



Ophelia's Banquets
ENTERTAINMENT & CONFERENCE CENTER

Rental Package



Call now to schedule your appointment: 1-800-OPHELIA (674-3542)

-or-

Email us at: Info@OpheliasBanquets.com

*Ophelia's Banquets
Entertainment & Conference Center
13102 S. Western Ave.
Blue Island, Illinois 60406
www.opheliasbanquets.com*



Hall Rental Rates & Packages

You've come to the right place if you're planning a Wedding, Reception, Memorial/Repast Service, Corporate Event, Anniversary, Birthday Party, Quinceanera, Sports Party, Bar/Bat Mitzvah, Graduation Party, Bridal/Baby Shower, Fashion Show, Social or Business Function, or any other special event. "All" are welcomed at Ophelia's Banquets ~ Entertainment & Conference Center, herein referred to as OBECC.

No more being coerced to eat those same ole' stuffy dinners that most banquet facilities require you to purchase. The beauty of OBECC is that you're allowed to cater the food of your taste and/or culture or choose from our list of preferred caterers. We also offer the convenience of our Signature Bartender(s), who will take care of your beverage needs.

OBECC offers an elegant, and affordable venue, along with outstanding customer service and hospitality. The rental packages are designed to accommodate your specific wants and/or needs ~ you choose how extravagant you'd like your event to be. You can dress it to impress it! -Or- You can choose our standard package, which is also quite elegant and generous.

The **First Floor** of the Venue currently houses two main *Banquet Halls*, a *Conference/Board Room* (w/a 12' Conference Table, and Sitting Area), *Diversity Hall* (for Training, Group Sessions, Seminars, Dance Classes, Smaller Parties, Card Parties, Childcare [certified Sitters - *during events*], or other smaller gatherings), a Sitting Area, and a Break Room. The *Bar Parlor* (2 Stations) is open during the event hours, but it can also be reserved for Private Occasions (i.e., Sports Parties, Private Meetings, Men's Fellowship, Women's Tea Parties, etc.). Our *Coat Check Room* is monitored by staff. The venue is Handicap Accessible.

We are quite liberal with our package hours. Our main banquet hall rentals are for six (6) hour increments, and you can choose from either the Day or Evening availability. Six hours allot you enough time to set-up prior to the event, and clean up after, or ***for an additional fee, you may choose to utilize our clean-up crew***. If you need an additional hour to set up, prior to the event, there is a fee of \$100.00. Please note that Evening events must *end* before 12 midnight.

Hall Deposit – Upon confirmation, and the contract signing of your event, there is a Six Hundred Dollar (\$600.00) deposit required for the Imperial and Phoenix Halls, and a One-Thousand-dollar (1,000.00) deposit required for the Grande Hall. This deposit must be paid to solidify the date and hold your reservation. You can make additional payments at any time, however, ***the balance for the event must be paid seven (7) days prior to the date of the event***. Personal checks are not accepted for the final payment, but personal checks are accepted for the initial deposit. Payments can be made by either Cashier's Check, Cash, Credit Card, or Zelle @ OpheliasBanquets@gmail.com.

IMPORTANT NOTE: You have three (3) days to rescind (cancel) the contract to get your deposit returned to you. However, if for any reason you do not fulfill this agreement, you are responsible for any losses that Ophelia's Banquets incur due to default, and all deposits will be retained as liquidated damages.

Security Deposit – A Three Hundred (\$300.00) refundable Security Deposit is required, and ***due within 2 days of the event*** [no exceptions]. This security deposit will be refunded to you 24-48 hours after your event, subject to the condition of the facility after your event (no damage, debris, clean-up, etc.).



