



# Weddings



DONALD E STEPHENS CONVENTION CENTER | 5555 NORTH RIVER ROAD | 847-692-6415

# YOUR WEDDING PACKAGE INCLUDES:



## **Wedding Coordination**

On sight event manager and dedicated banquet captain for the night of your wedding reception

## **Four Hour Open Bar**

Includes Premium Brand Liquors, Domestic and Imported Beer and House Wines

## **Passed Appetizers**

Selection of 4 Passed Appetizers for Your Cocktail Hour

## **Champagne Toast**

For all of your guests

## **Wine**

One complimentary bottle of white and red for each guest table

## **4 Course Meal**

Your Choice of Soup, Salad, Entrée Selection, Wedding Cake and Coffee Service

## **Wedding Cake**

Tiered wedding cake with choice of filling and Butter Cream (based on guest count)

## **Linens**

Complimentary Lap Length House Linen. Our wedding specialist will be happy to discuss other linen options

## **Centerpieces**

Consisting of a Square Mirror Tile and 4 Votives

## **Complimentary Individualized Tasting**

## **Complimentary Bridal Suite**

*\* Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of food borne illness.*

# PASSED APPETIZERS & HOSTED BAR

(Included)



## SELECTION OF 4 PASSED APPETIZERS

4 Pieces Per Guest

### HOT APPETIZERS

Crab Cakes, Lemon Aioli  
Artichoke Beignets, Creole Tomato  
BBQ Pork Bao Bun  
Vegan Mediterranean Phyllo  
Vegetable Spring Rolls, Sweet Chili Sauce

**Upgrades Add 2.00 Per Guest, Per Selection**

Short Rib & Manchego Empanada  
Crab Bouche, Herb Aioli

### COLD APPETIZERS

California and Vegetable Rolls  
Smoked Salmon Bruschetta, Capers, Red Onion  
Toy Box Tomato, Buffalo Mozzarella, Fried Basil, Garlic Crostini  
Peruvian Pepper, Olive, Sundried Tomato and Fontina Cheese Skewer  
Peppered Beef Tenderloin, Toasted Baguette, Horseradish Sauce  
Mushroom, Ricotta Cheese, Fresh Arugula, Grilled Flatbread

**Upgrades Add 2.00 Per Guest, Per Selection**

Lump Crab Salad in Phyllo

## 4 HOUR PREMIUM HOSTED BAR

One Bar/Bartender will be included for every 100 guests.  
Additional Bartenders can be added for 200.00 each

### Premium Spirits

Absolut Vodka, Tito's Handmade Vodka, Tanqueray Gin, Captain Morgan's Spiced Rum, Sauza Tequila, Jack Daniels Bourbon, Crown Royal Whiskey, Johnny Walker Red Scotch

### Domestic and Imported Beer

### House Wines

### Assorted Juices and Sodas

### Table Wine

One Bottle of Red Wine and One Bottle of White Wine at each table for dinner

### Champagne Toast For All Guests

**Ultra Premium Spirits Upgrade 6.00 per person**

**Additional Bar Hour 4.00 per person**

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# 4 COURSE PLATED MEAL

*(Included)*



## **COURSE 1 : SOUP OR PLATED APPETIZER**

*\*Served with Assorted Dinner Rolls and Butter*

Tomato Bisque, Fried Basil

French Onion, Gruyere Crostini

Cream of Mushroom, Crème Fraiche

Potato Leek , Fried Leek

Petite Tartlet, Gruyere, Oven Roasted Tomato

Stuffed Piquillo Pepper, Roasted Vegetable, Manchego Cheese

Miniature Cannelloni, Sautéed Vegetables, Fresh Basil

## **COURSE 2 : SALAD**

Mixed Greens, Tomato, Red Onion, Cucumber,  
Balsamic Vinaigrette (house salad)

Romaine, Tomato, Red Onion, Crouton, Parmesan,  
Caesar Dressing

Mixed Greens, Spinach, Hearts of Palm, Roasted Red Peppers,  
Goat Cheese Crostini, Sherri Vinaigrette

Romaine, Mixed Greens, Asparagus, Grape Tomato,  
Toasted Almonds, Lemon Vinaigrette

Mixed Greens, Fresh Mozzarella, Tomato, Pine Nuts,  
Basil Vinaigrette

Baby Frisee, Red Oak, Arugula, Fresh Herbs, Belgium Endive,  
Teardrop Tomato, Carrot, Smoked Gouda,  
Tarragon Champagne Vinaigrette

