

# PRIVATE EVENTS PACKAGES



At Westwood Tavern we believe every event is unique and our banquet managers strive to meet and exceed your expectations. With three private rooms and a spacious semi-private area we offer a variety of options for all special occasions including rehearsal dinners, corporate outings, baptisms, showers, and wedding receptions.



**Banquet Sales Manager**

Amanda Salvino

[Westwoodbanquets@gmail.com](mailto:Westwoodbanquets@gmail.com)

p. 847.969.9500 f. 847.969.9501

1385 N. Meacham Road Schaumburg, IL

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





## FIREPLACE ROOM

Our beautiful Fireplace Room is completely private and located on the second floor in the Northeast corner. It has a custom stone fireplace, flat screen tv, rich wood floors, and a cathedral ceiling.

(Max capacity 50 guests)



## WINE CELLAR ROOM

Located on the second floor behind sliding French doors is a our cozy Wine Cellar Room. The Wine Cellar Room can accommodate up to 70 guests for a seated event, 60 for a buffet. There is a custom private bar and audio/visual capabilities.



## CHICAGO ROOM

In the lower level is our Chicago Room, which features tall ceilings, tile flooring, a private bar and restrooms. The room is fully equipped with audio/visual connections.

Accommodating groups from 60 up to 180 seated and 200+ for cocktails and appetizer events. Perfect for corporate meetings, baptisms, wedding receptions and so much more!



## WEST DINING ROOM

The West Dining Room is semi-private with a loft-effect. Amazing space for 40 – 100 guests with a private bar and allows guests to enjoy the atmosphere of the entire restaurant. This space has limited availability.

(minimum guarantee 40 guests)

## BRUNCH BUFFET

available with an event start time of 1pm or earlier

soft drinks, iced tea, herbal teas, & freshly brewed coffee included

assorted muffins

fresh fruit

scrambled eggs

breakfast potatoes

applewood bacon or sausage links

fresh field greens salad

herb roasted chicken breast

rigatoni pasta w/your choice of  
(vodka, alfredo or arrabiata sauce (spicy))

served with fresh baked rolls & whipped butter

**\$30 per person**

**20 person minimum**

Buffet is not unlimited. Portions are based upon the final guest count.

Buffet main courses are set up for a maximum of 1 hour.

Due to state health codes, no food may be packaged for carry out.

(tax, and service fees not included)

## BRUNCH BUFFET ADDITIONS

elevate your dining choices with the following  
(\$3 additional each)

french toast

applewood bacon & sausage links

bagels & cream cheese

substitute house salad for caesar gem salad

homemade waffles

## KIDS MENU

**\$15 lunch**

**for children 12 years or younger**

## CONTINENTAL BREAKFAST

Inquire with our banquet department for a custom menu to fit your needs.

*Sales tax and 20% service charge added to final bill. Prices and menu items subject to change  
westwoodbanquets@gmail.com*

# LUNCHEON BUFFET

available with an event start time of 1pm or earlier

soft drinks, iced tea, herbal teas, & freshly brewed coffee included

## STARTERS: select two

(starter quantity pieces based on final head count)

bruschetta

hummus

bbq meatballs

chicken skewers

cheese quesadillas

(lemon oregano or sweet chili)

spinach & artichoke fondue

## SALAD: select one

served with fresh baked rolls & whipped butter

fresh field greens salad (balsamic and ranch dressing)

caesar gem salad

## ENTREES: select two

pulled pork sliders

hardwood smoked pulled pork w/homemade bbq sauce

chicken picatta

sauteed chicken breast / lemon & white wine caper sauce

parmesan crusted tilapia

baked / lemon butter sauce

black angus pot roast

braised beef with homemade gravy

rigatoni pasta

(vodka, alfredo or arrabiata sauce (spicy))

chicken club

grilled chicken breast, lettuce, tomato,

mozzarella, bacon w/brioche bun

chicken marsala

grilled chicken breast, mushroom marsala sauce

atlantic salmon

choose one: champagne dill sauce or sweet chili glaze

london broil

black angus beef tenderloin (chimichurri or mushroom sauce)

## SIDE: select one

red skin mashed potatoes

broccolini

roasted vegetables

basmati rice

**\$35 per person**

**\$15 for children 12 years or younger**

20 person minimum for events starting 1pm or earlier

Buffet is not unlimited. Portions are based upon the final guest count.

Buffet main courses are set up for a maximum of 1 hour.

Due to state health codes, no food may be packaged for carry out.

