

Party Room Packages



THE FAMILY PIZZERIA

SINCE 1959

Aurelio's of Plainfield

14421 Wallin Drive Plainfield, IL 60544

Phone: 815-254-3500

Thank you for your interest in our Party Room

Inside you will find a list of our Party Room guidelines,
party package choices, as well as our beer and wine prices.

Please call us with any questions or when you are ready to book your party!

815-254-3500

or Email us at Plainfielddaurelios@gmail.com

Prices are effective October 2017 & are subject to change without notice.

GUIDELINES

The party room can accommodate parties with up to 45 guests, 20 guests are required to reserve the room. More than 45 guests will be moved to the back of the dining room for guests' comfort. If you choose not to do a party package, your food and beverage bill must be at least \$250.00 pre-tax.

Initial _____

Bookings are available daily after 11am

There is **NO** charge to use the Party Room, however, we do require a receipt of a completed contract with your credit card to guarantee your reservation. (Please see Aurelio's Credit Card Authorization Form for details)

Initial _____

- A credit card guarantee of the adult price times total guest count is required (example: 30 Guests X \$10.95 = \$328.50 plus sales tax will be charged if the party is a No Show)
- This credit card guarantee is required at the time of booking & will be charged on the date of the party or after, unless written notice to cancel is sent via email to Plainfielddaurelios@gmail.com or fax to 779-252-2178 at least **7 days prior** to the party/event. **The credit card will also be charged for the guarantee in the event of a NO SHOW.**
- **Parties may be booked at anytime, providing the time slot is available.**
We offer 2 1/2 hours maximum for all parties

Initial _____

We want to assure you & your guests the most pleasant visit at Aurelio's Pizza.

- Please be as exact, when booking your party size, as other parties may be at the same time. Any additions after the initial booking will affect the comfort level of guests. All additions must have written approval by Aurelio's Pizza's party coordinator, as the space reserved may not be large enough to accommodate the additional guests.

Initial _____

- Tables for cakes or desserts, gifts, awards, etc. will be supplied if space allows. Please request when booking
Please be aware of minimum guest amounts for packages.
- **Any parties (on the day of the party) below the minimum amount of guests will be charged for the difference at the ADULT PRICE.**

Prices listed exclude sales tax (7%) & gratuity (18%).

Initial _____

A 1-week confirmation is required for every party.

Initial _____

- Please provide final package choices, along with any upgrades.
- Please provide the final count of your party. With the final count, please provide a breakdown of guests by adults, children 4-10 & children under 3.
- The final count given will be the minimum amount charged (the room cannot be reserved if the final count drops below the minimum amount needed to hold a reservation).
- Please let us know how you would like to include alcohol in your party. It can be added to your party's final bill or handled as a "cash bar," meaning your guests will pay for drinks on his/her own. Alcohol pricing is listed later in the packet.

You are welcome to arrive 15 minutes before your party begins to decorate if the room is open.

- Table Decorations & Balloons are permitted, but please, NO confetti or wall hangings, nothing can be taped or pinned to the walls.
- Store Bought Cakes Only (no ice cream from outside). We do supply serving utensils, along with plates and silverware, if needed.

Please make us aware if your party is a **SURPRISE.**

- Providing us with an alternative phone number will help ensure keeping it a surprise.
Alternate Phone Number _____



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Aurelio's Pizza of Plainfield Party Package Agreement

PAYMENT: The entire balance is due payable in cash, or by major credit card (AMEX, Visa, Master Card and/or Discover Card) at the close of the scheduled event. NO GIFT CERTIFICATES OR COUPONS ARE ACCEPTED AS ANY FORM OF PAYMENT. (Total balance due will include food and beverage costs, 18% service gratuity, and any/all applicable miscellaneous fees.)

SUGGESTED GRATUITY: We suggest a 20% gratuity to be added by Patron to total bill which will be dispersed as gratuities to servers, bartenders, host/hostess who work the event. All events will be charged 7%, Illinois Sales Tax. Arrangements for tax exempt billing need be made in advance and Form 3-520, Illinois Sales & Use Certificate of Tax Exemption is required.

CANCELLATION POLICY AND CONDUCT: All private parties must be canceled 7 days prior to the scheduled event. Any event canceled less than 7 days of the scheduled event will be charged the credit card guarantee amount. Patron agrees to conduct the Event in an orderly manner in full compliance with applicable laws, regulations and Aurelio's Pizza rules and standards. Patron assumes full responsibility for the conduct of all persons in attendance at Patron's Event and for any damage done to any part of the premises during the time of Patron's Event. All children must be supervised at all times. Children are not allowed in the restroom in large groups or unsupervised in the parking lot.

