



private party room general information

PARKING

Marcello's is proud to offer COMPLIMENTARY parking for all events. Free valet service is generally offered in the evenings and on weekends, but cannot be guaranteed.

PRICE MINIMUMS

The following minimums do not include sales tax, service charge or Host/Cash Bar totals. On Saturday evenings, May through December, our minimum is 2,500.00 total for any Package combination for those events using either or both of our Courtyard rooms.

Friday and Saturday, the minimum for all events running through or beginning after 4:00 p.m. is **29./guest**

Sunday through Thursday, the minimum is **24./guest** (with some exceptions) Consult your Sales Manager for Children's pricing.

SERVICE CHARGES

All events are subject to an 18% service charge. This charge is used to compensate all employees who work your event (who are paid on an hourly basis). Any additional tips/gratuities are left to the discretion of the customer and are always appreciated. For smaller events, the standard 18% service charge does not cover all staff expenses; as such, these events are subject to additional service charges based upon your number of guests:

- 31 – 39 guests = 50.
- 20 – 30 guests = 75.
- 19 or fewer guests = 100.

DEPOSITS

For events to be held on Friday or Saturday evenings, bookings for 70 or more guests require a 500.00 non-refundable deposit to confirm your reservation. An additional 25% deposit may be requested three months after booking for these events. For all other events, a 250.00 non-refundable deposit is required. All deposits are non-refundable upon cancellation (if canceled more than 45 days out, the deposit may be refunded if the space you have reserved is completely rebooked)

Unless 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 entire balance is due at a specified time prior to your event (to be discussed with your salesperson). Events must 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

Our Catering office is located one door east of our Restaurant and Bakery and is open **Monday through Friday, 9 a.m. – 6 p.m., Saturday by appointment only and we are closed on Sunday.** 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

Weddings: Wedding ceremonies can be conducted on the premises for smaller guest lists (under 80 guests), for a setup fee of 2./guest.

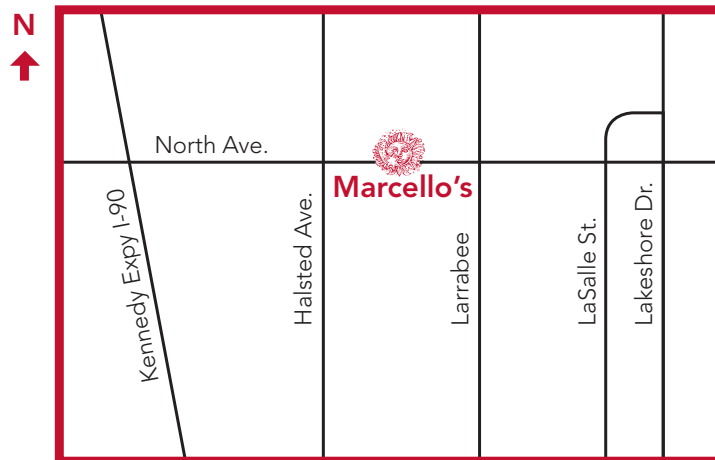
Packages: Menu packages must be selected for all guests, we do not sell items a la carte nor do we allow ordering off of our dining room menu in the private rooms. Packages are carefully priced out and designed to deliver the best event we can offer – as such, items may be added to packages for an additional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

Entertainment & Decorations, etc.: Please inform your Sales Manager prior to your event if you are hiring outside entertainment. Ask your Sales Manager about balloons and balloon bouquets. Colored linen napkins can be ordered at .30/guest. 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 Sales Manager should you need help in attaining A/V equipment, centerpieces, rental items, etc.

Additional Fees: A 1./guest cake cutting fee will be assessed for clients choosing to bring in their own cake. 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. 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 up to 40 guests in our Dining Room with pre-ordered Family Style meals. Please call our Catering Office for details.

