

# The Carleton Wedding Package Menu



## Four-Hour Standard Bar Package

Unlimited cocktails using the Standard Brands



## Choice of Three Classic Hors d' Oeuvres

**Tomato Crostini**  
Mozzarella, Garlic,  
Balsamic Vinaigrette

**Grilled Chicken  
Quesadilla**  
Red Pepper, Cheese

**Stuffed Mushroom Cap**  
Spinach, Mushroom  
Duxelle, Asiago

**Smoked Salmon**  
Rye Toast, Cucumber  
Dill Crème Fraîche

**Chicken Satay**  
With Thai Peanut Pesto

**Petite Beef Wellington**  
Tenderloin wrapped in  
Pastry Puff

## Choice of Salad

**Traditional House Salad**  
Tomato, Shredded Carrots, Cucumber,  
Crouton & Buttermilk Dressing

**Traditional Caesar**  
Garlic Herb Crouton,  
Freshly Grated Parmesan Cheese,  
Caesar Dressing

**Grilled Apple & Pear Salad**  
Amish Blue Cheese, Toasted Walnuts,  
Dried Figs, Balsamic Vinaigrette

**Grilled Asparagus**  
Bibb Lettuce, Red Onion, Orange Segments,  
Honey Jalapeno Dressing



Champagne Toast  
Standard Wine Service  
Lemon Sorbet Intermezzo

Choice of Entrée

**Grilled Beef Tenderloin**

Demi Glace

**Grilled Salmon**

Lemon Dill Beurre Blanc

*\$86 package*

**New York Strip**

Bordelaise Sauce

*\$82 package*

**Grilled Beef Tenderloin**

Spinach,

Mushroom Mélange,

Bordelaise Sauce

*\$82 package*

**Grilled Beef Tenderloin**

Red Wine Sauce

**Shrimp Scampi**

*\$88 package*

**Grilled Rib Eye**

Horseradish Butter

*\$78 package*

**Herb Crusted Chicken**

**Breast**

Tarragon Sauce

*\$70 package*

**Herb Crusted Chicken**

Tarragon Sauce

**Grilled Salmon**

Lemon Dill Beurre Blanc

*\$80 package*

**Grilled Salmon**

White Wine &

Butter Sauce

*\$75 package*

**Sautéed Tilapia**

Kalamata Olives, Basil,

Balsamic Reduction

*\$75 package*

Continental Hand Roasted Artisan Coffee Bar  
Complimentary Wedding Cake Cutting (Bride & Groom provide Cake)

Everything listed is included in price listed under Entrée

Menus can be customized with other items from our Banquet Menu.

You can offer up to four entrées, priced by the plate but need to be pre-ordered five days in advance.

At the Carleton Hotel, whether your tastes are traditional or modern, we have the very best in classic elegance and contemporary style. And don't forget the Carleton's Ballroom & Plaza Bar are exclusively yours, so the spotlight is always on you.

*20% service charge (gratuity), 9.50% banquet room rental & food tax and 12.50% liquor tax will be added.*

*All Package Prices are subject to change without notice.*

1110 Pleasant Street, Oak Park, Illinois 60302

708-848-5000

[www.carletonhotel.com](http://www.carletonhotel.com)

# Wedding Guidelines, Policies & Information

## Booking, Deposit and Payment Requirements

Booking a private function requires signing of this information page plus a deposit as follows:  
For parties estimated at less than 50 persons, a \$500 deposit is required.  
For parties estimated at more than 50 persons, a \$750 deposit is required.

Deposit will be applied to the final balance. Five days prior to the function, it is required that the estimated balance be paid in full. Any and all incidental charges incurred during the function shall be paid at the conclusion of the function. Deposit is non-refundable at six months prior to function date.

## Guarantee

Guest number confirmation is due **five days** prior to the function. Final billing is based on the guaranteed count and is not subject to reduction. If attendance exceeds the guarantee, the balance will be due at the conclusion of the function.

