



*Hotel Allegro*  
CHICAGO

## **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 72 hours in advance of the date of the event. After 72 hours, we can accept increases in the number expected, however, with decreases in guest counts we must charge the guaranteed number. You will be charged for the final count or the guaranteed number, whichever is greater. The Hotel Allegro Chicago will be prepared to serve 5% in excess of the guaranteed number of guests; there is a surcharge on the excess of 5%.

### **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 50% "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 Allegro 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 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 Allegro Chicago  
171 West Randolph  
Chicago, IL 60601

Attention:

Name of Catering or Convention Services 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 Allegro 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.