

# CARLETON

*Signature Events*

*Congratulations* on your recent engagement!

Thank you for your interest in the Carleton Hotel for your special day.

The Carleton Hotel exemplifies the heart of Oak Park with  
class, style and timeless elegance.

For a truly memorable wedding, every detail needs to be attended to.  
With our hotel's professional staff, outstanding service and exceptional food,  
your wedding will be the toast of the town.

*Exclusively for you,*  
our Distinctive Accompaniments include:

Complimentary Suite for bride & groom

~

Deluxe overnight accommodations for guests at preferred rates

~

Complimentary tasting upon confirmation of your wedding reception

~

Custom designed room diagram for your seating chart arrangements

~

Special meal arrangements can be provided for those with dietary restrictions

~

Recommended list of vendors

1110 Pleasant Street, Oak Park, Illinois 60302

708-848-5000

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

# *The Carleton Wedding Package*

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, Columbian Room & Plaza Bar are exclusively yours, so the spotlight is always on you.

---

## FOUR-HOUR STANDARD BAR PACKAGE

---

***Unlimited cocktails using the Standard Brands***

***\*\*See Banquet Menu for packaging and upgrades\*\****

---

## CHOICE OF THREE "CLASSIC" HORS D' OEUVRES

---

***Tomato Mozzarella***

***Crostini***

*Sliced Tomato,  
Fresh Mozzarella, Basil,  
Balsamic glaze*

***Grilled Chicken***

***Quesadilla***

*Red Pepper,  
Chihuahua Cheese*

***Stuffed Mushroom Cap***

*Spinach, Asiago,  
Mushroom Duxelle*

***Baked Brie***

*Raspberry reduction, sliced  
almonds, phyllo dough*

***Sesame Chicken Satay***

*Thai Peanut Pesto*

***Spanakopita***

*Spinach, Feta Cheese,  
Phyllo Dough*

---

## CHOICE OF SALAD

---

***Traditional House Salad***

*Tomato, Shredded Carrots, Cucumber,  
Crouton & Choice of Dressing  
(Balsamic Vinaigrette, Raspberry Vinaigrette,  
Buttermilk Ranch)*

***Traditional Caesar Salad***

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

---

CHOICE OF ENTRÉE

---

*(up to three entrée selections may be offered)*

**New York Strip**  
Bordelaise Sauce  
\$79 package

**Grilled Rib Eye**  
Horseradish Butter  
\$79 package

**Grilled Salmon**  
Cranberry Beurre Blanc  
\$68 package

**Grilled Beef Tenderloin**  
Spinach, Mushroom  
Mélange, Bordelaise  
\$78 package

**Chicken Provençale**  
White wine reduction  
\$65 package

**Sautéed Tilapia**  
Pineapple Salsa, Basil,  
Balsamic Reduction  
\$67 package

**Vegan Risotto**  
Spinach, Artichoke Hearts,  
Kalamata Olives,  
Asparagus & Mushroom  
Risotto  
\$65 package

**COMBO PLATES**

**Grilled Beef Tenderloin**  
Demi-Glace  
**Grilled Salmon**  
Lemon Dill Beurre Blanc  
\$82 package

**Grilled Beef Tenderloin**  
Red Wine Sauce  
**Shrimp Scampi**  
\$85 package

**Herb Crusted Chicken**  
Tarragon Sauce  
**Grilled Salmon**  
Lemon Dill Beurre Blanc  
\$72 package

*Continental Hand Roasted Artisan Coffee Bar*

~

*Complimentary Wedding Cake Cutting (Bride & Groom provide Cake)*

*Menus can be customized with other items from our Banquet and Enhancement Menu.  
Final guest selections must be pre-ordered and are due to Catering Manager  
fourteen days in advance.*

