

SAVOR...Chicago

at McCormick Place

Catering • Concessions • Special Events

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. No food or beverage of any kind will be permitted into the facilities by the patron or any of the patron's guests or invitees (exclusive of exhibitor personal consumption). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

Menus – Menu selections and other details pertinent to your functions are required to be submitted to the catering department a minimum of four weeks prior to the first function date. Our culinary team is happy to customize the perfect menu for your event.

Pricing – Prices quoted do not include 21.50% service charge or sales tax unless otherwise noted. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted.

Guarantee/ Payment – The estimated charges and costs for the Event are set forth in the Agreement (the "Event Price"). Client must notify us of the guaranteed number of people attending the event at least five (5) full business days prior to the Event for functions up to 2,000 guests. Functions of 2,000 guests or more must be guaranteed ten (10) full business days prior to the Event. This guarantee must be submitted by noon Monday through Friday, 8am – 5pm central time. Holidays and weekends are excluded from receiving guarantees. If the guarantee is not received, SAVOR... reserves the right to charge for the number of persons/quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges within the applicable 5 or 10 business days based on your estimated guest count. Also, any cancellations and reductions of specialty items are subject to full charges within 21 days prior to the event. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). Attendance higher than the given guarantee will be charged the actual event attendance.

Overset Policy – SAVOR... will be prepared to provide service staff and have seats available for 3% over-set up to 1,000 guests (maximum over-set of 30 guests) for plated meals and buffet meals with complete table setups only. There will be an additional \$150.00 charge for each over-set of 20 guests.

Service Staff – Guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 40 guests at buffet functions. This is for service at rounds of ten or twelve. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Breakfast/Lunch service times are three hours and dinner is four hours. Holiday labor rates may apply.

Event Timeline – Breakfast and lunch is based on a three hour service window and dinner is based on four hour service window. Extended service time will be subject to additional labor fees. Event start or end times that deviate more than thirty minutes than contracted will have additional labor fees per hour, per server scheduled.

Beverage Services – We offer a complete selection of beverages to compliment your function. Please note alcoholic beverages and services are regulated by the Liquor Control Board, SMG/SAVOR..., as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.

Contracts – A signed copy of the contract outlining all catering services will be provided. The signed contracts outlines terms and specific function sheets constituting the entire agreement between the client and SAVOR.... Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

Cancellations – In the event of Cancellation, a deposit will be fully refunded only if made 21 days prior to the event for groups under 2,000 and 30 business days prior for groups of 2,000 and over. Cancellations made less than 21 days (under 2,000) or 30 days (2,000 and over) prior to the event are subject to 25% retention of the deposit as a cancellation fee. Please note, for specialty menus or items, a longer window of cancellation may be necessary, this is determined on an event by event basis and client is responsible for all charges associated with the items if we have already received the product or are unable to cancel the order.

Payment/Deposit – An initial deposit in the amount noted on the Catering Contract is payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the guarantee, is payable 30 days prior to the event. Payment can be made in cash or certified check. A 2.5% fee will be added to credit card payments over \$1,000.00. A major credit card is required to guarantee payment of any replenishment, consumption or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the show/function.