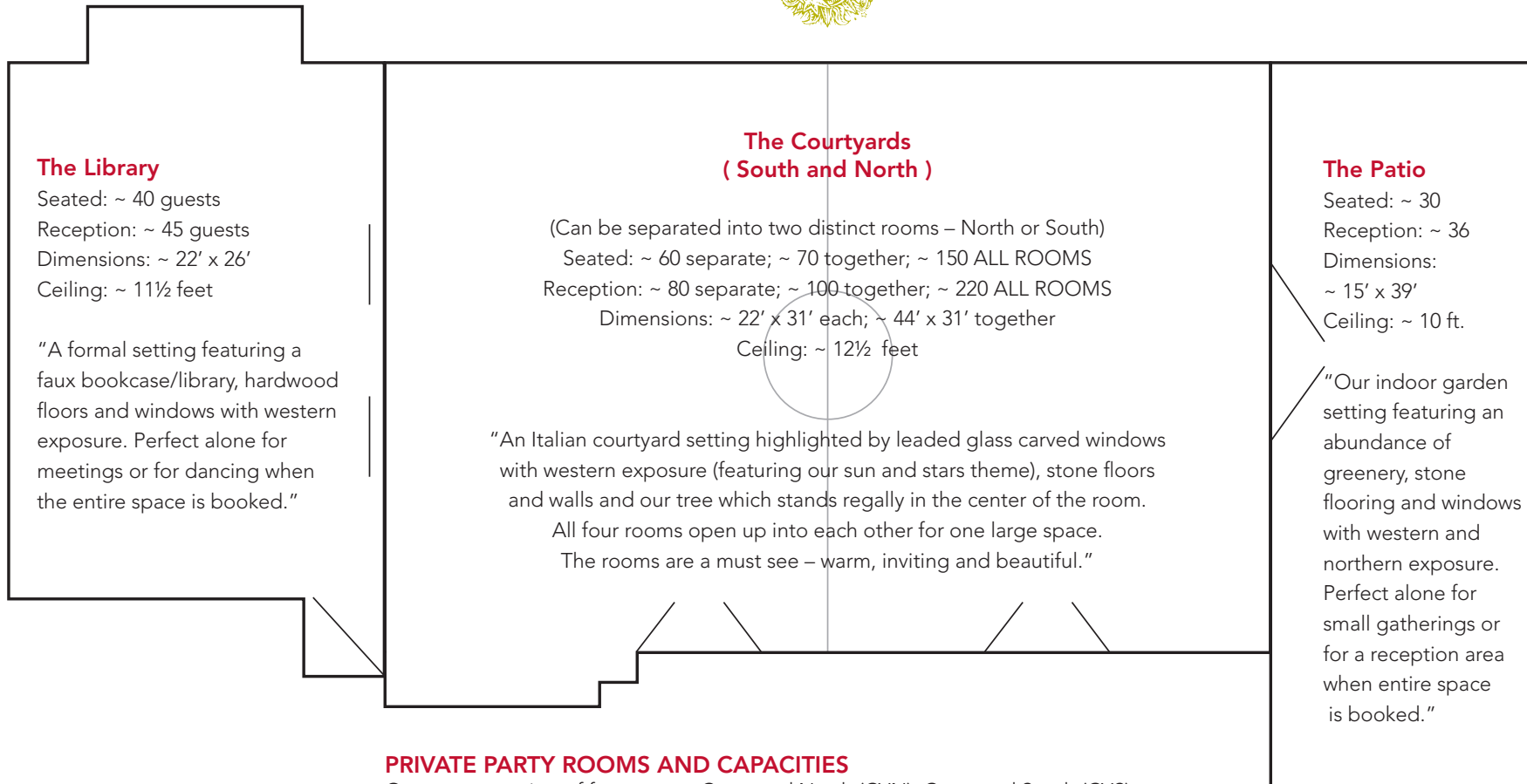


DIRECTIONS

Marcello's is located at 645 W. North Avenue in Chicago, 1½ blocks east of Halsted (located on the south side of the street). Guests can enter through our canopy to the party rooms located in our west-side parking lot. Valet parking is only available at our main entrance on the Northeast side of the building.

From the Kennedy Expressway: Exit at North Avenue heading east. Travel down North Avenue (east) for about 1½ miles. Pass Halsted Avenue, go under the el (train) tracks and you will see Marcello's on your right-hand side.

From Lakeshore Drive: Exit at LaSalle/North Avenue. Follow the curve of LaSalle Street south. Take a right onto North Avenue. Head west on North Avenue for approximately 1 mile, you will see Marcello's on your left-hand side, just west of Larrabee Avenue.



PRIVATE PARTY ROOMS AND CAPACITIES

Our space consists of four rooms, Courtyard North (CYN), Courtyard South (CYS), the Library (LIB) and the Patio (PAT).

GUARANTEES FOR BOOKING

To book the entire space, 120 guests must be guaranteed at the time of booking.

To book 3 rooms, 100 guests must be guaranteed.

To book the entire Courtyard space (Courtyards North and South), 70 guests must be guaranteed.

To book 2 rooms (Courtyard South + the Library or Courtyard North + the Patio), 60 guests must be guaranteed.

To book either Courtyard North or Courtyard South, 50 guests must be guaranteed.

Please keep in mind that you may need to book an additional room(s) if a dance floor or additional space for entertainment is required for your event (100.00 per hour, per room).

