



SEVEN
SAINTS
EVENT PACKET

LET US HELP YOU WITH THE DETAILS

Thank you for thinking of Seven Saints to host your event. We are happy to assist you in customizing the perfect menu and space setup for your group. Once we are confident that we can accommodate your wishes, we will assess a minimum spend for the event. All food and beverage menu options agreed upon before the event and ordered during the event can contribute to the minimum spend amount. The remainder is assessed as a room rental fee.

As you work with our event coordinator, please consider a few things: room rental options, menu options, and bar options.

ROOM RENTAL OPTIONS

There are three distinctive room options available at Seven Saints, and we'd be pleased to assist you in considering the benefits of each to best fit the goals of your event. **All three spaces are fully handicap accessible with easy restroom access.**

ROOM RENTAL OPTION 1 The Main Restaurant Back Room offers a casual dining setting in a private space with easy buffet access for up to 30 people.

ROOM RENTAL OPTION 2 The Annex offers a space for mingling, seated dining, and a private bar with flexible buffet setup for 35-40 people.

ROOM RENTAL OPTION 3 The Garden offers spacious outdoor seating and a stage, as well as flexible buffet setup for up to 40 people. We will be glad to suggest weather contingency plans as the details of your event are discussed.

MENU OPTIONS

We take great pride in the Seven Saints menu available to our guests everyday. For groups larger than 15, however, we suggest taking advantage of our buffet options so that all guests are served in a timely manner. We will be glad to communicate with you about your menu preferences and do our best to make sure your menu best complements your event.

MENU OPTION 1 Entree Traditional Buffet, \$25/person. 15 person per entrée item minimum. Includes one entree item of your choice, one side of your choice, house salad, and non-alcoholic beverages.

MENU OPTION 2 Appetizer Platters. Serving size varies as listed.

BAR OPTIONS

_____ Cash Bar: All guests pay for own drinks.

_____ Open Bar: Guest host pays for all guests' drinks, unlimited, no restrictions.

_____ Limited Bar Guest host determines a time limit, spending limit, and/or drink price maximum to be allotted for alcoholic beverages. The bar tab will not exceed these personalized specifications.

_____ Drink Tickets: Guest host distributes tickets to their guests. Tickets may be redeemed with a server or at the bar for an alcoholic or non-alcoholic beverage. The tickets may be exchanged for a limited menu of drinks determined by the guest host and coordinator prior to the event. Guest host will be charged drink value of purchased beverages.

MENU OPTION 1 Entree Traditional Buffet, \$20/person. 15 person minimum. Includes one entree item of your choice, one side of your choice, house salad, and non-alcoholic beverages.

ENTREE OPTIONS

- _____ Prime Rib
- _____ Tenderloin (Pork or Beef)
- _____ Lasagna (Veggie or Meat)
- _____ Chicken (Fried or Grilled)
- _____ Smoked Ribs (BBQ or Dry Rub)
- _____ Fettucine Alfredo (Chicken or Shrimp)
- _____ Spaghetti and Meatballs

SIDE OPTIONS

- _____ Mashed Potatoes
- _____ Baked Potatoes
- _____ Sweet Corn
- _____ Vegetable Medley

MENU OPTION 2 Appetizer Platters. Serving size varies as listed.

ENTREE OPTIONS

- _____ Veggie Platter, \$35 (serves 20 - 30): Four varieties of best available vegetables
- _____ Fruit Platter \$45 (serves 20 - 30): Four varieties of best available fruits
- _____ Chicken Strip Platter \$60: Fifty (50) breaded and fried all white meat chicken strips, served with two dipping sauces of your choice
- _____ Sweet and Spicy Meatballs \$50: One hundred and fifty (150) meatballs cooked and served in sweet chili sauce
- _____ Hummus Platter \$40 (serves 10 - 15): Homemade hummus served with toasted pita
- _____ Crab and Artichoke Platter \$50 (serves 10 - 20): Crab and artichoke dip served with bread or tortilla chips
- _____ Spinach and Artichoke Platter \$45 (serves 10 - 20): Spinach and artichoke dip served with bread or tortilla chips
- _____ Classic Slider Platter \$30, with cheddar \$35: Ten (10) fresh 100% USDA, seasoned and hand-pattied ground beef patties served with lettuce, tomato, diced red onion, ketchup, mustard and mayo
- _____ Bacon and Cheese Slider Platter \$40: Ten (10) Classic sliders with cheddar topped with Applewood smoked bacon
- _____ Signature Slider Platter \$50: Ten (10) of any of the following sliders: Asian Slider, Tropical Slider, Black Jack Slider, Buffalo Chicken Slider, Bratwurst Slider, California Turkey Slider, Salmon Slider
- _____ Club Platter \$55: Twenty (20) piece platter of club sandwiches made with smoked ham and turkey, Applewood smoked bacon, cheddar and Swiss cheese, lettuce and tomato served on sourdough bread with mayo on the side
- _____ Dessert Platter \$65: (serves 30 - 35) variety of luscious lemon squares, Oreo dream bars, marble cheesecake truffles, chocolate caramel meltaway bars