# The Enhancements

---

## “PREMIUM” HORS D’OEUVRES +1 PER PERSON

---

**Spiced Rubbed Pork  
Tenderloin**  
wild rice pancake,  
black bean salsa

**Smoked Salmon**  
rye toast, dill crème fraiche

**Coconut Shrimp**  
pineapple-sweet chili sauce

**Maryland Crab Cake**  
Dijon-chive sauce

**Petite Beef Wellington**  
Mushroom duxelle, puff pastry

**Artichoke Bottom**  
asiago cheese,  
artichoke mousse

**Beef Tenderloin  
Carpaccio**  
garlic crouton, horseradish  
sour cream, capers

**Asparagus & Asiago**  
phyllo dough

**Crab Quesadilla**  
fresh pico di gallo & guacamole

**Teriyaki Beef Skewer**

---

## “PREMIUM” SALADS +1 PER PERSON

---

**Grilled Asparagus Salad**  
baby bibb lettuce,  
red onion, orange segments,  
honey jalapeno dressing

**Grilled Apple & Pear Salad**  
amish blue cheese,  
toasted walnuts, dried figs,  
balsamic vinaigrette

---

## CHAMPAGNE TOAST +4 PER PERSON

## STANDARD WINE SERVICE WITH DINNER +8 PER PERSON

## SORBET INTERMEZZO +2 PER PERSON

## LATE NIGHT SNACK +6 PER PERSON

(Choice of: Chicago-Style All-Beef Vienna Hot Dogs or Mini Burgers)

---

# **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 \$1000 deposit is required.

Deposit will be applied to the final balance. Fourteen 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 **fourteen 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 & Taxes**

A 22% service charge, 11% room rental, 10% food tax and 13% 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. All Credit Cards transactions will incur a 3% service charge

## **Cancellation**

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

### **Evening Reception Rental Fees (6 hours)**

**Barclay Room \$150      Columbian Room \$300      Foxboro \$300**

**Plaza Bar & Lounge \$300      Ballroom \$600**

**Wedding Rental \$1200**

(Plaza Bar, Lounge, Columbian Room, and Ballroom):

## **Minimum Friday & Sunday Evening Food & Beverage Requirements**

**Foxboro: \$1,000**

**Ballroom: \$4,000**

## **Minimum Saturday Evening Food & Beverage Requirements**

**Foxboro: \$2,000**

**Ballroom: \$8,000**

### **Additional Fees and Add ons...**

Ceremony Setup Fee **\$500**

Portable Bar Setup Fee **\$150**

Rental Fee for Room After 6 Hours **\$125/Per Hour**

Valet Service **\$350**

Coat Check Attendant **\$50**

No food or beverage may be brought into the Carleton Hotel without prior approval from Catering Manager. All out of house late night snack orders will incur a \$100 service fee. 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 and recommended for parties of 50 or more people at a charge of \$350.00.

### **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 20'x20' 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.

# **Referral List**

## **Wedding Websites/Planners**

The Knot  
Wedding Wire

## **Fine Invitations**

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

## **Beauty Salon**

Salon 212 & Day Spa 708-386-2221  
James Anthony 708-383-3100

## **Event Setup & Décor**

### **❖ Florist**

Westgate Flowers & Plants 708-386-0072

### **❖ Day of Coordinator**

BW Studio + Events, Blair Woerfel 708.695.4922

### **❖ Wedding Cakes**

Reuters 773-889-1414  
Sugar Fixé Patisserie 708-948-7720

## **Equipment Rentals**

AA Rental Company 708-343-8110  
Chicago Party Rental 800-322-5868

## **Photography**

Gina & Tony Photographers [www.gntphoto.com](http://www.gntphoto.com)  
Stoffer Photography [www.stofferphotography.com](http://www.stofferphotography.com)

## **Ice Carving**

Nadeau's 708-366-3333

## **Linen**

Elite Chair Covers & Linen Rental 708-233-9191  
[www.elitechaircovers.com](http://www.elitechaircovers.com)

## **Entertainment Specialists**

Epic DJ Services 773-620-2888  
Toast & Jam 773-687-8833