

Room Rental Information

For Catered Event



Bartlett Hills GC 800 W Oneida Bartlett, IL 60103
630.213.3103

Outside Catered Wedding & Banquet Room Rental Includes:

- 4 to 6 Hour Room Rental

2 Hours Before & 1 Hour After for Decorating and Un-decorating
\$100 each Additional Hour for Decorating Only

- **Linen Tablecloths**

White, Ivory or Black

- **Linen Napkin Choices**

White, Ivory, Black, Brown, Champagne, Pinks, Blues, Purples, Greens, Red and Burgundy

- **Linen Skirting Choice**

White or Green, Limited Black & Burgundy

- **Assorted Round Tables & Banquet Chairs**

- **Assorted Banquet Tables for Gifts, Cake etc.**

- **Silverware, China & Glassware**

- **Buffet Service Needs**

Chafing Dishes, Sterno, Utensils, Set-up/Breakdown

- **Silk Flower or Champagne Vase w/Floating Candles
& 2 Votive Candles (Candles for Evening Events ONLY)**

- **Audio Visual**

Public Address, Microphone, Podium, DVD Player, 2 Speaker Sound System, Screen, WIFI, Easels

- **Parquet Dance Floor**

- **4 x 8 Riser Available**

- **Bridal Suite Use Day-of Reception**

- **Up to 3 Hours of Consultation Meetings & Planning**

- **Rehearsal with Your Officiant or On Own**

Ceremony Set-up Additional \$800-Additional Time Allotted

- **Kitchen Staff: Caterer Attendant/Dishwasher**
 - **Service Staff**

(1 Server for every 3 Tables-Additional Staff \$15 per Hour per Server)

- **Bartender & Bar Runner**
Included with BHills Bar Package

- **Beverages**

Assorted Soda, Iced Tea, Lemonade "Station" Included
Coffee & Hot Tea Station served after Meal

- **Banquet Manager & Captain**

Rental Charges

Up to 230 Guests

4 Hour Rental \$1995
5 Hours Rental \$2295
6 Hour Rental \$2595

For 60-80 Guests

½ space take \$1000 off above prices

***Tax & 20% Service Charge Additional 6/18**
Thank you for your consideration.



Enhancements

Beverages:

Fruit Punch \$50/Serves 35-40

Mimosa/Champagne Punch \$70/Serves 35-40

Bottled Wine \$16

(Pinot Grigio, Moscato, Chardonnay, White Zinfandel, Merlot and Cabernet Sauvignon)

Beer, Wine & Soda Bar

\$11.50 per Person/2 Hours

\$13 per Person/3 Hours

\$14.50/4 Hours

Premium Bar

\$20.25 per Person/2 Hours

\$23 per Person/3 Hours

\$25.50/4 Hours

1-6 Hour Bar, House Brand or Top Shelf Bar Pricing Available at www.bartletthills.com

Consumption or Cash Bar

Beverage or Bar Server Fee - \$100

No Outside Alcohol or Non-Alcoholic Beverages Permitted

Miscellaneous Items-Rental Prices are Subject to Change.

Sweet Tooth Table- As Dessert \$6.95pp/ In Additional to Cake Service \$4.95

Cupcake Station or Candy Favor Station \$3.95pp

Vanilla Ice Cream with Chocolate & Strawberry Sauce \$2.95pp

Scoop of Ice Cream \$1.95pp

Decorated Bakery Cake \$2.95 & Up

Serve Client Cake \$25 per 100 Guests

Set-up for Client Sweet Table \$75

White Chair Covers w/White Satin Sash \$3.50 w/Colored Sash \$4.50

Linen Cloths to Floor \$16 & Up or Specialty Linens \$18 & Up

Delivery Additional for all Rentals \$125

Fresh Flower Vases-Market Price

Ice Carving \$250 & Up

Sound System for Client iPod or Stereo-No Charge

Parquet Dance Floor-No Charge

4x8 Risers \$80 each + delivery fee

Other Enhancements Available-Pricing upon Request

***Tax & 20% Service Charge Additional 6/18**

Room Rental/Catered Event Policies

- A minimum \$250.00 deposit is required for all room rental bookings. Receptions require an additional deposit of \$500 three months prior. If booking is less than 3 months away the entire \$750 would be required at booking.
- For smaller events final payment is due at the completion of your event. For receptions final payment will be due on the day you drop off your accessories, the week of your reception.
- A personal check or cash is the preferred method of payments.
- Tax currently at 9% & 20% service charge is additional to the final bill and is subject to change.
- In the event of cancellation, there are no refunds on deposits. Changing your date will be treated as a cancellation and will require another deposit that is subject to price changes.
- Our Catering Department must receive your final count 10 days before your function. Only additions permitted after the final count is given.
- Bartlett Hills must receive proof of licenses and insurance from caterer a minimum of 10 days before scheduled event.
- Caterers to provide food that is ready for buffet service and can be kept warm in our warmers until food service time. Caterer must transport food in transportation vehicles containing proper refrigeration and heated container storage. Caterer cannot prep and cook food in our kitchen. Some garnishing will be allowed. Plated table service is additional \$50 per table. Bartlett Hills may require pre-approval of your caterer.
- Ceremony rehearsals are scheduled around the times of other booked functions, unless the rehearsal is booked with food & beverage as an actual event.
- State law prohibits the serving of alcoholic beverages to persons under the age of 21 and identification is required upon request. (Remind your guests to bring their I.D.'s). Alcohol must be purchased through Bartlett Hills.
- Bartlett Hills reserves the right to use photographs of your banquet, wedding, or reception décor and set-up for future marketing.
- Management reserves the right to refuse service to any guests who seems underage without proper I.D., intoxicated or otherwise seemingly intolerable.
- If client is providing candles for guests tables all candles must be contained or on a candle plate. No silly string, confetti, poppers, fireworks or sparklers permitted.
- Picture taking is not permitted on the actual golf course greens. Photographers and guests are not permitted to cross the cart path located behind the clubhouse.
- In the event that the Village of Bartlett is delayed or hindered or prevented from doing or performing any act of the Bartlett Hills Golf Course facilities is interrupted or prevented by reason of strikes, lock-outs, casualties, Acts of God, labor troubles, inability to procure materials, failure of power, governmental laws or relations, riots, insurrection, war or other causes beyond the reasonable control of the Village of Bartlett, then the Village of Bartlett shall not be liable or responsible for any such delays and /or failure to perform such acts.
- Bartlett Hills must receive proof of licenses and insurance from caterer a minimum of 14 days before scheduled event.
- Client agenda or itinerary is due 10 days before event.