Hall Room Rentals Rates

The Imperial Hall + Bar Parlor

(Accommodates 135 People)

<u>Non-Peak Season:</u>		<u>Peak Season:</u>	
<u>Jan, Feb, Mar, Apr, Oct</u>		<u>May, Jun, Jul, Aug, Sep, Nov, Dec</u>	
Mon.–Thurs.	\$1,900.00	Mon.–Thurs.	\$2,100.00
Friday	\$2,200.00	Friday	\$2,400.00
Saturday	\$2,400.00	Saturday	\$2,600.00
Sunday	\$2,100.00	Sunday	\$2,300.00

The Phoenix Hall +Bar Parlor

(Accommodates 145 People)

<u>Non-Peak Season:</u>		<u>Peak Season:</u>	
<u>Jan, Feb, Mar, Apr, Sep, Oct</u>		<u>May, Jun, Jul, Aug, Nov, Dec</u>	
Mon.–Thurs.	\$1,900.00	Mon.–Thurs.	\$2,100.00
Friday	\$2,200.00	Friday	\$2,400.00
Saturday	\$2,400.00	Saturday	\$2,600.00
Sunday	\$2,100.00	Sunday	\$2,300.00

The Grandé Hall

(The Imperial & Phoenix Halls Combined + Bar Parlor)

<u>Non-Peak Season:</u>		<u>Peak Season:</u>	
<u>Jan, Feb, Mar, Apr, Sep, Oct</u>		<u>May, Jun, Jul, Aug, Nov, Dec</u>	
Mon.–Thurs.	\$3,400.00	Mon.–Thurs.	\$3,600.00
Friday	\$3,800.00	Friday	\$4,000.00
Saturday	\$4,000.00	Saturday	\$4,200.00
Sunday	\$3,600.00	Sunday	\$3,800.00

Diversity/Training Hall

(Children's Parties, Conferences, Training, Dance Classes)

(Accommodates 60+ People)

Up to 4 Hours - \$600.00	\$150.00 Each Additional Hour
You have three days to rescind/cancel the contract to get your deposit returned to you.	
Security Deposit for <i>Children's Parties</i>: \$400.00	
<i>Note: Children Parties - up to the age of 12 (no exceptions)</i>	

NOTE: <u>Adult Events</u>	
6 Hours – Day or Evening Hours - \$1,200.00	
Security Deposit for <i>Adult Parties</i>: \$500.00	



Conference/Boardroom

Room Rental	Up to 4 Hours - \$500.00	<i>\$125.00 Each Additional Hour</i>
Bartender-CASH Bar	\$90.00	--
Internet	Included	--
Wi-Fi	Included	--
Projector	\$30.00	--
Projector Screen	Included	--
Podium	Included	--
Coffee/Water/Tea	Included	--
Breakout Space	Included	--
Catering	Upon Request (\$)	--
Free Parking	Included	--
Wheelchair Accessibility	Included	--
Restrooms	Included	--
<p align="center">You have three days to rescind/cancel the contract to get your deposit returned to you Security Deposit \$250.00</p>		



(LOWER LEVEL – Accommodates Up to 100 ppl)

Room Rental	Up to 5 Hours	\$1,000.00
Bartender	Signature Bartender	\$90.00
Square Tables & Chairs		
Sound Equipment Rental	Sound Engineer	\$150.00
<i>PLEASE NOTE: LOWER LEVEL DOES NOT INCLUDE STANDARD PACKAGE</i>		
<p align="center">You have three days to rescind/cancel the contract to get your deposit returned to you Security Deposit \$500.00</p>		

You are responsible for cleaning up after your party.

IMPORTANT NOTE:

PLEASE BE SURE TO KEEP A CLOSE WATCH ON THE CHILDREN. CHILDREN ARE PROHIBITED FROM RUNNING THROUGH THE VENUE AND PLAYING/LOUNGING/SLEEPING ON THE FURNITURE AND SHOULD BE MONITORED AT ALL TIMES, TO AVOID HARM.

AS THERE COULD BE MULTIPLE EVENTS TAKING PLACE AT THE SAME TIME, EVERYONE SHOULD REMAIN IN THEIR DESIGNATED BANQUET ROOMS, UNLESS GOING TO THE RESTROOMS.

THANK YOU FOR YOUR COOPERATION.



