

# SPECIAL EVENT PARTY MENU

W W W . B A L A G I O - R E S T A U R A N T . C O M (708) 957-1650 | balagio@sbcglobal.net

#### Thank you for considering Balagio.

From corporate events (business receptions and dinners) to social engagements (showers, weddings, and life celebrations) we look forward to making your special occasion an event to remember with comfortable accommodations, affordable menu selections, and outstanding service.

All events require a non-refundable \$250 deposit, a credit card number, and signed guidelines on file.

#### BALAGIO KITCHEN HOURS

Lunch: Tuesday-Friday 11:00 a.m.-3:00 p.m.
Dinner: Tuesday-Thursday 4:00 p.m.-9:00 p.m.
Friday & Saturday 4:00 p.m.-10:00 p.m.
Sunday 3:00 p.m.-8:00 p.m.

Balagio is available, outside of the designated hours and days, for a confirmed guest count of 50 or more guests.

Food and beverage minimums will apply.

Balagio appropriately determines the amount of food for your confirmed number of guests. Please note: for the safety and health of our guests, the Family Style Menu once served, is unable to be packaged To Go. Prices do not include tax or service charges. Menu items are selected with fresh and seasonal ingredients; prices are subject to change.

# THE RESTAURANT & EVENT SPACES





The Bella Room



The Dining Room



The Amore Room

#### FAMILY STYLE PACKAGE

In the tradition of Italian heritage, family and friends are brought together by great food, filled with flavor, and wine. At Balagio, we bring this tradition to your family by offering the freshest ingredients in all our menu items—housemade and fresh, never frozen.

CLASSIC\_

Housemade Italian Bread

Garden Greens, Italian Vinaigrette or Soup of the Day

Pasta, Housemade Marinara Sauce (Pasta choice: Penne, Farfalle, or Rigatoni)

Italian Roasted Chicken, Rosemary Roasted Potatoes

Italian Sausage & Sweet Bell Peppers

Scoop of Ice Cream, Vanilla or Chocolate

Coffee, Tea, Soda, and Iced Tea

DINNER \$21.95 per person CHILDREN \$10.95 per person

LUNCH (Tues-Fri) \$15.95 per person SUNDAY \$18.95 per person

#### UPGRADED \_

Housemade Italian Bread

Crisp Romaine, House Caesar Dressing or Soup of the Day

Pasta, Housemade Vodka or Bolognese (meat) Sauce

Breast of Chicken Limone or Chicken Piccata

Seasonal Vegetable

Scoop of Vanilla Ice Cream

Coffee, Tea, Soda, and Iced Tea

DINNER \$22.95 per person CHILDREN \$10.95 per person

LUNCH (Tues-Fri) \$17.95 per person SUNDAY \$19.95 per person

P	R	F.	٨٨	П	FI	R
			ıvı			١,

Housemade Italian Bread

Pear & Chicken Salad, Romaine Lettuce, Candied Pecans, Italian Vinaigrette

Homemade Cavatelli with choice of: Marinara, Vodka, Bolognese, <u>or</u> Four Cheese Sauce (*Parmesan, Fontinella, Mascarpone, Gorgonzola*)

Chicken Saltimbocca over sautéed Spinach

Small Piece of Housemade Tiramisu

Coffee, Tea, Soda, and Iced Tea

DINNER \$23.95 per person CHILDREN \$10.95 per person

LUNCH \$20.95 per person SUNDAY \$20.95 per person

### ADD ON TO YOUR EVENT:

APPETIZERS				
Add hors d'oeuvres to your package	<u>Additional</u>			
Baked Stuffed Eggplant	\$2.25 per piece			
Broiled Shrimp	\$2.50 per piece			
Bruschetta	\$1.00 per piece			
Lemon Shrimp	\$2.50 per piece			
Stuffed Mushrooms	\$1.50 per piece			
Mini Crab Cakes	\$2.00 per piece			
Mini Caprese Bites	\$1.50 per person			
Chicken Tenders	\$2.00 per person			
Italian Focaccia Bread	\$1.00 per person			
Fried Calamari	\$2.50 per person			
Escarole	\$1.50 per person			
Escarole & Beans	\$2.00 per person			
CHICKEN ENTREES				
To upgrade from your current package	<u>Additional</u>			
SCALLOPPINE MARSALA\$2.00 per person Thin Chicken Breast Cutlets sautéed with Mushrooms in Marsala Wine Sauce Served with Braised Escarole				
SCALLOPPINE BALAGIO STYLEThin Chicken Breast Cutlets quickly sautéed with White Wine, Onions, Italian Sausage & Roasted Peppers. Served with Braised Escarole				
SCALLOPPINE LIMONEThin Chicken Breast Cutlets quickly sautéed with Lemon, White Wine & Parsley. Served with Braised Escarole	\$2.00 per person			
BALAGIO CHICKEN PARMESANCrisp light breading, Marinara Sauce, Provolone & Parmesan Served with Spaghetti	\$2.00 per person			

#### SPECIALTY PACKAGES:

#### **MEAT**

House Salad with Italian Vinaigrette

Pasta with choice of: Bolognese, Marinara, Olive Oil & Garlic or Alfredo

Roasted Potatoes & Vegetables

Sliced Roast Beef

Housemade Italian Bread

DINNER \$23.95 per person LUNCH \$18.95 per person

SUNDAY \$21.95 per person

#### **SFAFOOD**

House Salad with Italian Vinaigrette

Roasted Potatoes & Vegetables

Pasta with choice of Bolognese, Marinara, Olive Oil & Garlic or Alfredo.

