

# 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.





# 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

**Fajitas de Bistec of Pollo**  
*Generous portions of skirt steak or tender chicken breast, sautéed with slices of onions, tomatoes, and poblano peppers.*

**Carne Asada o Pollo a la Tampiqueña**  
*Your choice of a tender skirt steak or grilled chicken breast cooked to your taste. Served with a cheese enchilada, Spanish rice and refried beans.*

**Chiles Rellenos de Queso**  
*Two poblano peppers filled with three types of cheese; egg battered and pan fried in our mild ranchera sauce.*

**Enchiladas al Gusto**  
*Four rolled up corn tortillas filled with your choice of shredded chicken, ground beef or cheese. Topped with sour cream and your choice of one sauce:red adobo, ranchera, or mole.*

**Filete de Tilapia a la Veracruzana o al Mojo de Ajo**  
*A fresh tilapia fillet and six succulent shrimp topped with your choice of mild Veracruzana sauce or a delicious garlic butter sauce.*

**Tinga de Camaron a la Plancha**  
*Grilled shrimp served on a bed of tomato, onions and smokey chipotle peppers. Served with a shrimp & crab empanada, rice and salad.*

## BEVERAGES

*Choose your favorite pepsi brand product from our fountain or coffee*