Standard Package Includes:

**Rental of Hall for 6 Hours **
Bar Lounge Access
Flatware
Drinkware
Water Pitchers on Each Table
Plates on Buffet -or- Guest Tables
Round Tables (<i>Seats 8</i>)
Rectangle Tables (<i>Seats 6-8 and 8-10</i>)
Buffet Tables (3)
Registration Table (1)
Gift Table (1)
Cake Table (1)
Tablecloths (Ivory, Black, Brown)
Napkins (Ivory, Black, Brown, Red, Orange)
Banquet Chairs
<u>Access to Kitchen Area – NOTE: NO Cooking Allowed On Site. All Food Must Be Warm & Prepared</u>
- Food Warmer, Refrigerator, Ice
Coat Closet
His/her Private Restrooms
Air/Heat
- Parking Front, Rear, Street
Handicap Accessible (<i>Front Entrance</i>)
Garbage Receptacles
Bins for Soiled Dishes
Table Set-Up (<i>excluding decorations</i>)
On-Site Childcare Service w/Certified Sitters *
Complimentary Bottle of Champagne for Bride/Groom

**There is an additional fee for Childcare Services. You must confirm at least 10 children, at least 14 days before the event.*

PLEASE NOTE: After the final set-up, no additional chairs and/or tables will be added.

Also, please ask about our list of preferred vendors.



Additional "Bridal" Information

Bridal Suite - \$300.00

(Bridal Suite available 2 hours prior to event)

Wedding Rehearsal – 1 hour – Weekdays Only (between 12:30 pm and 5:30 pm)

(NO CHARGE - Check Day(s) of Availability)

Vendor Set-Up – 2 Hours Prior

Decoration Set-Up – 2 Hours Prior

Ceremony – 1 Hour Before Cocktail Hour *(if applicable)*

Additional Table Set-Up After Ceremony - \$100.00

Reception – 6 hours *(must end before 12 a.m.)*

FINAL COUNT must be turned in 1 week prior to event.

May the Lord add a blessing to your marriage, as you grow together in Love!



Liquor Packages:

You can choose from either a --**Cash Bar**-- (Pay Per Drink) - --**Tab Bar**-- -or- from our Bar Packages below:
(Below Bar Packages are Priced for a 2-Hour Bar)

<u>VIP Bar Package</u> <i>(Includes Premium + Beer Packages)</i> \$50.00 Per Person	<u>Premium Bar Package</u> \$40.00 Per Person	<u>Beer, Wine Package</u> \$30.00 Per Person
(WINE)	(WINE)	(WINE)
Cabernet Sauvignon	Cabernet Sauvignon	Merlot
Merlot	Merlot	Moscato
Moscato	Moscato	Riesling
Pinot Grigio	Pinot Grigio	Stella Rosa Black
White Zinfandel	White Zinfandel	White Zinfandel
(WHISKEY)	(WHISKEY)	(BEER)
Crown Royal	Canadian Club	Bud
Jack Daniels	Jack Daniels	Bud Light
Jameson	Jim Beam	Coors Light
Makers mark		Miller Genuine Draft
(VODKA)	(VODKA)	Miller Light
Absolut	Absolute	
Ciroc	Smirnoff	
Grey Goose	Svedka	
Titos	(RUM)	
(RUM)	Malibu	
Barcardi (Lite/Dark)	Ron Rico (Lite/Dark)	
Malibu		
	(GIN)	
(GIN)	Seagram's	
Bombay Sapphire Gin	Tanqueray	
(SCOTCH)	(SCOTCH)	
Chivas Regal	Dewar's White Label	
DeWars	Johnny Walker Black	
Johnny Walker Black	(TEQUILA)	
(TEQUILA)	Jose Cuervo	
Don Julio (Blanco & Reposado)		
1800	(COGNAC)	
	Grand Marnier	
(COGNAC)	Hennessy	
Remy Martin 1738		
Remy Martin VSOP	(BEER)	
	Bud, Bud Light, Coors Light	
(BEER)	Miller Genuine Draft,	
Corona, Heineken, Modelo, Stella	Miller Light	

*Note: Ophelia's Banquets reserves the right to refuse service to guests who appear intoxicated. Guests may **NOT** bring in any outside liquor. No one under the age of 21 will be served alcoholic beverages. Management reserves the right to cease all liquor consumption if this rule is violated with no refunds for unused Packages. Prices are subject to change without notice. Children are NOT allowed to sit at the bar.*



Below is the Hall Rental Options Worksheet, which will be quite helpful in assisting you with your plan and budget for your special occasion.

Room Rental Options Worksheet
Standard Package PLUS...