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# 4 COURSE PLATED MEAL

(Included)



## COURSE 3: ENTRÉE

*\*Split Menu Fee Applies: 2.00 additional per person for Two Offerings, 3.00 additional per person for Three Offerings*

*Speak with your Wedding Specialist about any Vendor Meal Selections.*

### FISH

**Agave Glazed Salmon** 105.00  
Poblano Cream Sauce, Charred Asparagus, Roasted Garlic, Oregano Potato Cake

**Mahi Mahi** 125.00  
Garlic Fresh Herbs, Citrus, Haricot Verts, Baby Carrot, Garlic and Herb Fingerling Potato

**Miso Glazed Baja Sea Bass** 120.00  
Warm Radicchio, Chives, Forbidden Rice, Broccolini

**Available Seasonal Fish** MP

### CHICKEN

**French Chicken** 100.00  
Artichoke Hearts, Roasted Red Pepper, Tomatoes, Garlic, Parmesan Cream, Roasted Garlic Chive Potato Cake

**French Chicken** 100.00  
Roasted Pan Jus, Madeira Demi, Haricot Verts, Baby Carrot, Garlic and Herb Fingerling Potato

**Chicken Saltimbocca** 100.00  
Prosciutto, Provolone, Sage Cream, Haricot Verts, Roasted Tomato Fennel Risotto Cake

### BEEF

**Grilled Filet Mignon** 150.00  
Balsamic Demi, Glazed Shallot, Haricot Verts, Oven Roasted Tomato, Gruyere & Garlic Smashed Yukon Potato

**Plum Wine Beef Tenderloin** 140.00  
Pickled Carrot and Daikon, Cauliflower Rice, Sweet Potato Puree

**Rib Eye Filet** 130.00  
Forest Mushroom Sauce, Asparagus, Horseradish Whipped Potato

**Grilled NY Strip** 125.00  
Pinot Noir Peppercorn, Caramelized Onion, Gorgonzola, Mushroom, Haricot Verts, Baby Carrot, Asiago Polenta Cake

**Braised Beef Short Rib** 101.00  
Cabernet Demi, Roasted Baby Carrots, Horseradish Whipped Potato

### COMBINATION ENTREES

**Petit Filet Mignon & Garlic Herb Chicken Breast** 165.00  
Balsamic Demi, Haricot Verts, Oven Roasted Tomato, Fingerling Potato

**Petit Filet Mignon & Seared Salmon** 130.00  
Roasted Pan Jus, Seasonal Miniature Vegetable, Horseradish Whipped Potato

**Petit Filet Mignon & Mahi Mahi** 140.00  
Herbed Jus, Asparagus, Baby Carrot, Stuffed Baked Potato

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# 4 COURSE PLATED MEAL

(Included)



## COURSE 3: ENTRÉE

*\*Split Menu Fee Applies: 2.00 additional per person for Two Offerings, 3.00 additional per person for Three Offerings*

### UPGRADES

<b>Lobster Tail</b>	60.00
<b>Garlic and Herb Prawns</b>	30.00
<b>Seared Scallop</b>	15.00

### VEGETARIAN OPTION

<b>Wild Mushroom Ragu</b> Quinoa Pasta (Vegan)	95.00
<b>Roasted Eggplant Parmesan</b> Asiago Polenta Cake	95.00
<b>Seasonal Vegetable Frittata</b> Roasted Tomato, Garbanzo Beans	95.00
<b>Rice Flour Tempura Cauliflower Steak</b>	95.00

### KIDS MENU

*Includes Soft Drinks*

<b>Chicken Tenders</b> Fries, Fruit Cup, Wedding Cake	40.00
<b>Hamburger</b> Fries, Fruit Cup, Wedding Cake	40.00
<b>Grilled Cheese</b> Fries, Fruit Cup, Wedding Cake	40.00

## COURSE 4: DESSERT

### Plated Sliced Wedding Cake

**Coffee, Decaf and Hot Water for Tea**  
Served Tableside

**House Made Plated Dessert in Place of Wedding Cake 10.00**

Maracaibo Chocolate Entremet  
Chocolate Sponge, Chocolate Crunch, Chocolate Mousse

Chocolate Flourless Cake (Gluten Free)

Raspberry Petit Gateaux  
White Chocolate Mousse, Raspberry Gelee, Almond Meringue