AMENITIES

- Wi-fi Access
- Fully Handicap Accessible
- Extensive Bar Menu
- Options Available For A Private Event Space

FAQS

Is there a gratuity policy?

Parties larger than 8 will be subject to an 18% gratuity.

What if I have kids or light eaters in my party?

We recommend counting two light eaters as one person when planning your food menu.

What if not all my guests will be eating?

You can discuss with the Event Coordinator how many people you think will be eating and additional eating options can be considered in the event of minimal last minute changes.

What if I'm not sure of my final headcount?

You can discuss with the Event Coordinator how many people you think will be attending and the amount of food that would be appropriate.

Am I able to reschedule?

You can discuss with the Event Coordinator how many people you think will be attending and the amount of food that would be appropriate.

Can I arrange a special beer, wine or whiskey course for my event?

You can discuss with the Event Coordinator how many people you think will be attending and the amount of food that would be appropriate.

Will I have input in the music played in the private area?

You can discuss with the Event Coordinator how many people you think will be attending and the amount of food that would be appropriate.

My organization will only cut a check after an invoice is sent. Can that be accommodated?

You can discuss with the Event Coordinator how many people you think will be attending and the amount of food that would be appropriate.

Are there any social media policies about posting photos?

You can discuss with the Event Coordinator how many people you think will be attending and the amount of food that would be appropriate.

If there is leftover food and beverage, what am I allowed to take home after the event?

You can discuss with the Event Coordinator how many people you think will be attending and the amount of food that would be appropriate.

For any other questions unanswered here, please contact the event coordinator.

Event Contract

APPLICANT NAME: _____

ADDRESS (Street, City, State, Zip Code): _____

TELEPHONE: (Primary) _____ (Alt) _____ E-MAIL _____

CONTACT PERSON(S) DURING EVENT: _____ Tax Exempt: Y/N: # _____

DAY OF WEEK: _____ DATE OF EVENT: __/__/__

START TIME/END TIME: _____ AM/PM to _____ AM/PM

THE ANTICIPATED **MAXIMUM** NUMBER OF PEOPLE THAT WILL BE IN ATTENDANCE: _____

MINIMUM ACCOMMODATIONS SPEND: \$ _____

SEVEN SAINTS WILL PROVIDE THE FOLLOWING AMENITIES:

- ROOM OPTIONS The following space will be reserved for your event: _____ Back Room _____ Annex _____ Beer Garden
- MENU OPTIONS
 - o Buffet with available menu items of the host's choosing as detailed in Menu Agreement.
 - o Non-alcoholic beverages (soda, tea, coffee) to be billed per drink served (includes free re-fills).
- BAR OPTIONS Alcoholic beverages to be billed as follows:
 - o _____ Cash Bar
 - o _____ Open Bar
 - o _____ Limited Bar
 - o _____ Drink Tickets
- Any amenities outsourced through Seven Saints will be billed at cost, and any labor incurred will also be billed.
- Other: _____

CREDIT CARD TO BE USED IN THE EVENT OF ADDITIONAL CHARGES

CREDIT CARD NO. _____ EXPIRATION DATE __/__/__ SEC CODE: _____

CARD TYPE (CIRCLE ONE): AMEX/MASTERCARD/VISA/DISCOVER

NAME OF CARD HOLDER (Print as it appears on the card): _____

SIGNATURE: _____ DATE: _____

PAYMENT AND RESERVATION

By signing, I agree to the **Policies and Conditions** set forth in this contract and understand that this will secure my reservation. I agree to allow Seven Saints to charge my credit card for any incidental fees incurred.

