

## **Catering Service Guidelines ( Residential and External Events)**

It is our pleasure to assist you in planning your special event. This outlines just a sampling of the services that we can offer. We have highlighted our most popular catering packages; however, our catering staff would be happy to guide you in customizing a menu for your special needs.

### **How to get started:**

Once you have selected a date for your event, contact the Lifestyles Department at 847-884-5241 to start the process. Lifestyles will check room availability and forward the request to the Dining & Hospitality Department. A representative from Dining and Hospitality will contact you to discuss specific details of your event and send you a price quote. Please keep in mind that we do not offer catered events on Sundays and Holidays.

Once the Dining & Hospitality Department has discussed your catering needs with you & approved the date, they will contact Lifestyles to confirm your reservation. At that time, Lifestyles will check with the Resident Services Department to review your parking needs. A room reservation confirmation will be generated.

To best serve you and your guests, we ask for a minimum of 3 weeks in planning your event.

Two weeks prior to the event, we ask for a 50% deposit, made payable to:  
Friendship Village of Schaumburg - Dining.

Three business days\* prior to the event, we ask that you confirm the number of guests you are expecting at your event, or if you will need to cancel. Failure to cancel within the three business day timeframe will result in forfeiture of your deposit.

Events scheduled without the requested notice are subject to a 25% service charge.

### **The Menus:**

Luncheon Menus have been priced as total package based on 10-12 people or 25 people. Dinner options are priced per person. Culinary labor has been calculated into the cost. Set-up, serving attendants, china vs. disposables, and taxes have NOT been included in the prices.

There are several dinner options available. Remember that you can also choose from the menu in Seasons ( if your event is planned in Bridgewater Place) or from Sheffield's (if your event is planned in Bridgegate). Prices are based on \$15 plus tax and set-up and service needs.

### **Style of Service:**

Buffets and Waited Service events are both available.

\* *Business Days are Monday – Friday, 8am – 4pm*

TO ORDER:

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