DECORATIONS/PATRON'S PROPERTY: We are not responsible for loss or damage to Patron's property and do not maintain insurance to cover it. Any personal property of Patron or Patron's guests brought onto the premises of Aurelio's Pizza prior to, during or following the event will be the sole risk of Patron and Patron's guests.

I HAVE READ AND AGREE to the terms, conditions & guidelines outlined in this "Party Room Packages Agreement."

_____	_____		
Signature	Today's Date		
_____	_____		
Printed Name	Date of Event:		
_____	_____	_____	
Phone Number	Start Time	End Time	
_____	_____	_____	_____
Email Address	# of Adults	# Children (4-10)	# Children under 3

Type of Event (B-Day, Anniversary, Holiday, Business Meeting, Rehearsal, Funeral, etc.)

**any increase to guest count must have written approval from Aurelio's Pizza's Party Room Coordinator

** Fax completed form to 779-252-2178 or Email to Plainfieldaurelios@gmail.com

(please call to confirm your date prior to faxing or emailing contract)

PIZZA & POP

INCLUDES

- **Unlimited Pizza and Soft Drinks**

Pizza included are Cheese, Sausage, Pepperoni, Veggie and Super Six. The unlimited pizza and pop will be brought out to the party based on consumption.

*Any additional thin crust choices, stuffed pizza or Calabrese are an additional charge at menu prices.

(per person, minimum 20 people)

Adults: **\$11.95** Children Ages 4-10: **\$8.95** Children 3 and under **\$5.95**

PIZZA, SALAD BAR & SOFT DRINKS

INCLUDES

- **Unlimited Pizza, Salad Bar and Soft Drinks**

Pizza included are Cheese, Sausage, Pepperoni, Veggie and Super Six. Salad bar includes tomato, cucumber, onion, olives, cheese and croutons. Dressings are Italian, French and Ranch.

(per person, minimum 20 people)

Adults: **\$13.95** Children Ages 4 -10: **\$10.95** Children 3 & under **\$5.95**

UPGRADES

PASTA (Circle one pasta, one sauce) \$2.50 PER PERSON, PER ITEM

Spaghetti	Marinara Sauce
Mostaccioli	Meat Sauce
Fettuccini	Alfredo Sauce
Cheese Ravioli	Romanoff Sauce

ENTREES (Circle Choice) \$3.25 PER PERSON, PER ITEM

Meatballs with marinara
Italian Beef with Au jus
Italian Baked or Fried Chicken
Italian Sausage with peppers

SIDES (Circle Choice) \$1.75 PER PERSON, PER ITEM

GARLIC BREAD PASTA SALAD DINNER ROLLS

DESSERT \$1.75 PER PERSON

SOFT SERVE ICE CREAM BOWL

ALCOHOL

Bottled Beer

Domestic \$4.00

Import \$5.00

Draft Beer

Domestic glass

\$3.75, pitcher
\$9.50

Premium glass

\$5.00, pitcher
\$12.50

Wine

Glass \$7.50

Bottle \$26.00



AURELIO'S PIZZA of PLAINFIELD CREDIT CARD AUTHORIZATION FORM

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Date (for party/event): _____ Start Time: ____ End Time (max. 2-1/2 Hours)

Guest/Group Name _____

#Adults _____ #Children (4-10) _____ #Children 3 & Under _____ Initial : _____

****any increase to guest count must have written approval from Aurelio's Pizza's Party Room Coordinator** I authorize my credit card to be used for the following services at Aurelio's Pizza Plainfield, IL. I understand that if I do not provide written notice to cancel my party/event, via email PlainfieldAurelios@gmail.com or fax to 779-252-2178, at least 7 days prior to my planned party/event or my party is a NO SHOW on the date of the party/event and I authorize Aurelio's Pizza to charge my credit card for the full amount of the initial guarantee of guests, plus sales tax of 7% on or after the date of the party/event listed above.**

Comments or Special Instructions

Credit Card

Type (check one): _____ AMEX _____ Mastercard _____ Visa _____ Discover

Please provide:

Credit Card #: _____ Contact Person, Billing Address & Telephone # _____

Expiration Date: _____

CCV # _____ Contact Name _____

Card Holder: _____

Print name exactly as it appears on card Billing Address _____

Company Name: _____

Guaranteed City, State, Zip Code _____

Credit Card Charge: \$ _____

Phone # _____

Card Holder Signature: _____

Today's Date

I warrant and represent that I am authorized to agree that charges for this event are posted to this credit card.

IMPORTANT NOTE: DUE TO CREDIT CARD REGULATIONS, A PHOTOCOPY OF THE CARDHOLDER'S CARD IMPRINT (FRONT & BACK) MUST BE PROVIDED, UPON COMPLETION OF THIS FORM. PLEASE BE SURE CARDHOLDER HAS SIGNED THE BACK OF THE CARD.

Fax completed form to 779-252-2178 or Email PlainfieldAurelios@gmail.com