

PARKING

Marcello's is proud to offer **COMPLIMNEARY** parking for all events

PRICE MINIMUMS

The following minimums do not include sales tax, service charge or Host/ Cash Bar totals; see price minimums below:

Days/ Time of the Week	Both Rooms	Terrace Room	Studio Room
Monday- Friday Lunch	\$2,500.00	\$1,500.00	\$1,000.00
Saturday & Sunday Lunch	\$3,600.00	\$2,500.00	\$2,000.00
Monday- Thursday Dinner	\$3,600.00	\$2,500.00	\$2,000.00
Friday & Sunday Dinner	\$5,200.00	\$4,000.00	\$2,500.00
Saturday Dinner	\$6,500.00	\$5,000.00	Not Available

Lunch events must be adjourned by 4:00pm; all events beginning after or running through 4:00pm are considered dinner events. Consult your Event Planner for Children's pricing.

SERVICE CHARGES

All events over 40 guests are subject to a 20% service charge. This charge compensates all staff that work your event and are paid on an hourly basis. Tips and gratuities are left to the discretion of the customer and are always appreciated. For events under 40 guests, the standard 20% service charge does not cover all staff expenses; as such, these events are subject to an additional service charge of \$100.00.

DEPOSITS

To confirm your event, Marcello's requires a deposit of 25% of the total reflected in your proposal. An additional 25% deposit is due 3 months before your event date. All deposits are non-refundable upon cancellation unless the space you have reserved is completely rebooked. Until you have remitted a deposit, please do not assume that your event has been booked or rooms have been reserved.

FINAL COUNTS AND PAYMENT

Your final number of guests must be guaranteed no less than four business days prior to your event, otherwise, the number specified on your contract will be considered your guarantee. The balance will be due at a specified time prior to your event (to be discussed with your event planner). Events may be paid by credit card (which must be present when remitting payment), cash (or cash equivalent), or company check. Sorry, we cannot accept personal checks for final payment.

CATERING OFFICE HOURS

Monday through Thursday 10 a.m. – 5 p.m., Friday, Saturday & Sunday by appointment only. We ask for at least two weeks notice for the planning of your event, although we do everything possible to accommodate last minute bookings. Please call to make an appointment to ensure the highest quality of service and attention.

MISCELLANEOUS POLICIES

Packages: Menu packages must be selected for all guests, we do not sell items a la carte nor do we allow ordering off of our dining room menu in the private rooms. Packages are carefully priced out and designed to deliver the best value– as such, items may be added to packages for an additional charge, but may not be subtracted at a price break.

Entertainment & Decorations, etc.: Please inform your Event Planner prior to your event if you are hiring outside entertainment. Special order linen can be ordered in many colors and styles for an additional charge. We allow most outside decorations except craft glitter, piñatas, sparklers and bubbles. Consult your Event Planner should you need help in attaining A/V equipment, centerpieces, rental items, etc.

Additional Fees: A 10./bottle corkage fee will be charged for clients choosing to bring in their own wine. We do not allow any other outside food or beverage, including homemade items. If your event goes past the agreed upon time or should you wish to book additional time, a 100.00 per hour, per room fee will apply.

Leftovers: While we cannot guarantee leftovers, additional items may be packed in bulk for the client to take home upon the discretion of the chef. We cannot give individual containers to guests. Generally speaking, appetizers will not be packed to go. Leftovers should be kept refrigerated at all times at a minimum of 41°, & should be reheated to a minimum of 165° and should be discarded after five days. Marcello's cannot be held responsible for the consumption of leftovers.

Other Marcello's Services: Marcello's offers full-service off-premise Catering including, but not limited to, picnics, corporate events, weddings, birthdays and full event planning services. Having a small party or meeting? Marcello's can accommodate you in our Dining Room with pre-ordered Family Style meals. Our Dining Room is also available for private functions on Saturdays & Sundays as long as your event is adjourned by 3:30pm. Please call our Catering Office for details.

Directions

Marcello's is located at 1911 Cherry Lane in downtown Northbrook

From the Edens Expressway (Interstate 94)

Exit at Dundee Rd westbound
Take Dundee west to Shermer Rd and go South (turn left)
Pass Waukegan Rd (Rt 43) and turn right at the next light which is Church St. Church immediately becomes Cherry, turn left into the first shopping center on your left.

From the Tri-State Tollway (Interstate 294)

Exit at Willow Rd eastbound
Take Tollway east to Shermer Rd and turn left. Follow around the curve and over the railroad tracks. Turn left onto Church St. Church immediately becomes Cherry, turn left into the first shopping center on your left.

