

## WEDDING PACKAGES

4 Hour Reception Includes:

- Non Alcoholic Fountain Beverages & Coffee Station
- Field Greens Salad with Italian & Poppyseed Dressing
- Pretzel Rolls with Butter Petals
- Sauteed Baby Green Beans & Garlic Mashed Potatoes
- Cutting / Serving / Displaying of Your Dessert

### SILVER BUFFET

This package is only available on Friday or Sunday Evening.

- 3 Hour House Bar
- &
- 2 Entree Buffet

- Select 2 Entrees from below -

\$52- Over Age 21  
\$27- Under Age 21

per person + service + tax  
+ Facility Charge of \$1,000

### GOLD BUFFET

3 Hour Premium Bar

#### 1/2 HOUR OF PASSED HORS D'OEUVRRES

- Brown Sugar Bacon Wrapped Scallops
- Roasted Vegetable Crostini
- Sausage Stuffed Mushrooms

- Select 3 Entrees from below -

\$73- Over Age 21  
\$27- Under Age 21

per person + service + tax  
+ Facility Charge of \$1,000

#### Buffet Entree Selections:

- Cheese Tortellini Marinara
- Penne Marinara w Italian Sausage and Peppers
- Pot Roast, Pan Jus
- Sirloin Beef Tips w Peppers & Onions
- Crab Stuffed Whitefish w Creole Cream

- Roasted Turkey, Sage Stuffing, Gravy
- Herb Roasted Pork Loin , Brown Gravy
- Herb Roasted Chicken Breast
- Choice of Sauce:
  - Picatta - Butter, Lemon, Capers & White Wine
  - Sage Beurre Blanc - White Wine, Fresh Sage, Butter
  - Marsala - Marsala Wine, Demi Glaze, Mushrooms

## PLATINUM PLATED PACKAGE

4 Hour Reception Includes:

Non Alcoholic Fountain Beverages & Coffee Station

Plated Field Greens Salad with Italian Dressing

Pretzel Rolls with Butter Petals

Cutting / Serving / Displaying of Your Dessert

3.5 Hour Premium Bar (remains open during dinner service)

Self Service Wine Bar - During Dinner

### 1/2 HOUR OF BUTLER PASSED HORS D'OEUVRES

Brown Sugar Bacon Wrapped Scallops

Roasted Vegetable Crostini

Sausage Stuffed Mushrooms

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### PLATED ENTREE CHOICES

-CHOOSE 1 ENTREE FOR ENTIRE GROUP-

Stuffed Chicken

Bacon & Sage Stuffing, Sage Beurre Blanc

10oz Char Crusted Boneless Pork Chop

Peppered Gravy

Grilled Salmon, Citrus Beurre Blanc

Crab Cakes, Cajun Remoulade

(2) Black Angus Filet Medallions

Red Wine Demi Glaze

"The Duo Plate"

1 Filet Medallion & 1/2 Portion of 1 Other Entree

Select 2 Sides:

Sauteed Baby Green Beans

Garlic Mashed Potato

Grilled Asparagus +2

Herb Roasted Potatoes +2

Steamed Broccoli +2

Loaded Duchess Potato +3

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\$85- Over Age 21

\$35- Under Age 21

per person + service + tax

+ Facility Charge of \$1,000

## DIAMOND "GRAND BUFFET" PACKAGE

5 Hour Reception Includes:

Non Alcoholic Fountain Beverages & Coffee

Pretzel Rolls with Butter Petals

Cutting / Serving / Displaying of Your Dessert

4 Hour Premium Bar

Hand Crafted Signature Cocktail

Wine Service During Dinner - 1 Red & 1 White Per Table

### 1/2 HOUR OF BUTLER PASSED HORS D'OEUVRES

Brown Sugar Bacon Wrapped Scallops

Roasted Vegetable Crostini

Sausage Stuffed Mushrooms

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### ENTREE CHOICES

#### Chef's Salads

- Choose 1 -

Field Greens   Caprese   Ceaser   Roasted Beet

#### Sizzle Plates

- Choose 3 -

Salmon   Roasted Pork Loin   Chateaubriand

New York Strip Loin   Slow Roasted Prime Rib

Mediterranean Chicken Breast

#### Accompaniments

- Choose 2 -

Baby Green Beans

Garlic Mashed Potato

Zucchini & Squash

Mashed Sweet Potatoes

Grilled Asparagus

Herb Roasted Potatoes

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\$98- Over Age 21

\$35- Under Age 21

per person + service + tax

+ Facility Charge of \$1,000

## DAY OF EVENT PERSONALIZED SET UP

Set Up Includes: Place Cards, Favors, Sign In Table,  
Centerpieces & Other Accessories.

Event Set Up & Break Down - \$400

Accent Lighting - Light Wrapped Beams \$400

## LINEN UPGRADES

Black Napkins and White Table Cloths  
are the standard included linens.

Speak with Dana to review other linen options.

Listed below are the starting prices of each.

