

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

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Deluxe overnight accommodations for guests at preferred rates

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Complimentary tasting upon confirmation of your wedding reception

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Custom designed room diagram for your seating chart arrangements

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Special meal arrangements can be provided for those with dietary restrictions

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Recommended list of vendors

1110 Pleasant Street, Oak Park, Illinois 60302

708-848-5000

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***
*Diced 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

\$65 package

Sautéed Tilapia
Lobster Cream
\$67 package

Vegan Risotto
Spinach, Artichoke Hearts,
Kalamata Olives,
Asparagus & Mushroom
Risotto

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

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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

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“PREMIUM” HORS D’OEUVRES +1 PER PERSON

**Spiced Rubbed Pork
Tenderloin**

wild rice pancake,
black bean salsa

Smoked Salmon
rye toast, dill crème fraiche

Maryland Crab Cake
Dijon-chive sauce

Coconut Shrimp
pineapple-sweet chili 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 \$200

Foxboro \$200

Plaza Bar & Lounge \$200

Ballroom \$300

Wedding Rental \$600

(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

Hair & Makeup

Ginger Damato 708-774-2841

Event Setup & Décor

❖ Florist

Westgate Flowers & Plants 708-386-0072

❖ Day of Coordinator

BW Studio + Events, Blair Woerfel 229.560.0633

❖ 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

Steve Scap www.stevescap.com
Stoffer Photography www.stofferphotography.com

Ice Carving

Nadeau's 708-366-3333

Linen

Elite Chair Covers & Linen Rental 708-233-9191
www.elitechaircovers.com

Entertainment Specialists

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