(tax, and service fees not included)

*Sales tax and 20% service charge added to final bill. Prices and menu items subject to change  
westwoodbanquets@gmail.com*

# LUNCHEON PLATED MENU

available with an event start time of 1pm or earlier

soft drinks, iced tea, herbal teas, & freshly brewed coffee included

## FIRST COURSE: select one

fresh field greens salad, caesar gem salad, or soup (chicken noodle or tomato basil)

served with fresh baked rolls & whipped butter

## SECOND COURSE:

Events up to 60 guests, hosts please select three meals.

Westwood will provide personalized menus for your guests to select their meal on the day of the event.

Events with 61 and up, guests please select one meal for all guest or provide a prior count for two meals 72 hours in advance.

### chicken club

grilled chicken breast, lettuce, tomato, mozzarella,  
bacon w/brioche bun (served with fries)

### chicken picatta

sauteed chicken breast / lemon & white wine caper sauce

### parmesan crusted tilapia

baked / lemon butter sauce

### london broil

black angus beef tenderloin (chimichurri or mushroom sauce)

### chicken marsala

grilled chicken breast, mushroom marsala sauce

### atlantic salmon

choose one: champagne dill sauce or sweet chili glaze

### rigatoni pasta (no side)

choose one: vodka, alfredo, or arrabiata sauce (spicy)

choose one: chicken, vegetable or sauce only

### peppercorn pork loin

cognac reduction au pore cream sauce

## SIDES: select one

roasted vegetables  
broccolini

redskin mashed potatoes  
basmati rice

## \$35 per person

(tax, and service fees not included)

20 person minimum for events starting 1pm or earlier

## inquire about dessert options

## KIDS MENU

### \$12 lunch

### for children 12 years or younger

(choose 2 options)

price includes soft drinks, milk or juice

cheeseburger w/fries  
chicken fingers w/fries

grilled cheese w/fries  
buttered noodles

*Sales tax and 20% service charge added to final bill. Prices and menu items subject to change  
westwoodbanquets@gmail.com*

# DINNER BUFFET MENU

menu available all day

soft drinks, iced tea, herbal teas, & freshly brewed coffee included

## STARTERS: select two

bbq meatballs	bruschetta
tomato basil skewers	chicken skewers
firecracker shrimp (add \$2)	fried calamari (add \$2)

## SALAD: select one

served with fresh baked rolls & whipped butter

fresh field greens salad	caesar gem salad
--------------------------	------------------

## PASTA: select sauce

rigatoni pasta  
vodka, alfredo, or arrabiata sauce (spicy)

## ENTREES: select two

chicken picatta sauteed chicken breast, lemon & white wine caper sauce	macadamia mahi mahi crusted mahi mahi, white wine cream sauce
chicken marsala grilled chicken breast, mushroom marsala sauce	peppercorn pork loin cognac reduction au pore cream sauce
atlantic salmon (add \$5) choose one: champagne dill sauce or sweet chili glaze	london broil (add \$10) black angus beef tenderloin (chimichurri or mushroom sauce)

## SIDES: select two

roasted vegetables	redskin mashed potatoes	basmati rice
broccolini	au gratin potatoes	

## inquire about dessert options

**\$45 per person**

**\$18 for children 12 years & under**

20 person minimum for events starting 1 pm or earlier  
Buffet is not unlimited. Portions are based upon the final guest count.  
Buffet main courses are set up for a maximum of 1 hour.  
Due to state health codes, no food may be packaged for carry out.

(tax, and service fees not included)

*Sales tax and 20% service charge added to final bill. Prices and menu items subject to change  
westwoodbanquets@gmail.com*

# DINNER PLATED MENU

menu available all day

soft drinks, iced tea, herbal teas, & freshly brewed coffee included

## FIRST COURSE: select one

served with fresh baked rolls and whipped butter

fresh field greens salad

cup of soup

(chicken noodle or tomato basil)

caesar gem salad

serve both soup & house salad

(add \$3)

## SECOND COURSE:

Events up to 60 guests, hosts please select three meals.

Westwood will provide personalized menus for your guests to select their meal on the day of the event.

Events with 61 and up, guests please select one meal for all guest or provide a prior count for two meals 72 hours in advance.

chicken marsala

grilled chicken breast, mushroom marsala sauce

mediterranean herb chicken

sauteed spinach, feta cheese, onions, black olives, roasted tomatoes, extra virgin olive oil

macadamia mahi mahi

8 oz crusted mahi mahi, white wine cream sauce

rigatoni pasta (no side)

choose one: vodka, alfredo or arrabiata sauce (spicy)

choose one: chicken, vegetable or sauce only

atlantic salmon

choose one: champagne dill sauce or sweet chili glaze

filet medallions (add \$10)

certified black angus barrel cut with red wine sauce.