Table Linens: \$20  
Table Runners: \$5  
Colored Napkins: \$2

Table Overlays \$24  
Chair Sashes & Caps \$4  
Colored Chivari Cushions: \$4

## MINISTER SERVICES

A non-denominational minister is  
available for your ceremony.

Onsite: \$400    Offsite: \$600

## PARK CEREMONY

Guests are seated on the landscaped lawn  
as they await your arrival down the paver stone  
path from the doors of the historic Gaylord Building.

A cedar arch is the  
centerpiece for your ceremony,  
surrounded by a seasonal garden.

Ceremony with On Site Reception  
\$1,500

Ceremony Only  
\$2,500

Rental of the area for up to an hour and half.

Set up and break down of up to 70 black folding  
chairs. Additional chairs are available for \$3 each.

Ceremony rehearsal.

Electric hook up available.

Memorable photo opportunities.

All museum, historic, city fees, permits  
and insurance riders.

## INDOOR CEREMONY

In conjunction with a reception.

Includes a ceremony rehearsal.

\$500

## WEDDING TERMS & CONDITIONS

A nominal facility charge applies to all events. Facility Charge includes use of the space for 4 or 5 hours depending on the package selected. Tables, chairs, standard linens, plates, glassware, silverware, restrooms and use of screened in seasonal porch is included with the facility charge.

### **Facility Charge: \$1,000**

Afternoon events – end by 3:00 p.m. Evening events – start after 5:00 p.m. and conclude by midnight.

Packages start at 4 hours with room access 60 minutes prior to the start of the event for vendors. Bar closes (Last Call) 30 minutes prior to the event end time. You have 30 minutes after the conclusion of the event to entirely vacate the room of your gifts, decorations and guests.

The overtime fee is \$250 per every 30 minutes. Due to staff scheduling and other functions, any extra time needed before or after an event must be approved upon booking, if available and paid for 1 week in advance with your final payment.

All provided tables will have white linen tablecloths & black napkins.

No outside linen of any kind, may be brought into the facility.

The 200 year old Historic Gaylord Building that we occupy has strict guidelines that we must follow, including:  
**NOT PERMITTED: HELIUM BALLOONS, GLITTER, CONFETTI, FLOWER PETALS, SCATTER DIAMONDS OR FURNISHINGS.**

**NO NAILING, TAPING, STAPLING, 3M COMMAND HOOKS OR AFFIXING OF ANYTHING TO THE WALLS, BEAMS, LINENS, ETC.**

**NO OPEN FLAMES (i.e. candles) Only battery operated candles are allowed within your centerpieces - no exceptions**

**\$500 fine for use of any of the above mentioned items.**

Decorations and/or decor must be approved by your Banquet Coordinator.

Prices and menus subject to change at anytime.

You are responsible for your guests.

Children must be accompanied by an adult at all times. They may not roam areas of the building inside or outside without adequate adult supervision. It is not the responsibility of the staff to oversee your children.

We will not assume responsibility for damaged, lost or stolen items left prior to, during or following an event.

The facility is smoke-free. Tobacco/marijuana use, including smokeless and vaping is prohibited inside or outside on the screened in porch.

No outside food or beverage may be brought in without prior consent from a banquet coordinator.

We reserve the right to refuse beverage service to any person without legal verification of age or anyone who appears to be intoxicated.

Absolutely no underage drinking will be permitted on premises, even if accompanied by parent or legal guardian. If any attempts are made, the bar will be closed and the event will immediately end.

**NO EXCEPTIONS. NO REFUNDS.** Advise your guests of this policy.

## DEPOSIT & PAYMENT INFORMATION

A Non Refundable deposit of \$1,500 is required to reserve the date and will be applied toward the final bill.

The Non Refundable Park Ceremony Fee of \$1,500 is to be paid when reserving the date.

Upgrade to Family Style Service, add \$12 per person plus service charge and sales tax.

Events hosted on Saturday evening before Easter and Mother's Day are subject to an \$8,000 minimum plus service charge and sales tax.

Final Menu Selections including any special dietary requests due 2 weeks prior to the event.

When an event is cancelled for any reason, your non-refundable deposit is forfeited NO EXCEPTIONS.

Once an event has been paid, no refunds will be given for any reason.

Prices and menus subject to change at any time.

A credit card is required with deposit to cover incidentals.

By providing a deposit, the customer acknowledges and agrees to the terms and conditions.

By signing below, all agree to fulfill the obligations and responsibilities of this contract.

Pandemic Mandate Clause: If we are open, your event happens. If we are shut down, your event will be moved to a future date. \_\_\_\_\_

Per Illinois law, sales tax must be charged and collected on all items and services and all prices are subject to: 20% service charge and 9% sales tax.

**Final Payment of Cash/Cashier's Check/Money Order due 1 week prior to the event.**

Final Details/Payment Due:\_\_\_\_\_

Event Date/Room:\_\_\_\_\_

PLR Signature & Date:\_\_\_\_\_

Deposit Received : \_\_\_\_\_