Turtle Cheesecake Tart  
House Made Dulce de Leche, Dark Chocolate Ganache,  
Candied Pecans

## INTERMEZZO COURSE

**Additional Upgrade Per Guest 5.00**

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# ADDITIONS



## ADD A STATIONED APPETIZER

*Priced Per Person, Minimum 50 Guests*

<b>Antipasto</b> Imported Cured Meats, Cheeses, Olives, Marinated Artichokes, Artisan Breads	15.00
<b>Vegetable Crudités</b> Red Pepper Buttermilk, Blue Cheese	9.00
<b>Chilled Jumbo Shrimp</b> Horseradish Cocktail, Lemon and Limes	11.00
<b>Seasonal Fresh Fruit</b> Pineapple, Melons and Berries	10.00
<b>Hummus Display</b> Lemon Garlic, Red Pepper, Spinach & Artichoke, Pita Crisp	9.00

## ADD A CHEF ATTENDED ACTION STATION

*Priced Per Person, Minimum 50 Guests*

<b>Pasta Bar</b> Penne, Tortellini, Alfredo, Pesto, Tomato Basil, Red and Yellow Peppers, Mushrooms, Scallions, Sun Dried Tomato, Tomatoes, Broccoli, Rock Shrimp, Italian Sausage, Parmesan. One Chef per 75 guests	17.00
<b>Seafood Station</b> Jumbo Shrimp, Mussels, Clams, Garlic and White Wine	24.00
<b>Crab Cake Station</b> Pico de Gallo, Tarragon Aioli, Horseradish Cocktail, Lemon and Limes (2 per person)	19.00

## ADD A CARVING STATION

<b>Round of Beef</b> Peppercorn Demi, Horseradish Cream (40-50 portions)	525.00
<b>Roasted Breast of Turkey</b> Pan Gravy, Cranberry Chutney (18-20 portions)	340.00

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# LATE NIGHT SNACKS



## SLIDER BAR

*Priced 60 pieces per order*

<b>Mini Burgers</b> Cheese, Onions, Mini Bun	250.00
<b>Pulled BBQ Pork</b> Pickle Chip, Red Onion, Hawaiian Bun	320.00
<b>Cuban</b> Pork Loin, Ham, Provolone, Pickle Chip, Mini Ciabatta	330.00
<b>Buffalo Chicken</b> Blue Cheese, Red Onion, Sesame Bun	270.00
<b>Crab Cake</b> Cajun Aioli, Mixed Greens, Brioche Bun	350.00
<b>Portobello Mushroom</b> Mozzarella, Tomato-Balsamic Chutney, Mini Bun	300.00

## SNACKS

*Priced Per Person, Minimum 50 Guests*

<b>Mini Italian Beef Station</b> Peppers and Onions, Giardiniera, Mozzarella, French Bread	11.00
<b>Chicago Style Hot Dog</b> Relish, Onion, Tomato, Sport Peppers, Mustard, NO KETCHUP	7.00
<b>Pizza Station</b> Deep Dish or Thin, Cheese, Sausage, Pepperoni, Vegetable	Deep 48.00 Thin 37.00

## DELUXE SWEETS TABLE

*Priced Per Person, \*3 Pieces Per Person, Minimum 50 Guests*

<b>Deluxe Sweets Table</b> Macarons, Paris-Brest, Mini Mousse Tarts, Mini Eclairs, Assorted Patte De Fruit, Mini Opera Cake, Cream Puffs	16.00
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# BRUNCH



## MIMOSA BAR

*Priced Per Person, Minimum 25 Guests*

### J Roget Champagne

Orange Juice, Grapefruit Juice, Pineapple Juice,  
Assorted Melon and Berries to Skewer

12.00

### Moet Chandon

Orange Juice, Grapefruit Juice, Pineapple Juice,  
Assorted Melon and Berries to Skewer

22.00

## BLOODY MARY BAR

*Priced Per Person, Minimum 25 Guests*

### Tito's Vodka

15.00

Bloody Mary Mix, Hot Sauce, Worcestershire Sauce,  
Celery Salt, Pickle Spears, Olives, Celery, Lemon Wedges,  
Candied Bacon, Assorted Cheese Cubes, Pepperoncini,  
Cherry Tomatoes.