(served medium only)

skirt steak arrachera (add \$15)

grilled and topped with teriyaki sauce, hardwood smoked onions & peppers

## SIDES: select two

roasted vegetables

broccollini

redskin mashed potatoes

twice baked potato

basmati rice

au gratin potatoes

## DESSERT: select one

vanilla ice cream

double layer chocolate cake

ny style cheesecake

## \$45 per person

(tax, and service fees not included)

20 person minimum for events starting 1 pm or earlier

## KIDS MENU

### \$15 dinner

**for children 12 years or younger (choose 2 options)**

price includes soft drinks, milk or juice & vanilla ice cream

cheeseburger w/fries

chicken fingers w/fries

grilled cheese w/fries

buttered noodles

*Sales tax and 20% service charge added to final bill. Prices and menu items subject to change  
westwoodbanquets@gmail.com*



# EVENT TRAYS

items served buffet style

due to state health codes, no buffet style food may be packaged for carry out

## COLD SELECTIONS:

**charcuterie board** (serves 25) .....\$150  
chefs choice of select gourmet cheeses, meats, olives, berries

**homemade artisan sandwiches** (24 pcs) .....\$95  
assorted meats on gourmet bread served w/ lettuce, tomato, cheddar cheese & garlic aioli

**homemade bruschetta** (30 pcs) .....\$60  
melba toast w/ tomato, onions, balsamic, & parmesan cheese

**vegetable tray** (serves 25) .....\$95

**fresh fruit tray** (serves 25) .....\$100

**hummus** (serves 25) .....\$75  
served with pita & cucumber

**westwood caesar Salad** (serves 20) .....\$80  
little gem lettuce, caesar dressing, parmigiano reggiano, bread crumbs

**westwood house salad** (serves 20) .....\$70  
field greens, cucumbers, tomatoes, crouton, carrots

**grape tomato & basil skewers** (30 pcs) .....\$80  
fresh mozzarella served with a balsamic glaze

**seafood tower** ..... market price  
oysters, lobster tail, crab meat, cocktail shrimp & smoked salmon

## HOT SELECTIONS:

**bbq meatballs** (40 pcs) .....\$75

**bbq pulled pork sliders** (24 pcs) .....\$95

**chicken skewers** (30 pcs) .....\$90  
tossed in a sweet chili sauce or lemon oregano marinade

**sausage & peppers skewers** (30 pcs) .....\$90  
mild sausage, roasted red & poblano peppers & smoked onions

**beef skewers in teriyaki glaze** (30 pcs) .....\$150

**chicken wings** (30 pcs) .....\$95  
mild, hot, bbq, or buffalo garlic parmesan, sweet chili

**westwood sliders** (24 pcs) .....\$105  
mini burgers topped with cheddar cheese and garlic aioli

**bacon wrapped dates** (30 pcs) .....\$95  
filled with herb goat cheese & topped with red wine reduction

**fried calamari** (serves 25) .....\$150

**margherita flatbread** (10 pcs) .....\$20

**create your own flatbread** (10 pcs) .....\$25  
choose a maximum of 2 toppings

**signature quesadillas** (25 pcs) .....\$95  
select one (cheese, vegetable or chicken) with sour cream & salsa

**chicken fingers** (30 pcs) .....\$80

**spinach & artichoke fondue** (serves 20) .....\$75  
with house made tortilla chips

**firecracker shrimp** (30 pcs) .....\$95  
(in sweet chili sauce)

**vegetable kabobs** (30 pcs) .....\$90  
pineapple, zucchini, squash, peppers, red onion & mushrooms

## DESSERT:

**chocolate cake bites** (30 pcs) .....\$65

**cookie tray** (30 pcs) .....\$65  
chef's choice of assorted cookies

**chocolate covered strawberries** (30 pcs) .....\$90

**sweet table:** .....\$10 / person  
assorted bite size sweets, chocolate covered strawberries and home-made cookies.

*Sales tax and 20% service charge added to final bill. Prices and menu items subject to change  
westwoodbanquets@gmail.com*



# ADDITIONS TO YOUR EVENT

## SUSHI COMBINATION PLATTERS

Includes ginger, wasabi, soy sauce & chopsticks

### Tuna & Salmon Platter

spicy tuna roll (24 pcs)  
spicy salmon roll (24 pcs)  
tuna on top roll (24 pcs)  
chicago roll (24 pcs)