Event Date: _____	Event Day: _____	Banquet Hall: _____	Today's Date: _____
# of Guests Between _____ / _____	Event Type: _____	(Circle) Day -or- Evening	(Time) _____
Customer Name: _____	Phone: _____	Email: _____	
Customer Name: _____	Phone: _____	Email: _____	
6 Hour Hall Rental		See Pages 4 & 5	\$
Hall Deposit (Refundable) - You have three (3) days to rescind (cancel) the contract to get your deposit returned to you. Please see Page 2.		\$600.00-Imperial-Phoenix Hall \$1,000.00-Grande Hall	\$600.00 \$1,000.00
Security Deposit-Due Two (2) days of event		\$300.00	\$300.00
Clean-Up Crew	Yes or No	\$150.00	
Food Servers (BUFFET STYLE)	Yes or No	_____ x \$15.00/hour	
On-Site Childcare Services (Certified Sitters) NOTE: Newborn – 1 Year - \$20.00/hour	Yes or No Yes or No	_____ x \$15.00/hour _____ x \$20.00/hour	
Signature Bartender			
<ul style="list-style-type: none"> • One (1) Bartender - <u>100 ppl or less</u> • Two (2) Bartenders for <u>101 – 200 ppl</u> • Three (3) Bartenders for <u>201 – 300 ppl</u> 	Yes or No	_____ x \$90.00	
Security (Required)			
<ul style="list-style-type: none"> • One (1) Additional Security for <u>150-225 ppl</u> • Two (2) Additional Security for <u>226-300 ppl</u> 		_____ x \$125.00	



PRICE LIST FOR DÉCOR, ETC.

<u>FLOORING SET-UP</u>	<u>COST</u>	<u>UNITS</u> <u>(#)</u>	<u>TOTAL</u>
Red Carpet w/Stanchions	\$35.00		\$
<u>TABLE CENTERPIECES</u>			
12" Eiffel Tower w/Flower (Glass)	\$10.00		\$
36" Ostrich Eiffel Tower (Glass)	\$25.00		\$
Candle Lobbbers (Glass)	\$10.00		\$
Crystal Table Chandeliers	\$20.00		\$
Cylinder Vases w/Floating Candles (Set of 3)	\$25.00		\$
Table Skirts (Black or Ivory)	\$10.00		\$
Gold Centerpiece with Flower Head	\$10.00		\$
Gold Crystal Centerpiece w/Arms	\$25.00		\$
<u>TABLE SETTINGS</u>			
Floral Table Runners	\$6.00		\$
Napkin Rings (each)	\$0.50		\$
Plate Chargers	\$1.00		\$
Table Overlay (Satin)	\$6.00		\$
Table Overlay (Sequin)	\$7.00		\$
Table Runners (Satin)	\$5.00		\$
Table Runners (Sequin)	\$6.00		\$
<u>OTHER</u>			
Artificial Cake Display	\$25.00		\$
2-3 Tier Glass Table	\$50.00		\$
3-Tier Buffet Servers (Chrome)	\$4.00		\$
Beverage Dispenser (each)	\$7.00		\$
Bread Baskets on Tables (Metal) (each)	\$2.00		\$
Chafer w/Burners & Serving Utensil (each)	\$15.00		\$
Chair Covers – Black, Red, Royal Blue (each)	\$1.50		\$
Champagne Wall	\$75.00		\$
Coffee Dispenser (coffee/cream/sweetener/cups)	\$75.00		\$
Double (side-by-side) Beverage Dispenser	\$10.00		\$
Ice Table w/Skirt & Ice	\$25.00		\$
Ice Bin w/Ice	\$25.00		\$
Projector	\$25.00		\$
Bridal Suite/Dressing Room	\$300.00		\$
TOTAL			\$



IMPORTANT: Please Note:

- **NO outside alcohol allowed in the venue.**
- **NO** obscene, indecent, profane, or vulgar music.
- **NO** hanging out/loitering outside the venue (front, back, or parking lot).
- **NO** Smoking inside the venue.
- **NO** Smoking in front of the building. There is a **designated** *Smoking Area* at the **rear** of the building.
- **NO** scotch tape, duct tape, or tacks on walls or ceilings (painter's tape is permitted)
- **NO** confetti, glitter, rice, sand, bubbles, or sparklers/fireworks candles allowed in the venue.
- All events are required to have security personnel (see worksheet).
- DJ must bring their own equipment, including speakers, mixing board, etc.
- Prices are subject to change w/o notice, however, upon signing a contract, your Package price will be locked in.
- **NO** Cannabis/Marijuana/Weed Smoking allowed outside the building or in the Parking Lots. **Note:** The Police Department is a block away and they do surveillance in the area frequently.
- All food vendors are required to have liability insurance. Food is to come already prepared.

On-Site Childcare is available at the rate of \$15.00-20.00 per hour. Requirement... At least 10 Children

Note: *Children are not allowed in the kitchen and/or storeroom areas. The kitchen may **not** be populated by anyone except the host/hostess, plus no more than 2 people that the host/hostess designates. **Children are NOT allowed at the Bar.***

Important Reiteration: Per the State, City of Blue Island, and Ophelia's Banquets... **NO** outside Liquor, Liquor Supplements (Syrup) or Vaping allow in the building. If you are caught, you will be asked to leave the building.

I understand that the room will be arranged and available prior to the event time. Activities are to be restricted to the Banquet Hall(s). Our group will be responsible for the care of the space, furniture, and equipment used. The room will be returned to its original condition at the end of our event, or the security deposit will be forfeited.

Please be advised that you are responsible for taking all your belongings with you when your event ends. Ophelia's Banquets will NOT be responsible for any items left at the venue.

I agree to allow Ophelia's Banquets ~ Entertainment & Conference Center, Inc. to display photos of my event in the venue, in its advertising material, and on its website. Yes _____ No _____

Signature:	Date:
Signature:	Date:

Ophelia's Banquets ~ Entertainment & Conference Center, Inc.

would like to extend our sincere gratitude to you for choosing our venue to host your special event. We are confident that your experience with us will be one of good, memorable pleasures.

Office Hours

Monday - CLOSED

Tuesday ~ Friday – 11:30 a.m. – 5:30 p.m.

Saturday & Sunday – By Appointment Only

Please call to schedule an appointment. We'd love you to tour the venue.



Hold Harmless / Indemnification

The host/hostess agrees to the terms and conditions set forth in this packet and acknowledge having read the same. The host/hostess agrees that this agreement is binding upon the person who signs this contract. It does not cover any other entity and this agreement is non-transferable. The hall may not be sublet under any circumstances.

The host/hostess assumes full responsibility for the character, act and conduct of all persons admitted into the premises. OBECC shall not be held responsible for any damage and or injury to any persons including death or for any loss of or damage to the property of the attendees of the event. The host/hostess agrees to indemnify OBECC and hold harmless its agents, servants, employees, volunteers, and executive officers from any such occurrences.

Any damage(s) that occurs to the facility that are a direct result of the renter, or their guests will be the responsibility of the signer(s) of this agreement. OBECC will charge the signer(s) of this agreement the cost of the repairs to correct/fix the damage.

All decorations must be taken down at the end of the event by the host/hostess. Any damages caused to the appearance of the building/hall due to decorations will be considered as the responsibility of the host/hostess and an additional charge may be imposed on them to rectify the damages.

This is a non-smoking facility, and this policy will be strictly enforced. Anyone found in violation of this policy will be asked to leave the premises. **Under no circumstances is any type of alcoholic beverage or illegal drug allowed to be brought onto the premises.** A violation of this policy will result in the immediate cancellation of the event. The host/hostess acknowledges that in such circumstances, there shall be no refund of any kind and that OBECC has the obligation to report such behavior to the responsible authorities.

The host/hostess acknowledges that this form must be signed and submitted, along with the full deposit to preserve the hall. By signing this agreement, the signer agrees that he/she has read this agreement completely and has understood it in its entirety and agrees to comply with the conditions set forth in this agreement.

You shall indemnify, defend and hold harmless the venue (OBECC), its owner(s), its management company, its respective affiliates and all of its respective officers, directors, partners, members, and employees from and against all demands, suits, judgments, settlements, claims, damages to persons and/or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to your event, including claims for loss or damage to any property, or for death or injury to any individual.