## SEND OFF BRUNCH

50.00

*Minimum 25 Guests*

Chilled Orange and Grapefruit Juice

Seasonal Fresh Fruit, Melons and Berries

Scrambled Eggs with Chives

Brioche French Toast, Warm Maple Syrup

Applewood Smoked Bacon, Sausage Links

Crisp Breakfast Potatoes, Onion and Bell Peppers

Assorted Breakfast Pastries

Freshly Brewed Regular and Decaf Coffee  
plus a Selection of Hot Teas

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# BUFFET MENU OPTIONS



## Buffet Option 1

80.00

House Salad, Mixed Greens, Tomato, Red Onion, Cucumber, Balsamic Vinaigrette

Vegetable Crudites, Red Pepper Buttermilk, Blue Cheese

Domestic and Imported Cheeses, Grapes, Assorted Water Crackers

Bruschetta Bar, Tomato, Basil and Fresh Mozzarella, Roasted Sweet Pepper, Caramelized Onion with Gorgonzola, Crisp Pancetta

## Carving Station

Prime Rib of Beef Au Jus, Horseradish Cream

Roasted Breast of Turkey, Pan Gravy, Cranberry Chutney

## Choice of Starch and Vegetable

## Buffet Option 2

90.00

Romaine, Mixed Greens, Asparagus, Grape Tomato, Toasted Almonds, Lemon Vinaigrette

Antipasto, Imported Cured meats, Cheeses, Pickled Vegetables, Olives, Marinated Artichokes, Artisan Breads

Seasonal Fresh Fruit, Pineapple, Melon and Berries

Top Sirloin, Wild Mushroom Sauce

Pan Seared French Chicken Breast, Chardonnay Reduction

Provolone and Prosciutto Tortelloni, Tomato Basil Cream

## Choice of Starch and Vegetable

## Starch Options:

Haricot Verts, Oven Roasted Tomato

Roasted Baby Carrots

Haricot Verts, Baby Carrots

Asparagus

Wild Mushroom Ragu

## Vegetable Options:

Roasted Garlic Mashed Potatoes

Garlic and Herb Fingerling Potatoes

Roasted Yukon Gold Potatoes with Chives

Horseradish Whipped Potatoes

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# EVENT PLANNING

## FOOD & BEVERAGE ORDER SPECIFICATIONS

To ensure the proper planning of your event, we request that all food and beverage specifications be received in writing by our office no less than 21 days prior to the date of your first scheduled service.

## CONFIRMATION OF ORDERS

Upon receipt of all written food and beverage specifications, your sales professional will review them and, in turn, provide you with written confirmation of the services you have ordered. The confirmation will be in the form of separate event orders for each individual service. Signed event orders must be received by our team no less than 14 days prior to the start of the first scheduled event. New customers booking short-term events (within 30 days of the event's start date) must review, sign and return event orders upon their receipt.

The Services Agreement (contract), which is a separate document, outlines specific agreements between the customer and the caterer. The signed Service Agreement, along with the required deposits, must be received by ARAMARK no less than 14 days in advance of the first scheduled event. 100% payment of quoted charges is required 7 days prior to first scheduled event date. Any additional charges are due 14 days post event and the balance is due no less than three days prior to the first event. If the signed Service Agreement is not received at least 14 days prior to the first scheduled event, menu prices are subject to change. The Event Orders, when completed, will form part of your contract.

## SPECIAL EVENTS

There are a number of "special events" that require attention to complex details. These include, but are not limited to, events for more than 1,000 people, weddings and VIP functions. These functions typically require customized menus due to the customer's desire for a unique event. In addition to logistical planning, specialty equipment and labor may be needed to successfully orchestrate such events. Due to these requirements, special events may be subject to earlier guarantee dates and deposits. Events requiring extraordinary use of equipment and china may incur rental charges.

Please discuss this with your sales professional. Specifications for these events are to be received no less than 30 days prior to the event unless otherwise negotiated between the customer and the caterer.

## MENU PROPOSALS

In addition to designing menus for "special events", our sales professionals are often asked to design menu proposals to meet additional customer requirements. Included in the menu planning and pricing evaluations which accompany these proposals are considerations given to the expected attendance at these events. Should an event's attendance fall significantly below the original number expected, the proposed menu price may be subject to change.

## FLOOR PLANS FOR CATERING FUNCTIONS

Your sales professional will review both the guest seating arrangements (floor plan) and the "behind the scenes" logistics to ensure ample space has been considered, making appropriate recommendations for both areas to create the best possible guest experience. Often, large events require catering (dishing, serving, clearing) to take place in areas that are not commonly dedicated to that purpose. In these instances, the customer and the ARAMARK sales professional will discuss effective solutions (such as pipe and drape) to mask food service staging areas from the guest's view. The costs for additional equipment such as this, which may be provided by the customer's decorating company or through ARAMARK, will be the responsibility of the Customer.