Broiled Salmon or Broiled Tilapia

Housemade Italian Bread

DINNER \$22.95 per person LUNCH \$18.95 per person

SUNDAY \$20.95 per person

#### **EXECUTIVE**

Housemade Italian Bread

Select one Starter: Balagio Chopped Salad, Caesar Salad, or Soup of the Day

Select one Pasta: Brown Butter Sage Ravioli or Risotto con Certisino

Select one Entrée: Roasted Sirloin (4 oz.-6 oz.), Salmon al Forno (4 oz.), or Chicken Vesuvio (5 oz.

breast). Served with Roasted Potatoes and Vegetables

Select one Dessert: Gelato, Tiramisu, and Cheesecake

Coffee, Tea, Soda, and Iced Tea

DINNER \$32.95 per person LUNCH \$29.95 per person

#### VIP

Housemade Italian Bread

Select one Starter: Balagio Chopped Salad or Soup of the Day

Select one Pasta: Country Style Rigatoni, Fettuccine Alfredo, or Farfalle Primavera

Select one Entrée: Slice Roasted Sirloin, Stuffed Chicken Breast (Spinach, Peppers, and Cheese),

or Baked Tilapia Al Forno with Roasted Potato or Vegetable

Select one Dessert: Chocolate Cake, Tiramisu, or Bread Pudding

Coffee, Tea, Soda, and Iced Tea

DINNER \$34.95 per person

LUNCH

\$31.95 per person



<b>BALAGIO POLICIES</b>	

#### SPACE CAPACITY and ROOM DETAIL

The Bella room requires a minimum of (30) guests and seats a maximum of (64) guests. Live music or DJ is not permitted in the Bella.

Amore requires a minimum of (65) guests and seats a maximum of (150) guests. The Amore room does permit live music or DJ, but must be kept at reasonable levels and not disrupt dining patrons, failure to do so will result in additional charges. Amore room is equipped with screen, DVD, cable TV, connection for mac, pc, and iPod dock. Balagio reserves the right to relocate events that are unable to reach the minimum requirements for the room, if needed. For events unable to reach required minimums a room rental cost will be applied.

Balagio requires the minimum guest count for each space. Balagio will make an exception to accommodate smaller group sizes; however, food and beverage minimums must be met.

#### **FOOD and BEVERAGE SERVICE**

All food- and beverage- related services will be provided by Balagio. Regulations of the Illinois Liquor Control Commission prohibit spirits, wine, or beer to be supplied by anyone other than Balagio. All food and beverages served at an event must be consumed on premise. Balagio reserves the right to not serve or stop serving alcohol to the patron or patron's guests if the individual appears to be intoxicated. Balagio appropriately determines the standard amount of food served, per guest and will replenish as needed. Additional food may be ordered and taken to–go for an extra charge. For the health and safety of our guests, Balagio strictly prohibits the packaging of any food once it has been displayed or served.

#### **DEPOSIT and BALANCE DUE**

An initial, non-refundable \$250 deposit is required at the time of contract execution no less than 30 days prior to the scheduled event. The deposit will be applied to the client's final bill. Full payment of the estimated food and beverage fees must be paid in full to Balagio one week (5 business days) prior to the actual event. Any and all additional event charges incurred during the event must be paid in full upon conclusion of the event. All events require a credit card number on file.

#### PRICES, SERVICE CHARGES, and TAXES

A 20% service charge and all applicable state and local taxes (10%) will be added to all pricing. Menu prices are subject to change without notice.

#### **PAYMENT METHODS**

Balagio accepts Visa, MasterCard, American Express, Discover, Certified Cashier Check, or Cash. Regretfully Balagio does not permit payment by personal check. Payment can be arranged by company check one (1) week prior to event date. Failure to pay charges or costs incurred during event, Balagio will charge the credit card on file.



#### **GUARANTFF**

Although all event details are to be finalized at least two weeks prior to the event, a final confirmation (the "Guarantee") of your anticipated number is required three days prior to the scheduled event. If the number of guests decreases thereafter, the host will be charged for the number of guests included in the Guarantee. If the number of guests increases above the Guarantee, the host will be charged for the actual number of guests. Balagio adheres to a pre-determined, one (1) serve time arranged with your Sales Manager.