## Service Charges

A 20% service charge, 9.50% room rental & food tax and 12.50% liquor tax will be added to all prices. The Hotel reserves the right to charge a service fee for setup of rooms with extraordinary requirements.

## Cancellation

Customer will be charged in full if cancellation occurs within **fourteen days** of function date.

## Room Rental Fee's

Days:	Barclay \$150	Columbian \$250	Foxboro \$300	Ballroom \$400
Evenings:	Barclay \$50	Columbian \$100	Foxboro \$100	Ballroom \$300 (with Bar and Additional \$200)

\$125 Per Hour Rental Fee for Room After 6 Hours  
\$500 Ceremony Setup Fee

### Minimum Friday Evening Food & Beverage Requirements

Foxboro: \$500

Ballroom: \$2,000

### Minimum Saturday Evening Food & Beverage Requirements

Foxboro: \$1,000

Ballroom: \$6,000

No food or beverage may be brought into the Carleton Hotel without prior approval from Catering Manager. Any leftover food or beverage remains the property of the Carleton Hotel.

### Event Scheduling

Afternoon functions are requested to conclude no later than 4:00 p.m. Evening functions may begin at 5:00 p.m.

Sunday through Thursday, bands and DJ's end at 11:00 p.m

Friday and Saturday, bands and DJ's end at 11:30 p.m

### Parking

Valet is available with doorman at standard rates. Valet is recommended for parties of 50 or more people at a charge of \$250.00.

### Miscellaneous

The Carleton Hotel is a smoke-free property. Host agrees to abide by all city, state and federal rules and regulations related to smoking on Hotel property, to apprise its members, guests and attendees of such laws, and to fully comply with said regulations and requirements.

No decorations may be attached to any of the walls, doors or ceilings of the function rooms without prior approval from the Catering Manager. The use of confetti in any of the function rooms, hotel common area or exterior is strictly prohibited.

### Other Amenities

The Hotel will provide, at no charge, tables, chairs, linen (ivory), table numbers, votive candles, china, glass, and silverware. In addition, the Hotel will provide a 9' x 9' dance floor for the Foxboro Room, and an 18' x 18' dance floor for the Ballroom. The Barclay and Columbian Rooms do not accommodate dance floors. The Hotel's dance floors cannot be added onto. Customer may rent a larger dance floor at their own cost.

Our Catering Department will be happy to assist in choosing a florist, entertainment, ice carvings, specialty chair covers, linens, customized printed menus and other elegant enhancements.

Additional charges will apply.

Prices are subject to change without notice.

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# Referral List

## Florist

Westgate Flowers & Plants	708-386-0072
Tulipia Floral Design	708-209-1323
Carriage Flower Shop	708-383-4862

## Wedding Cakes

Reuters	773-889-1414
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## Fine Invitations

Fitzgerald's Stationery	708-445-8077
Paper Source	708-445-7700

## Beauty Salon

Salon 212 & Day Spa	708-386-2221
A Matter of Style	708-524-5151

## Equipment Rentals

Chicago Party Rental	800-322-5868
First Class Photo Booths	312-612-2202

## Photography

Stephen Green	708-383-0162
Ebert	708-386-6222

## Ice Carving

Nadeau's	708-366-3333
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## Linen

Elite Chair Covers & Linen Rental	708-828-3380
<a href="http://www.elitechaircovers.com">www.elitechaircovers.com</a>	

## DJ's

DJ Chicago	773-472-5100
Toast & Jam	773-687-8833



## Late Night Snack

The evening doesn't have to end with dessert. Brides & Grooms who like to kick up their heels until the wee hours can keep the festivities rolling with after party sustenance.

\$5.00 Per Person for Chicago's Finest



All-Beef Vienna Hot Dog on a Poppy Seed or White Bun Mustard, Onion, Sweet Pickle Relish, Pickle Spear, Tomato, Sport Peppers and a dash of Celery Salt

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Char-Grilled Mini Hamburgers or Cheeseburgers  
Lettuce, Tomato, Onion, Mustard & Ketchup

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Mini Grilled Cheese Sandwiches

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French Fries Included

You select one item