You shall indemnify and hold venue (OBECC), its parent companies, subsidiaries, affiliates, officers, directors, employees, agents and representatives forever harmless from, and against, any and all personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any wrongful or negligent act, error or omission by you, your guests, invitees, agents, delegates or representatives, arising out of or in connection with your function, except those claims arising out of the sole negligence or willful misconduct of Venue (OBECC).

Signature:	Print Name:	Date:
Signature:	Print Name:	Date:
Signature	Print Name:	Date:



Food Waiver

For liability reasons, a Food Waiver Agreement must be submitted prior to hosting an event at Ophelia’s Banquets ~ Entertainment & Conference Center, Inc. when using the goods or services of an outside vendor. By signing this Food Waiver Agreement, the Host(s) is agreeing on behalf of the persons, group, or organization, to release Ophelia’s Banquets ~ Entertainment & Conference Center (OBECC) from any and all responsibility or liability for any injuries, illnesses, or for death, resulting from the consumption of any food or beverage in which Ophelia’s Banquets did not prepare, distribute, or provide. In addition, the reserve Host(s) (persons, group, organization) is responsible for ensuring OBECC’s policies comply, including denoting the food waiver at the event, or on invitations, flyers, etc.

Please note that all outside Food Vendors must show proof of Liability Insurance, and Waivers must be submitted to OBECC a minimum of five (5) business days in advance.

By signing this agreement, the signer agrees that he/she has read this agreement completely and has understood it in its entirety and agrees to comply with the conditions set forth in this agreement.

You shall indemnify, defend and hold harmless the venue (OBECC), its owner(s), its management company, its respective affiliates and all of its respective officers, directors, partners, members, and employees from and against all demands, suits, judgments, settlements, claims, damages to persons and/or property, fines, liens, losses and other liabilities, including reasonable attorneys’ fees arising out of or in any way related to your event, including claims for loss or damage to any property, or for death or injury to any individual.

You shall indemnify and hold venue (OBECC), its parent companies, subsidiaries, affiliates, officers, directors, employees, agents and representatives forever harmless from, and against, any and all personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any wrongful or negligent act, error or omission by you, your guests, invitees, agents, delegates or representatives, arising out of or in connection with your function, except those claims arising out of the sole negligence or willful misconduct of Venue (OBECC).

Caterers, please inform your client if you are, or are not, providing the chafing pans with burners, etc. Although the venue provides, warmers, **please be sure that your meals are already prepared and warm prior to bringing to the venue.**

Signature:	Print Name:	Date:
Signature:	Print Name:	Date:
Signature	Print Name:	Date:



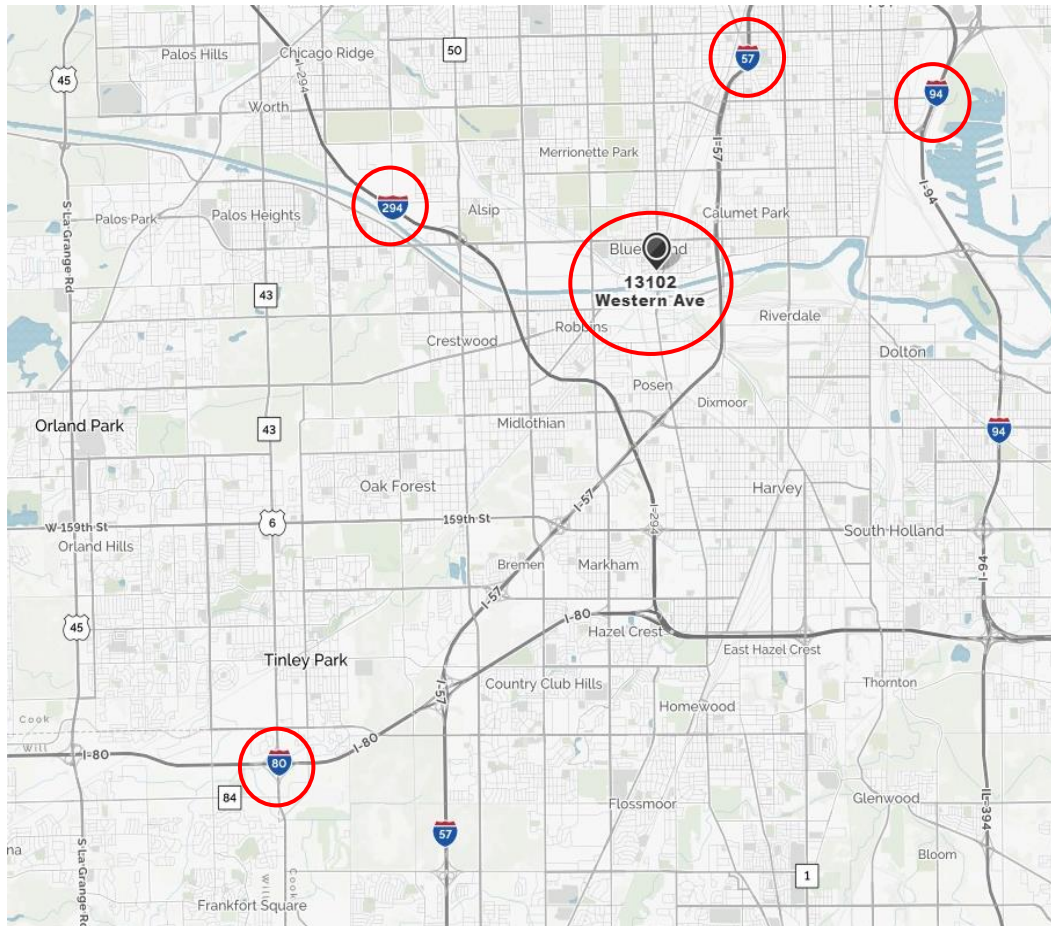
Ophelia's Banquets Conference & Entertainment Center is conveniently located near all the major highways, commuter rails, and airports... **Hence, All Roads Lead to Blue Island.**

- 1.7 Miles (6 minutes) from I-57
- 8.0 Miles (14 minutes) from I-80
- 6.0 Miles (12 minutes) from I-294
- 8.0 Miles (22 minutes) from I-94

One minute from Blue Island – Vermont Street Metra Station
Five Minutes from Burr Oak Metra Electric Line

- 12.0 Miles (33 Minutes) from Midway Airport
- 33.1 Miles (45 Minutes) from O'Hare International Airport

Just steps away from the Blue Island Police Department & City Municipality





Banquet Reservation Form

Event Name:		Today's Date:
Responsible Parties:	#1	#2
Email Address:	#1	#2
Phone Number:	#1	#2

Event Information:		<u>NOTES</u>
Rental Date:		
Rental Day:		
Set-Up Time:		
Start Time:		
End Time:		
Estimated Attendance:		

Hall Name	Hall Deposit	Amount Rec'd.	Cash/Check/Zelle
Imperial Hall	\$600.00		
Phoenix Hall	\$600.00		
Grandé Hall*	\$1,000.00 *		
Diversity Hall	\$400.00		
Diversity Hall – Adult Events	\$500.00		
Conference/Boardroom	\$200.00		
Ophelia's Place (<i>Lower Level</i>)	\$500.00		

*Imperial, Phoenix, & Bar Parlor Combined.