#### FLOWERS, LINEN, ENTERTAINMENT, and SET-UP

Standard round tables, banquet tables, china, mid-length cream linen, chocolate napkins, and banquet chairs are complimentary. Additional rentals are required for specialty linen and equipment. All outsourced vendors must be confirmed by Balagio. Clients are permitted one (1) hour prior to their event start for room set-up; time must be requested with the Sales Manager prior to event date. Open flames, confetti, and glitter are not permitted. Decorations may not be affixed to the walls, ceilings, or doors. All signs must be free standing. DJ's must be kept at a reasonable level, not to disrupt restaurant patrons, and are only permitted in the Amore.

#### IN-STOCK ITEMS & BORROWED ITEMS

Balagio maintains a limited inventory of the following items that may be <u>borrowed</u> for your event: table numbers with stands, 4ft AV screen, iPod dock, high-chairs and booster seats, lectern with mic. These items must be pre-arranged and requested to your Sales Manager prior to your event date. Please be advised, Balagio cannot guarantee availability as these complimentary items are first come, first serve; we recommend reserving these items as soon as possible. <u>Failure to return borrowed items</u>, or any damage to items, will result in a replacement fee charged to the card on file.

#### FREQUENTLY ASKED QUESTIONS \_\_\_\_\_

#### HOW DO I BOOK MY EVENT?

Balagio requires a \$250 deposit, a credit card number on file, and a signed receipt of the policies and FAQ's in order to secure your date and for your event to be official. Menus, room set-up and final details must be selected and confirmed no later than two weeks prior to your event.

#### CAN I PUT A HOLD ON MY DATE?

Due to the high volume of inquiries we receive, we do require a deposit, credit card number, and signed contract to reserve your space.

#### WHAT IS INCLUDED IN MY EVENT?

Standard tables, dinner and buffet tables, china, mid-length cream linen, chocolate napkin linen, and banquet chairs are complimentary. Additional rentals are required for specialty linen, décor, and equipment.



#### HOW LONG DO I HAVE THE ROOM?

Events are booked in 3-4 hour increments dependent on availability, holidays, and peak season. Time extensions are available upon request for an additional fee. Event start and end time must be determined and arranged with the event coordinator prior to your event. All events must conclude by 11:00 p.m.

#### WHEN DOES MY MENU NEED TO BE FINALIZED?

To allow us to coordinate all of your event details and menu we ask that all details be finalized a minimum of one (1) week prior to the scheduled event.

#### WHAT IF I HAVE LAST-MINUTE GUESTS?

Final guest count for your event is due 72 hours prior to your event. Although we make every attempt to accommodate all last-minute requests, we reserved the right to make substitutions as needed. Some requests made after the 72 hour guarantee are subject to an additional surcharge. No changes to the menu may be made within 72 hours preceding the scheduled event.

#### CAN I OFFER MORE THAN ONE PLATED ENTRÉE?

We can provide the most streamlined service when one entrée is selected for all guests at a served event (with exceptions made for vegetarians or other special dietary requests). However, we can certainly accommodate two entrees selections at your event. Please be advised we will need the predetermined quantity prior to your event; additional per person costs will incur.

#### CAN YOU ACCOMMODATE SPECIAL DIETARY REQUESTS?

Please inform your catering manager of all known special requests and vegetarian meals. Selections must be secured and confirmed, with final guest count, one week prior to your event. Gluten-free pasta is available upon request.

#### AM I ABLE TO PACKAGE MY LEFT OVER FOOD TO-GO?

Due to health code regulations, and for the safety of our guests, no leftover portions served family style may be packaged to go. Leftover portions served family style must be discarded when the original seating party leaves.

#### DOES BALAGIO OFFER CAKES?

Balagio only offers individual desserts. In the event your party requires a cake; we do allow a cake from a licensed bakery or retail location that retains a Certificate of Liability. There will be an additional per person surcharge for dessert service.

#### IS THERE MUSIC PIPED INTO THE ROOM?

Smooth Jazz and/or Rat Pack Classics are standard for the Restaurant and banquet rooms via a commercial-free satellite system. Volume levels may be controlled for your rooms. Balagio does retain a portable iPod dock (with adapter) for clients to connect their personal iPod or smart phones; this must be reserved prior to your event day.



In order for your event to be official, Balagio must secure a \$250 non-refundable deposit, credit card on file, and a signed copy of *Policies* and *Frequently Asked Questions*.

Please note: Balagio is first and foremost a restaurant. Failure to respect the property, or any of the above guidelines, will result in additional charges billed to the credit card on file.

l
have read, understand, and will abide by the Policies and Frequently Asked
Questions set forth by Balagio Restaurant. Furthermore, I understand and
acknowledge any damage to the property or items within will result in
charges to the credit card listed on file.
Event Date:
Signature:
Date:
Manager:
Date:



## CREDIT CARD AUTHORIZATION FORM

Caudhaldau'a Nassa	
Cardholder's Name	
Billing Address	
City	
State	
Zip	
Credit Card Type	
Credit Card Number	
Expiration Date	
CVV2 Code	
Event Date	- <u></u> -
Amount	
Failure to pay event total, add above card for amount deteri	ditional guests, or any damages incurred during event, will result in processing of mined by owner.
l	authorize Balagio Inc., to charge the
above credit card. Sign	ature: