



# Sales Event Contract

New Acct \_\_\_\_\_ How \_\_\_\_\_

Existing Acct \_\_\_\_\_

Name of Group \_\_\_\_\_

Invoice # \_\_\_\_\_ Reserve # \_\_\_\_\_

Chairperson / Contact Name: \_\_\_\_\_

Salesman \_\_\_\_\_

Address (Home / Company) \_\_\_\_\_

Event Date: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day of Week \_\_\_\_\_

Telephone \_\_\_\_\_ Evening or Cell \_\_\_\_\_ Fax \_\_\_\_\_

Location: \_\_\_\_\_

Email \_\_\_\_\_

Estimated Number of People \_\_\_\_\_ Guaranteed Number of People \_\_\_\_\_

Number of Tickets Required \_\_\_\_\_ Price on Tickets \_\_\_\_\_

Tickets Out (date / how) \_\_\_\_\_

Method of Arrival: Car \_\_\_\_\_ Chartered Bus \_\_\_\_\_

Time of Arrival: \_\_\_\_\_

### APPETIZERS

Appetizer Service Time: \_\_\_\_\_ to \_\_\_\_\_

Quantity	Selection	Price	Quantity	Selection	Price
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____

### ENTRÉE

Food Service Time: \_\_\_\_\_ to \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Menu Selection \_\_\_\_\_ Cost per person \$ \_\_\_\_\_

### BAR / BEVERAGES

Bar/Beverage Service Time \_\_\_\_\_ to \_\_\_\_\_ Bar/Beverage Close Time \_\_\_\_\_ Bar Package: House \_\_\_\_\_ Premium \_\_\_\_\_

Bar Selection: Open \_\_\_\_\_ Cash \_\_\_\_\_ Tab \_\_\_\_\_ Cost per person \$ \_\_\_\_\_

Bar Selection: Open \_\_\_\_\_ Cash \_\_\_\_\_ Tab \_\_\_\_\_ Cost per person \$ \_\_\_\_\_

Deposit Required: \$250.00 \$500.00 \$1,000.00 \$ \_\_\_\_\_ Room Rental: \$ \_\_\_\_\_

**Parking:** Live Racing Events \$ 3.00 Preferred \$ 5.00 Valet (General also available)  
 Special Events – Private Social \$ 5.00 Preferred \$10.00 Valet  
 Special Events – Public \$10.00 Preferred \$20.00 Valet Parking Pass Advance Purchase: # \_\_\_\_\_ @ \$ \_\_\_\_\_

### ADDITIONALS:

Special Requests:	Additional Costs	Special Requests:	Additional Costs
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Additional Notes: \_\_\_\_\_

### TERMS

- 1) \$ \_\_\_\_\_ DEPOSIT is required upon receipt of your signed contract to secure a reserved date. Your deposit should be made payable to:  
Post Time Catering c/o Sales Office, Hawthorne Race Course, 3501 S. Laramie Ave., Stickney/Cicero, IL 60804
- 2) All monies should be in the form of Credit Card, Check or Money Order (No Cash Accepted). Please Mail Early.
- 3) Deposits are non-refundable.
- 4) 10 Business Days prior to your event date:
  - a. Guaranteed number of guests due
  - b. All monies for guarantee number of guests and all additional costs due
- 5) Tax Exempt
  - a. Parties will not be considered Tax Exempt, nor allowed the exemption, unless proper documentation is provided at least 10 business days prior to event date
  - b. State of Illinois issued only Organizations that have applied for and received an exemption identification number ("E" number) from the Illinois Department of Revenue qualify as sales-tax-exempt purchasers. Please Note these forms can have expiration dates – check for your expiration date.
- 6) All guarantees are final, any number over the guaranteed number must be paid for on the day of the event. We automatically arrange for a 5% set-up over Your guaranteed number.
- 7) Special Event Guarantees: a credit card is required, in advance of event date, for any additional guests above guaranteed amount. If a credit card is not Viable, then the party will be limited to the guaranteed amount.
- 8) No food or beverages allowed to enter or leave the building.
- 9) Once in the building, no food or beverages allowed in the Winner's Circle area
- 10) No cameras allowed on premises
- 11) Cell Phone usage prohibited in Dining areas.
- 12) Decorations and ceremonial pieces are property of Hawthorne Race Course and may not be removed from premises.
- 13) Dress Code: Turf Club & Suites - Business to Business Casual  
All other areas - Dressy Casual
- 14) No outside entertainment will be allowed to enter the premises without management consent.
- 15) Hawthorne Race Course, Village of Stickney, Cook County and State of Illinois rules and laws are enforced to the fullest (ie, Legal Drinking Age: 21 yrs with proper ID, Legal Gambling Age: 18 with proper ID, Curfews, No Smoking Indoors, etc, etc)

### Respectfully Submitted,

\_\_\_\_\_  
Signature of Director of Sales Date

Initial Deposit: \$ \_\_\_\_\_ Date \_\_\_\_\_ Type \_\_\_\_\_  
 Payment \$ \_\_\_\_\_ Date \_\_\_\_\_ Type \_\_\_\_\_  
 Payment \$ \_\_\_\_\_ Date \_\_\_\_\_ Type \_\_\_\_\_  
 Payment \$ \_\_\_\_\_ Date \_\_\_\_\_ Type \_\_\_\_\_  
 Payment \$ \_\_\_\_\_ Date \_\_\_\_\_ Type \_\_\_\_\_

### I HAVE READ, UNDERSTAND & AGREE TO THE TERMS OF THIS CONTRACT:

\_\_\_\_\_  
Signature of Chairperson Date