**\$250**

### Shell Maki Platter

tempura shrimp roll (30 pcs)  
red dragon roll (24 pcs)  
california roll (24 pcs)  
shrimp rangoon (24 pcs)  
spicy lobster roll (18 pcs)

**\$300**

### Sashimi & Nigiri Platter

spicy tuna nigiri (10 pcs)  
spicy salmon nigiri (10 pcs)  
tuna nigiri (5 pcs) & sashimi (5 pcs)  
salmon nigiri (5 pcs) & sashimi (5 pcs)  
yellow tail nigiri (5 pcs) & sashimi (5 pcs)

**\$350**



*Sales tax and 20% service charge added to final bill. Prices and menu items subject to change  
westwoodbanquets@gmail.com*

# BAR OPTIONS

## HOST SPONSORED BAR

All beverages are charged based on consumption and added to the final bill.  
You may limit with a dollar cap, time frame and level of alcohol offered.

## CASH BAR

Each guest is responsible for the purchases of their own beverages.  
(DOES NOT APPLY TOWARDS FOOD & BEVERAGE MINIMUM)

## DRINK TICKETS

Drink tickets are given to the host and distributed to each guest. It is hosts decision on how many tickets each guest will receive, and which beverages will be offered. Each drink per ticket received will be added to the final bill.

## BARTENDER FEE

\$75 fee per bartender staffed

## PUNCH BOWLS

### 25 SERVINGS PER BOWL

non-alcoholic punch .....	\$50
champagne punch .....	\$100
mimosa bowl .....	\$100
sangria bowl red or white .....	\$125
rum punch .....	\$125

A custom punch may be created for your event: discuss with event coordinators      Pricing subject to products used

## MISCELLANEOUS PACKAGES

unlimited soda/tea/coffee .....	\$4/person
champagne toast .....	\$4/person
mimosa bar .....	\$3/person and cost of champagne bottles consumed.
Includes house champagne, fruit juices & champagne flutes	

## DRINK PACKAGES

All options include soft drinks, tea, coffee and assorted juice. There is a 25 person minimum and each guest over the age of (21) must be included  
**No shots or neats included.**

### Option I      beer and wine

\$25 / guest – 2 hours      \$30 / guest - 3 hours      (add \$5 per additional hour)

domestic bottled beer:	miller lite, bud light & coors light
imported bottled beer:	heineken, amstel light, corona
craft bottle beer:	two hearted ale IPA
house wine:	chardonnay, pinot grigio, sauv. blanc, cabernet, merlot, pinot noir, white claws (2 flavors)

### Option II      call      (option I included)

\$35 / guest – 2 hours      \$45 / guest - 3 hours      (add \$5 per additional hour)

skyy flavored vodka	captain Morgan Rum	jack daniels	southern comfort	tanqueray gin
westwood vodka	bacardi rum	canadian club	seagrams 7	JW black scotch whiskey
tito's vodka	don q coco rum	4 roses bourbon	house tequila	dewars white label

### Option III      premium      (option I & II included)

\$45 / guest – 2 hours      \$55 / guest - 3 hours      (add \$5 per additional hour)

Grey goose vodka	bulleit bourbon	crown royal whiskey	jameson irish whiskey
Ketel one vodka	bulleit rye	premium wines	

*Sales tax and 20% service charge added to final bill. Prices and menu items subject to change  
westwoodbanquets@gmail.com*

# EVENT POLICIES

## TIME OF EVENT:

Private event contracts include up to 3 hours. There is a \$125 fee for each additional hour and must be approved by management prior to your event.

Event End Times: Mon – Thurs 10 pm Fri – Sat 12 am Sun 9pm

We can make accommodations in the restaurant for extended times based on group size and availability

## DECORATION/SET UP:

Hosts may arrive at the given time to decorate the room within reason.

\*No confetti/glitter, bubbles birdseed, rice, real flower petals or sparkler candles allowed. Decorations are not allowed to adhere to walls without banquet manager approval. If used, there will be a \$150 fee added to final bill.

Additional fees may be applied to credit card on file for any damages to walls, furniture, paint or a/v equipment. Fees to be discussed based on repair quote.

## AUDIO/VISUAL:

Fireplace, Wine Cellar Room and Chicago Room have audio/visual available at no additional cost.

## ADDITIONAL OPTIONS:

Wedding packages, chair covers, up lighting, custom menus & staff set up available. Inquire with banquet manager

## OUTSIDE VENDORS:

All outside vendors and entertainment must be approved by banquet manager. Contact information for a representative of the vendor/entertainment company must be provided prior to event date.

