

OUTSIDE CATERED EVENT PACKAGE



LE MERIDIEN CHICAGO - OAKBROOK CENTER

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OAKBROOK, IL 60523
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www.lemeridienoakbrook.com

N 41° 50' W 87° 56'
DESTINATION UNLOCKED

All pricing is per person, unless otherwise noted. A 24% service charge of the total food and beverage revenue plus all applicable taxes of 7.75% will be added. This includes a 15% gratuity for banquet employees. No other fee or charge is a tip, gratuity, or service charge for any employee.

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OUTSIDE CATERED BAR PACKAGE INCLUDES:

Four Hours of Premium Brand Bar Service Sparkling

Wine Toast

White Floor Length Linen

China, Flatware, and Glassware

LED Votive Candles

Includes freshly brewed regular and decaffeinated Illy® coffee, a selection of Rare Tea Cellar®, loose leaf teas

Adult Package | 80

Children's Package (Under 12) | 45

Pricing is based on Buffet Style Menu in which caterer provides all food ready to serve including chaffing dishes.

Food not included in package price. Arrangements for your menu must be made with the caterer directly.

A Labor Fee of \$250 will apply if food service is delayed for an hour.

OUTSIDE CATERED NON-ALCOHOLIC PACKAGE INCLUDES:

Four Hours of Soda and Juice Bar Service

White Floor Length Linen

China, Flatware, and Glassware

LED Votive Candles

Includes freshly brewed regular and decaffeinated Illy® coffee, a selection of Rare Tea Cellar®, loose leaf teas

Adult Package | 40

Children's Package (Under 12) | 38

Pricing is based on Buffet Style Menu in which caterer provides all food ready to serve including chaffing dishes.

Food not included in package price. Arrangements for your menu must be made with the caterer directly.

A Labor Fee of \$250 will apply if food service is delayed for an hour

OUTSIDE CATERING GUIDELINES:

- Certificate of Insurance is required. COI must be provided to hotel a minimum of 10 days prior to event date
- Client is responsible for arranging menu directly with Caterer, as well as pay the caterer directly. Please note that food from caterer does not apply to Le Meridien's food and beverage minimum
- The approved caterer must provide the hotel with the following information a minimum of 5 business days prior to the event
 - Arrival time
 - # of staff the caterer will be providing
 - Full menu, labeled with serving utensils/chaffer/platter, etc. for each item
- The approved caterer is required to bring all food items fully cooked, as use of the oven/stove are strictly prohibited
- Caterer is responsible for maintaining buffet, which includes answering any questions pertaining to menus, buffet replenishment, running food. Caterer must be staffed appropriately, based on number of guests in attendance of event
- Caterer must leave all areas fully cleaned, as upon arrival
- Caterer must check in with banquet captain or kitchen prior to leaving hotel