

## PRIVATE EVENT & CATERING GUIDELINES

### IN HOUSE CATERING

- Catering from the Dining service department at the Clare can be arranged by contacting the Director of Dining Services Francesco Tardio: [ftardio@theclare.com](mailto:ftardio@theclare.com) or 312-784-8030
- Please ask about our Event Menu and Catering Menu
- A Minimum advanced notice of 48 hours is required for catering orders
- Menu items that are not listed on the menu might be available with further notice
- Menu items that are not listed on the menu are subject to market availability and price
- Gluten free, Sugar free items might be available with further notice
- Serving portion are estimated as follow:
  - ONE HALF PAN SERVES 5-7 PEOPLE
  - ONE FULL PAN SERVES 10-12 PEOPLE
- Prices and menu are subject to change without notice
- There is a flat \$5 delivery charge for catering orders that include more than 2 full pan of food
- There is a flat \$5 delivery charge for beverage orders that include more than 2 cases of beverage
- There are no service charges for pick up
- Labor & service charges apply for orders that require set up and service
- Charges may apply for flatware, glassware, silverware, chinaware and/or other items not categorized as food or beverage
- Please see “ROOM SET-UP & COSTS” below for further details
- Residents may use their dining dollars for food and beverage catering purchases
  - Catering purchases must be redeemed within 5 days from the date of the purchase
  - Items will not be held for more than 1 day from the established date of pickup or delivery
  - Dining dollars cannot be used to cover service charges, labor, room rental, and rental of chinaware, flatware, silverware, and/or other items not categorize as food or beverage

## **OUTSIDE CATERING**

- Outside food or beverage may be brought into the Clare with proper notice
- Please notify the Director of Dining services about the Caterer and timing of delivery
- Room Rental Fees apply – Please see “ROOM SET-UP & COSTS” below for further details
- Outside caterers are responsible to leave the room in the same condition they find it
- Residents may bring their own wine and/or alcohol to their event
- Residents are responsible for the storage of wine and or other food and beverage that is catered from outside
- Alcohol served to, or consumed by minors is unlawful and strictly prohibited
- A trained professional bartender who is NOT a guest at the event is required for all events that are to serve alcoholic beverages
- You may hire a bartender through the Clare at \$22 per hour, minimum 2 hours
- You may use a private agency to hire a Bartender
- Please notify the Director of dining if additional service is required aside from room set up

## **ROOM RESERVATIONS**

- Room reservations for private events will be accepted 90 days before the event date and no later than 72 hours to the date of the event
  - Room Reservations are subject to availability
  - The room reservations will be assigned on a first come first served basis

## ROOM SET-UP & COSTS

- Furniture may not be removed without permission from the Executive Director
- Please see the Director of dining services for standard room set-up
- Delivery and set-up times should be arranged through the Director of dining services and will be based on the number of guests, hours and complexity of the event
  
- The Private Dining Room on the 17<sup>th</sup> Floor:
  - Can host up to 24 guests for a sit down event
  - Can host up to 30 guests for a reception style event
  - No Room rental fees
  - Labor Charges for parties of 12 or more
  - Labor charges are \$20 per hour for each server assigned to the party
  - Parties of 12 or more require a pre-arranged menu
  
- The Abbey Room on the 53<sup>rd</sup> Floor:
  - Can host up to 32 guests for a sit down event
  - Can host up to 40 guests for a reception style event
  - \$200 room Rental fee
  - Labor Charges for parties set up and service
  - Labor charges are \$20 per hour for each server assigned to the party
  - Parties will require a pre-arranged menu
  
- The Oxford Room on the 19<sup>th</sup> Floor:
  - Can host up to 75 guests for a sit down event
  - Can host up to 100 guests for a reception style event
  - \$300 room Rental fee
  - Labor Charges for parties set up and service
  - Labor charges are \$20 per hour for each server assigned to the party
  - Parties require a pre-arranged menu
  
- Staffing Guidelines:
  - Buffet Style Event – up to 30 guests - 1 server recommended
  - Plated Lunch or Dinner with preset menu – up to 15 guests - 1 server recommended
  - A la carte Lunch or Dinner – up to 12-14 guests - 1 server recommended
  - Cocktails/Reception Event – up to 30 guests – 1 server & 1 bartender recommended

## GENERAL POLICIES

- SIGNAGE:
  - Signs may not be affixed to any wall or current/existing signage. Stand-alone signs must be approved by the Executive Director and removed at the conclusion of the event
- SUPPLIES:
  - Event host is responsible to provide a list of all supplies needed for private events. If unsure of what is needed, please discuss with Director of dining services
- DECORATIONS:
  - Nothing may be thrown on the floors inside the rooms. Including, but not limited to:
    - Confetti, Glitter, crepe paper, rice, Bird-seeds and flowers.
  - Nothing may be affixed to any surfaces without prior clearance from the Executive Director.
  - All decorations must be approved in advance
  - Any decorations requiring ladders must be hung by Clare staff and will be charged at current labor hour rate, with a 2 hour minimum
  - Smoking, open flames, real-flame votive, taper or unshielded candles, and pyrotechnics of any kind are not allowed inside the rooms.
  - We require the use of battery-operated candles.
  - All decorations and equipment must be delivered and set up on the same day as the event, and removed at the conclusion of the event unless other arrangements are pre-made with the Director of dining services
  - Please be sure that all deliveries and pickups for your event (e.g. food/beverage, catering equipment, etc.) are scheduled during the hours you have reserved the room.
  - Early deliveries or late pickups are subject to refusal if there is another event taking place in the room
  - Care is to be taken with the interior of the room as well as furniture, equipment and other items
  - Repair costs for excessive damage will be assessed and charged at the discretion of the Executive Director