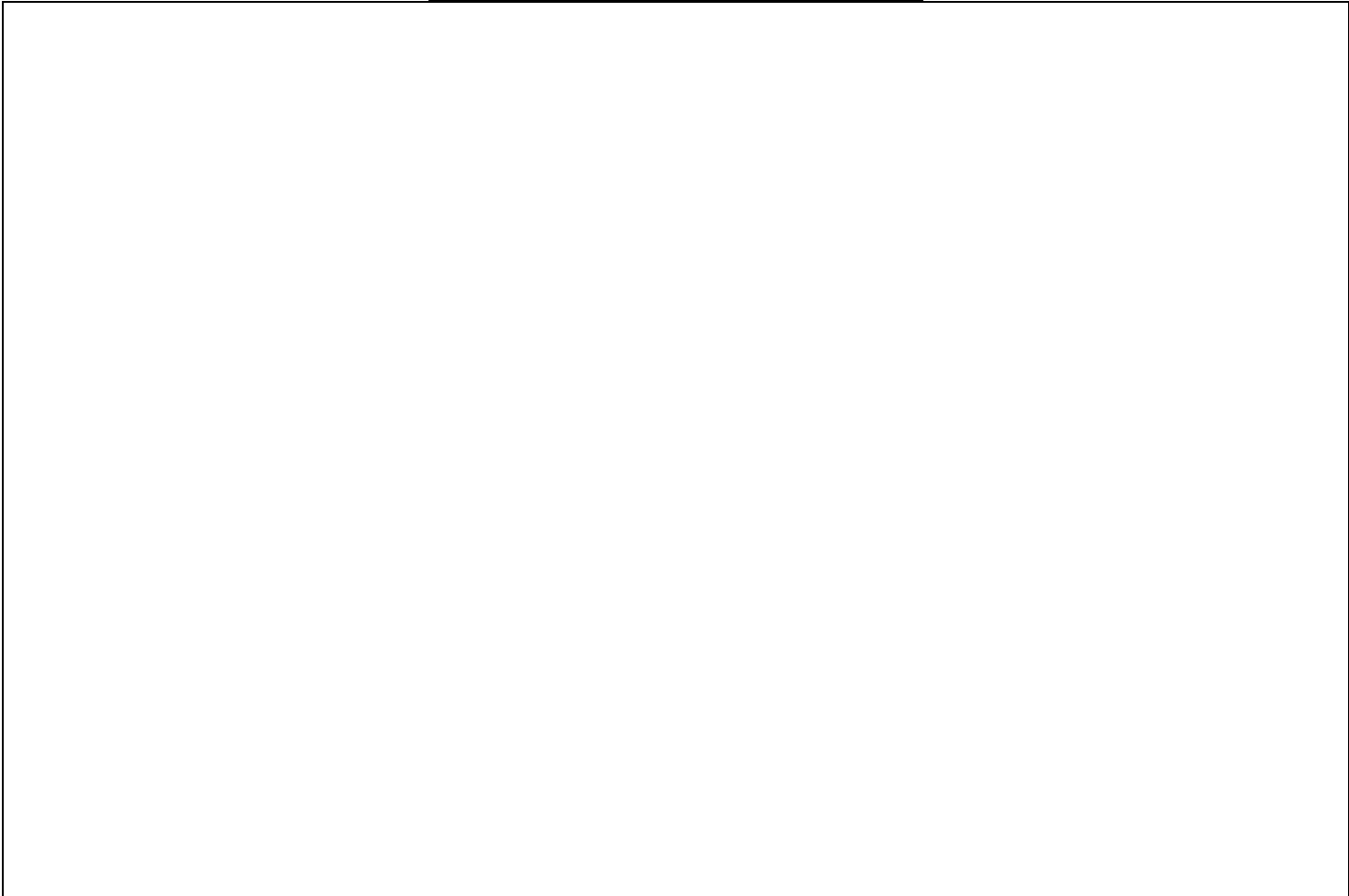
Hall Deposit – Upon confirmation, and the contract signing of your event, the above, denoted deposits are required. This deposit must be paid to solidify the date and hold your reservation. You can make additional payments at any time, however, **the balance for the event must be paid seven (7) days prior to the date of the event.** Personal checks are not accepted for the final payment, but personal checks are accepted for the initial deposit. **Payments** can be made by either *Cashier's Check, Cash, Credit Card, or Zelle @ OpheliasBanquets@gmail.com.*

- _____ Final balance due by: _____
- _____ No personal checks accepted on or within 10 business days of the event. No cash refunds are given. Refunds will be processed within 48 business hours.
- _____ All cancellations must be made in writing and submitted to info@opheliasbanquets@gmail.com.
- _____ If canceled on or before 60 days prior to the booked date, your FULL balance will be refunded (minus your security deposit).
- _____ If canceled on or before 30 days prior to the booked date, your will receive 50% refund (minus your security deposit).
- _____ If canceled less than 30 prior to your event, you forfeit your ENTIRE balance.

Please note that this form and deposit will serve to reserve your event date.



Room Diagram/Table Set-Up - Sample



**Also, please be sure to request our most updated Hall Rental Package,
as prices are subject to change without notice.**

Call now to schedule your appointment: 1-800-OPHELIA (674-3542)

Email us at: Info@OpheliasBanquets.com

*Ophelia's Banquets
Entertainment & Conference Center
13102 S. Western Ave.
Blue Island, Illinois 60406
www.opheliasbanquets.com*