Additionally, as safety is always important, ARAMARK reserves the right to specify floor plans and layouts of all set-ups, seating tables, serving stations and like items to enable safe and efficient service to your event. This includes reserving necessary space dedicated to both back of house and front of house areas. This also includes service areas, breakdown areas and front of house service aisle ways. These details will be

# PAYMENT & CREDIT

## ACCEPTABLE FORMS OF PAYMENT

ARAMARK accepts certified or cashiers checks, money orders, American Express, MasterCard and Visa as payment for products and services. If payment is received within less than five (5) business days prior to the event, certified funds, credit card payment or a wire transfer will be required. If the customer prefers to pay by company check or wire transfer, a credit card authorization form is required to facilitate on-site orders.

## PAYMENT POLICY

ARAMARK's policy requires full payment in advance.

## ADVANCE PAYMENT

Payment in full is required for quoted catering services per the catering agreement. A credit card is required to guarantee any additional charges that may be incurred on site

## LOCAL TAX AND FEES

All food and beverage items are subject to a taxable 22% Administrative Charge, 10.25% State Sales Tax and 1% Village Fee. Labor fees are subject to applicable sales tax, currently at 10.25% state tax and 1% Village Fee.

\* The service charge (administrative fee or gratuity) and sales tax are subject to change without notice.

Additional bar set up, bartender, wait staff and culinary fees may apply.

## DELIVERY FEES

All catering orders or re-orders totaling less than \$200 will result in a \$40 delivery fee

# GUIDELINES

## GUARANTEES

To ensure the success of your event(s) it is necessary we receive your "final guarantee" (confirmed attendance) for each meal function by the following schedule: Your sales person will advise when your lowest guarantee would be due by.

- Events up to 500 people require the final guarantee three (3) business days prior to the first event. At this time the numbers of guests can only increase.
- Events between 501 – 2,500 people require the final Guarantee five (5) business days prior to the first event. At this time the numbers of guests can only increase.
- Events over 2,501 people require the final guarantee seven (7) business days prior to the first event. At this time the number of guests can only increase.

Please note the above schedule excludes weekends and holidays.

Once the final guarantee is due, the count may not be decreased. For every event, the caterer shall be prepared to serve 5% over the final guarantee, up to 50 meals. The customer will be billed based on the final guarantee or the actual number of meals served whichever is greater. We will make every attempt to accommodate increases in your count after the final guarantee is due, however; any increase exceeding 10% of the final guarantee will be subject to a 10% surcharge. If the count increases within the final guarantee timeline, the 5% overage will no longer apply.

## CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your sales professional. Any cancellation received less than 60 days of the first scheduled event will result in a fee to ARAMARK equal to 25% of the estimated food and beverage charges. Any cancellation received less than 30 days in advance of the first scheduled event will result in a fee of 50% of the estimated food and beverage charges. Any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charges on the affected event order(s).

## MINIMUM REQUIREMENT FOR MEAL FUNCTIONS

There is a minimum guarantee of 25 people for most meal functions. If the guarantee is less than required number of people, a \$5 per person fee plus tax will apply.

## EXHIBITOR FOOD & BEVERAGE POLICY

The caterer is the exclusive provider of all food and beverages at the Donald E. Stephens Convention Center. As such, any requests to bring in outside food and beverages will be at ARAMARK's discretion and will be considered on a case by case basis. Please inquire with your sales professional. This includes requests for exhibitor amenities such as logo-bottled water, hard candies and sample products.

Any exhibitors, vendor or exhibit hall participants providing alcohol service are required to staff a bartender, per Illinois Liquor Law. Any violation of this will result in product being removed from the exhibit/booth area.

## TABLE STANDARDS

The ARAMARK banquet minimum standard for a plated/seated meal is for service at tables of ten (10) guests with 1 server per 20 guests (1 server per 2 tables). And for buffet meals, the ARAMARK minimum standard is 1 server per 50 guests. An additional labor fee will be applied for any set that requires tables that seat less than ten (10) guests.

The fee will be assessed according to the additional wait staff required to service the event at \$18.00 per hour, based on 4 hour shift plus applicable Sales Tax with a four (4) hour minimum.