



3131 Finley Rd., Downers Grove, IL 60515
(630) 964-3131 / www.rockwoodtaphouse.com

Thank you for your interest in

Rockwood Tap House private dining services.

Rockwood Tap House is a unique, casual, owner operated restaurant which has an exhilarating ambiance mixed with the creative tastes of exceptional, quality food and superior service.

We take considerable care in preparing our menu, whether it individual dining or banquets up to 220.

We have also taken great care in designing our private dining menu to cater to a variety of tastes and budgets.

As you look over your options please keep in mind that

Rockwood Tap House has the ability to custom prepare a menu to fit your specific needs and any budget.

Rockwood Tap House offers Six (6) unique private dining rooms to accommodate any size function from 20 to 220.

You may choose from:

- Family Style Dining*
- Plated Banquet Style Dining*
- or*
- Catered / Buffet Style Dining*

Whatever you desire, rest assured Rockwood Tap House will take great care to deliver a most memorable and special event for you and your Guests.



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EVENT INFORMATION

Room Minimums, Service Charges & Tax:

- *A food & beverage minimum (excluding tax & service charge) is required for all events.
Please ask your Event planner for current minimums and availability.*
- *A minimum of 20 Guests is required to order from our Private Dining or Open Bar Packages.*
- *State and Local Taxes along with a 20% service charge will be added to all purchases.*

Deposit, Payment Information & Refunds:

Deposits & Payment Information:

- *An initial deposit of 25% of the food portion of your contract is required to confirm your space as definite.*
- *Additional 25% of is due upon deciding on your menu. At this time your SIGNED CONTRACT is due.*
- *The remaining 50% of your contracted menu and final guest count will be due three (3) days prior to your event.*
- *Menu and final guest counts may vary depending on the size and date of your event, please ask your event planner for this information.*
- *Any extra charges or outstanding costs will be due on the day of your event.*
- *Acceptable forms of payment are: Cash, Visa, Master Card or American Express.*
- *If paying with a personal or business check final payment is due seven (7) days prior to your event.*
- *To insure that your event is an utmost success, any final details and / or changes to your contract must be made three (3) days prior to your event.*

Refunds:

- *You will be refunded 100% of deposits if you cancel 60 days prior to your scheduled event.*
- *You will be refunded 50% of deposits if you cancel 30-59 prior to your scheduled event.*
- *Your deposits will be forfeited if you cancel within 30 days of your scheduled event.*

We reserve the right to assign your event to another room if the initial room becomes unavailable or inappropriate for your event.



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MEETING ROOM & BANQUET SERVICES:

The following is a partial list of services offered:

- ◆ Meetings / Seminars.
- ◆ Including Continental Breakfast
- ◆ Morning & Afternoon breaks
- ◆ Optional "Carvery" Lunch Buffet
- ◆ Afternoon Meetings / Seminars.
- ◆ Including Lunch & Afternoon Break.
- ◆ Luncheons for any occasion.
- ◆ Dinner Meetings.
- ◆ Corporate dinners.
- ◆ Award dinners.
- ◆ Graduation parties.
- ◆ Small trade shows.
- ◆ Weddings, All Showers and Rehearsal dinners.
- ◆ Religious occasions:
- ◆ Bar Mitzvahs, Bat Mitzvahs, Christenings, Communions, etc.

Ancillary needs / costs available in our private dining areas.

- ◆ Projection screen (Size = 10` x 10`) \$15.00
- ◆ Floor Podium \$20.00
- ◆ Microphone \$10.00
- ◆ Overhead Projector \$45.00
- ◆ Other (Just ask we can get it for you)!!!

For Weddings or Corporate events:

- Disc Jockey \$T.B.D.
- Dance Floor (ANY SIZE) \$T.B.D
- Outdoor Patio Cocktail Reception "Private" (Minimum Food & Beverage Purchases)
(2-Hours = \$1500.00) (3-Hours = \$2000.00) (4-Hours = \$3000.00)