

THANK YOU FOR CHOOSING LALO'S!

Dear Customer:

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

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 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.



MEXICAN FAVORITES PARTY PACKAGE

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

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 Mexican Favorites package is priced at \$18.95 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	\$18.95
# of guests	
Sub Total	
Tax x 9.25%	
Gratuity x 18%	
Anticipated Total	



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.

I understand that **ALL** of my guests will be ordering a menu entrée selection or I will be subject to the guaranteed minimum charge as detailed above.

I understand that there will be a maximum of 2 separate checks per event.

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

*I realize that Lalo's will not add gratuities to my final bill on the day of the event. For my convenience, please add the following tip percentage to my final bill **on** the day of my event:*

___18% ___20% ___22%___

Guest Signature: _____

Guest Name: _____

Phone #: _____ Email address: _____

Lalo's Manager: _____

Lalo's Signature: _____

Fax completed form to: **708-484-9323**

or

email to **events@lalos.com**



Please read & "check in" all boxes

WELCOME TO LALO'S!



STARTERS

Chips & Salsa
Made fresh daily!

Consommé de Pollo
Our signature chicken and vegetable soup

ENTRÉES

Burrito Dinner

Filled with beans, lettuce, tomato, and your choice of: ground beef, chicken, flank steak, or pork (al pastor). Topped with sour cream and guacamole.

Taco Dinner

Three tacos with your choice of ground beef, chicken, pork (al pastor), shredded beef (desebrada), or steak. Topped with lettuce, tomato, and cheese.

Quesadillas con Rajas

Our version of this south of the border favorite consists of three folded-over corn tortillas filled with melted Chihuahua cheese, grilled onions, and poblano peppers.

Enchiladas Suizas

Four chicken enchiladas topped with melted Chihuahua® cheese, green tomatillo sauce and sour cream.

Fajitas de Bistec o Pollo

Generous portions of skirt steak or tender chicken breast, sautéed with slices of onions, tomatoes, and poblano peppers.

Pollo con Mole Poblano

Tender pieces of pulled chicken breast simmered in our delicious and unique mole sauce. Served with rice and salad.

BEVERAGES

Choose your favorite pepsi brand product from our fountain or coffee

