



HYATT REGENCY®

LISLE



Outside Catering Package

Lunch Pricing

\$30 PER PERSON

Dinner Pricing

\$40 PER PERSON

Dinner Pricing, Plus 4 Hour Open Bar

\$60 PER PERSON

- All packages include: sodas & fruit juices, china, flatware, glassware, floor-length white linens and napkins, head table, staging and dance floor (if needed).
- Hotel will provide banquet captain and hotel servers.
- Per person price includes meeting room rental, setup and tear down of the event space.

APPROVED CATERERS

India House
1521 W. Schaumburg Road
Schaumburg, IL 60194
(847) 895-5501

Gaylord's
555 Mall Drive
Schaumburg, IL 60173
(847) 619-3300

Danziger Kosher Catering
3910 W. Devon Avenue
Lincolnwood, IL 60712
(786) 953-4193



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CATERER RESPONSIBILITY

- Caterer to provide Hotel with a copy of Liability Insurance to Hotel, at least (10) days prior to event. Outside caterer to provide (1) staff member per (40) attendees.
- Outside catering staff will be responsible for setup/tear down of buffet, maintaining food quality and temperature and replenishment of the buffet.
- Caterer will provide their own serving trays, chafing dishes, sternos and hot boxes.
- Caterer and/or Group must provide Hotel with final menu selections (7) business days prior to event.

**Equipment rental requests may be made to Hotel for additional fee. Equipment rental requests must be made at least (3) days prior to the event and are based hotel's availability.*

CEREMONY CHARGES

Ceremony fee is \$950. Hotel will provide set up of stage and chairs. (1) Complimentary changing room will be offered at the hotel if the ceremony is held on property.

FOOD & BEVERAGE MINIMUMS

All weddings are subject to a food and beverage minimum that is required to utilize the space on the specific date of the wedding. The minimum stated in your contract is the amount that must be reached in hotel services and bar prior to any service charge and tax. Any shortfall of the established minimum will be charged to the client as room rental.

DEPOSITS

A non refundable deposit of 25% of your food and beverage minimum will be collected at signature of the contract. Additional payments will be required 9 months prior, 6 months prior and 3 months prior to the event. Each of the above payments will be 25% of the food & beverage minimum. Final payment will be due 5 business days prior to the event. A credit card will be required to hold on file to cover any charges. Payments may be made by cash, cashier's check, or credit card.

GUARANTEES

Final guarantees are due no later than 5 business days prior to the event. Any additional guests added after 5 business days may incur additional expedited fees from purveyor.

EVENT POLICY

Hyatt Regency Lisle requires a signed contract on all social events. Until the deposit and signed contract are received all event space reservations are considered tentative and are subject to release at the discretion of the hotel.

GENERAL INFORMATION

Hyatt Regency Lisle is licensed and insured to serve food and beverage as required by the State of Illinois. All food and beverage items for events at the hotel must be supplied, prepared and served by the hotel. No food and beverage will be allowed to be brought into the hotel establishment.