SIGNATURE: _____ DATE: _____

(OFFICE USE ONLY)

Final Head Count Confirmed on: __/__/__ and is set at _____ people.

ADDITIONAL FEES:

| | | |
|--|---|----------|
| Failure to cancel 7 days prior to the scheduled event | = | \$500.00 |
| Additional hours: _____ hours @ \$500.00/Additional hour beyond scheduled end time | = | \$ _____ |
| TOTAL AMOUNT CHARGED TO CREDIT CARD: | = | \$ _____ |

POLICIES AND CONDITIONS

Seven Saints is honored that you have chosen our establishment to entertain your guests. We have designed this agreement to help us ensure that we provide the ideal experience for you and your guests. **The following guidelines apply to all events:**

CONFIRMATION: It is recommended that the Event Contract be confirmed 72 hours prior to your event with the Event Coordinator.

EVENT CONTRACT: Each agreement of reservation requires a signed and returned Event Contract. The credit card used to hold the space will be charged only if: (a) you fail to cancel your reservation a minimum of 7 days prior to the scheduled event; (b) there are overtime fees incurred due to the party occupying the space past the scheduled end time; other incidental costs deemed necessary by Seven Saints (i.e. damage, additional set-up costs incurred).

AMENITIES: Any amenities outsourced through Seven Saints will be billed at cost, including any labor incurred.

PAYMENT: We do not accept purchase orders, money orders or personal checks. Cash, credit card, or business check are the only forms of accepted payment. Payment in full is due the day of the event upon completion of the event.

SEATING TIME: We suggest arriving on time. We will make every effort to seat you promptly at your scheduled arrival time. Your start time begins at your scheduled arrival time and you will have the space for the contracted time period. If you are going to be early or late, it is recommended that you call the restaurant at (217) 351-7775. This will ensure prompt seating and that your reservation continues to be held. We cannot guarantee your reservation beyond 30 minutes after your scheduled arrival time.

DECORATIONS: No decorations of any kind may be tacked, taped or affixed in any way to the walls, light fixtures, chairs, tables, or other surfaces of the building, inside or outside. We do not allow confetti, glitter, or sequins of any type to be sprinkled on the tables or surrounding areas.

FINAL HEAD COUNT /MENU AGREEMENT: It is your responsibility to provide a final head count and finalize the menu with the Event Coordinator, by 3:00pm, 4 days prior to your event. If the Event Coordinator is not notified by this date, the minimum Final Head Count or Menu Agreement will be based off the initial arrangement. The Final Head Count determines the minimum number of guests you will be charged for. The Menu Agreement determines the minimum order you will be charged for as previously agreed upon.

THE EVENT COORDINATOR: Anne Clark is available Tuesday – Friday, 10am – 5pm. You may contact her directly at (217) 419-6528 or 7saintsgm@gmail.com. Please make sure to meet any deadlines during those hours.

AFTER HOURS CONTACT: If you are running late or have a change of any kind on the day of your event, make sure to call Seven Saints and request to talk to the Manager on Duty. Event Coordinator may not be on duty when you call; therefore, leaving a message for the Event Coordinator is not valid and may not be received prior to your event.

SALES TAX: Sales Tax is not included in the per person price. All terms and conditions will be enforced at the sole discretion of management.

GRATUITY: Any gratuity added to the bill is a tip paid directly to your serving staff. 18% gratuity is typically added unless otherwise noted or set forth in this contract. You may feel free to adjust the amount based on your service experience.

OUTSIDE FOOD: Local health code prohibits our guests from bringing in outside food or beverage. This is to ensure that any foodborne illness can be traced back to its origin. For information on foodborne illness, visit: www.c-uphd.org

All prices, selection and availability may vary.

We anticipate your event to be a great success! Thank you for choosing Seven Saints!

SEVEN SAINTS, 32 E Chester St., Champaign, IL 61820

Ph: (217) 351-7775, Fax: (217) 366-8390

Mail To: 6 E Taylor St., Champaign, IL 61820