

THANK YOU FOR CHOOSING LALO'S!

Dear Customer:

Thank you for inquiring about our special event package for your upcoming student party.

It is my goal to assist you in selecting an event package that not only meets but exceeds your expectations.

As the Lalo's in Berwyn special events coordinator, I hope that the following sheets aid you in choosing which options are best for your guests and budget.

Once completed, you should have a very accurate anticipated cost for your event.

Saludos,

Ana Castañeda

Special Events Coordinator
Lalo's, Berwyn



POLICY SHEET

Reservation Fee

In order to book your reservation, we require that you fill out, sign and forward the *Acknowledgment Form* included in this file. Should you cancel your event less than 24 hours prior to your reservation, your event will be subject to a \$50.00 cancellation fee.

Guarantee

A guaranteed final guest count is required 24 hours prior to the event. You will be charged for the guaranteed final guest count unless you exceed your expected guest number. If the actual guest count exceeds your final guest count, you will be charged for any additional guests.

Terms & Conditions

- All banquet times are for 3 (three) hours.
- Lalo's requires a one day cancellation notice. In the event of a cancellation, the reservation fee will be refunded if and only if Lalo's is able to rebook the room for a party of equal size.
- Bar pricing is subject to change.
- Menu selections are required one day prior to the event.
- A minimum of 50% of the total party needs to be present before the party can be seated.
- All reservations will be held for a maximum of 15 minutes on the day and time of the event. Parties arriving after the pre-determined time will be accommodated according to availability.
- Alcohol will not be permitted to enter or leave the property. No Exceptions!
- Alcoholic beverages are to be served by a member of Lalo's staff. Proper I.D. is required. Lalo's management reserves the right to refuse alcoholic beverage service to anyone and all.
- Any damages to the room will become the responsibility of the individual hosting the function. Damages will be charged accordingly.
- Lalo's will not be held responsible for lost or stolen articles.



POLICY SHEET (CONT.)

- Lalo's will not be held responsible for any loss or damages to automobiles or their contents while parked in the parking lot.

Taxes & Gratuities

- All applicable taxes and an 18% gratuity will be applied to the final bill.

Payment Terms

- We require payment in full at the end of the banquet. We welcome American Express, Visa, Master Card, Discover, Diner's Club and some company checks. Sorry, no personal checks.

Miscellaneous Charges

No outside food or beverages will be permitted into Lalo's, without prior consent from management. With prior consent, guests may bring in their own cakes and pay a \$1.00/ person cutting fee.



STUDENT PARTY PACKAGE

Our show room is available for student parties 7 days a week from 10 a.m. to 4 p.m.

The minimum number of students for this package is 25 students. Smaller groups are invited to order from our regular lunch menu in our main dining room.

We will accommodate all food allergies and dietary restrictions. However, for the sake of efficiency, we ask that students make no substitutions.

We will only be able to process 1 check at the time of payment. Sorry, no separate checks. School issued checks are also accepted as a form of payment.

Some holidays such as Cinco de Mayo and Mother's day may limit availability of this package. Please check with your special events coordinator.

Our student package is priced at \$13.95 per person.

COST CALCULATOR

Please use the cost calculator below to calculate a "ball park" figure for the cost of your event. This total will be very close to your final total. This figure may change should your guest count increase and if you decide to order any additional items from our menu during your event.

Cost/Person	\$13.95
# of guests	
Sub Total	
Tax x 10.00%	
Gratuity x 18%	
Anticipated Total	



PRE-ORDER WORKSHEET

We realize that your group may be on a strict time schedule.

It is our goal to provide great food but also to deliver it as expeditiously as possible.

In the past, some student groups have found it beneficial to pre-order their food. If this is the case for your group, please feel free to use the table below and forward it to our special events coordinator one day prior to your event.

Selection	Color Code	Quantity
Chicken Burrito	Red	
Steak Burrito	Red	
Steak Torta	Blue	
Breaded Torta	Blue	
Steak Fajita	Yellow	
Chicken Fajita	Yellow	
Beef Taco	Yellow	
Chicken Taco	Green	
Steak Taco	Green	
Cheese Quesadilla	Orange	
	Total	



COLOR CODED TICKETS

Please print, and distribute a ticket to each student prior to your visit. Our servers will collect one ticket from each student on the day of your event.

**Chicken
Burrito**

Name: _____

**Steak
Burrito**

Name: _____



**Steak
Torta**

Name: _____

**Breaded
Steak
Torta**

Name: _____

**Steak
Taco**

Name: _____

**Chicken
Taco**

Name: _____

**Beef
Taco**

Name: _____

**Steak
Fajita**

Name: _____

**Chicken
Fajita**

Name: _____



**Cheese
Quesadilla**

Name: _____



ACKNOWLEDGEMENT FORM

Please sign and return this page acknowledging that you have read and understand all policies and accept the following terms of the party:

Date of event:_____ Party Name:_____

Start of event:_____ End of event:_____ # of Guests:_____

Party Package:_____ Guaranteed Minimum:_____

Other Details:

I understand that a \$50.00 cancellation fee will be charged to the credit card listed below if the event is cancelled within 24 hours of the event time listed above.

I acknowledge that my event will commence no later than 15 minutes from the start time specified above.

I understand that the guaranteed minimum number specified above will be strictly enforced. Further, I am aware that I will be subject to a \$10.00 charge per guest for each number of guest under the guaranteed minimum.

Credit Card #:_____ Card Type:_____ Expires:_____

Guest Signature:_____

Guest Name:_____

Phone #:_____ Email address:_____

Lalo's Manager:_____

Lalo's Signature:_____

Questions? Please contact us at:

Lalo's Restaurant
3011 S. Harlem Ave.
Berwyn, IL 60402
708-484-9311
Fax:708-484-9323



¡BIENVENIDOS A LALO'S!

Hola, mi
nombre es.....



STARTERS

Chips & Salsa
Made fresh daily!

Consommé de Pollo
Our signature chicken and vegetable soup

ENTRÉES

Lunch Burrito

Filled with beans, lettuce, tomato, and your choice of steak or chicken. Topped with sour cream and guacamole. Served with your choice of Spanish rice and refried beans or fries.

Lunch Taco Dinner

Two tacos with your choice of ground beef, chicken, or steak. Topped with lettuce, tomato, and cheese. Served with your choice of Spanish rice and refried beans or fries.

Lunch Torta Dinner

A Mexican sandwich with your choice of steak or breaded steak. Layered with beans lettuce, tomato, cheese sour cream and guacamole. Served with your choice of Spanish rice and refried beans or fries.

Mini-Fajitas de Bistec o Pollo

Generous portions of skirt steak or tender chicken breast, sautéed with slices of onions, tomatoes, and green peppers. Served with your choice of Spanish rice and refried beans or fries.

Lunch Quesadillas

Two folded-over flour tortillas filled with melted Chihuahua® cheese. Served with your choice of Spanish rice and refried beans or fries.

BEVERAGES

Choose your favorite pepsi brand product from our fountain.

