ **End Time** _____

Type of Party _____

Expected Number of Guests _____ **Minimum Guaranteed Guests** _____ **Initials** _____

Beverage Specifications _____

Food Specifications _____

Room Specifications _____

Additional Requirements _____

Staff Collecting Money at the Door: **Yes** **No** **If Yes, Charge \$** _____ **at the door.**

Credit Card Number _____	Minimum Guarantee \$ _____ If the minimum guarantee is not met, Odonovan's has my permission to run my credit card for any balance due at the end of the event . (Initials) _____
Expiration Date _____	
Name as it appears on the Credit Card _____	
Price Per Person X Number of People _____	
Liquor Tab _____	
Food Cost _____	
Cost / Flat Fee _____	
Gratuity & Tax if Applicable _____	
Door Fee _____	
Balance Due _____	

When booking a party solely for the use of your event, a guaranteed minimum will be required. Without this minimum, guaranteed rooms are booked on a semi-private basis. Room assignments are subject to change without notice. Please sign below and initial guarantee above. By signing this you are agreeing to all of the terms of this contract. In the event that the party fails to meet the minimum guarantee, we have permission to charge your credit card for any balance due. Cancellations must be two weeks in advance to eliminate fees. A \$100 late cancellation fee will be charged to the above credit card with less than 2 weeks notice. If you fail to cancel your event, you will be charged in full the minimum guarantee as stated.

Manager Approval _____ Contractee _____