## BUFFET:

Portions are based on the final count. Buffet main courses are set up for a maximum of 1 hour. All food must be consumed on premise. No leftover food may be packaged for carryout due to state health codes. There is a 20 person guarantee for all buffets.

## PLATED MENUS:

For guest counts of 60 or less, you may offer your guests three entrees

Events 61 and up all guests will receive the same entrée OR you may offer three options with a prior meal count / 72 hours advance notice.

Host is responsible for place cards with entrée selection. (one per guest)

## MENU SELECTIONS:

All final menu selections are approximately 7 – 14 days in advance of your event. Westwood will provide a confirmation date. If the final menu is not received on time Westwood reserves the right to create a menu for your event. Any allergy and / or restriction requests please provide prior to menu selection so that we may provide the best options for your guests.

\$75 bartender fee will apply to all events requiring a bartender. (per bartender required)

\$75 attendant fee will apply to all events requiring a carving station attendant.

## MISCELLANEOUS FOOD POLICIES:

Westwood Tavern prohibits all outside food and beverage without prior approval. Additional fees may apply.

## FINAL COUNT:

A final count must be received by noon, on the given date by the banquet manager. If confirmation is not received the host will be charged based on the original count. The host is responsible for payment of the final head count received. Any additional guests will be added to final bill.

## MISCELLANEOUS:

Westwood tavern is not responsible for damage to or loss of any personal property, items displayed, or items left behind.

This includes assistance with decorations, gifts, storing of any items or the assistance of loading / unloading vehicles.

## VALET PARKING:

Complimentary valet parking is available for Saturday and Sunday morning/early afternoon events: (times may vary)

## Host has read and agrees upon event policies listed above:

Contract signature \_\_\_\_\_ Date: \_\_\_\_\_

# EVENT CONTRACT

## BOOKINGS / DEPOSITS:

To secure a room both a signed contract and deposit are required. Westwood Tavern reserves the right to release rooms without both the signed contract and deposit. All deposits will be applied towards your final bill. A valid credit card must be on all contracts.

## PAYMENTS:

- Deposit 1: Due at time of room booking with signed contract  
\$500 deposit for all events (wedding receptions subject to different deposits)  
Deposit is nonrefundable or transferrable at time of contract.
- Deposit 2: Due 30 days prior to event. Balance of food and beverage minimum.  
Deposit is nonrefundable or transferable

**All events booked within 30 days or less to event date are required to pay Food and Beverage minimum as deposit amount**

**Westwood tavern & tap reserves the right to cancel any event if a deposit results in a credit card decline.**

## FINAL PAYMENT:

Remaining balance or additional charges are due at end of the event. Deposits applied towards final bill.

Should we not receive final payment at the end of your event, you hereby authorize Westwood Tavern to bill the remaining balance to the credit card on file.

Payment can be made in the form of cash, credit card or company check. (visa, mastercard, amex, and discover)

**NO PERSONAL CHECKS OR GIFT CARDS ARE ACCEPTED - REWARDS PROGRAM DOES NOT APPLY TO PRIVATE EVENTS**

## MINIMUM & ROOM FEES:

All events will have a food and beverage minimum requirement that must be reached in full. Minimums will be given to the host by the banquet manager at the time of contracting. All minimums unmet will be charged as a room fee and applied to your final bill.

Minimums are determined by date of event, time of day and room chosen.

Private event contracts include up to 3 hours. There is a \$125 fee for each additional hour and must be approved by management prior to your event.

CASH BAR SALES, SALES TAX AND SERVICE CHARGE (20%) ARE NOT INCLUDED IN THE MINIMUM.

## SERVICE FEE:

There will be a 20% service charge for all events. Service charge includes all audio/visual equipment, staffing, linens, and additional administrative fees.

## GRATUITY:

The service charge is not a tip and not distributed to servers, bartenders or other service employees working your function. The employees working your function are non-tipped employees, and are compensated at a higher hourly wage. Tipping is not required and is at your discretion.

## CANCELLATION POLICY:

7 - 14 days prior to event: Loss of deposit 1 and deposit 2 payments (Totaling food and beverage minimum requirement)

0 - 5 day prior to event: Loss of deposit 1 and deposit 2 and 20% service charge based on food and beverage minimum.

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alt# \_\_\_\_\_

Email: \_\_\_\_\_

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

Occasion: \_\_\_\_\_

Room: \_\_\_\_\_

Guest of honor: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Additional Hour Fee \_\_\_\_\_

Approx guest count: \_\_\_\_\_ Food & Beverage Minimum: \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

I agree to all the above policies of Westwood Tavern and authorize the credit card listed below for the cancellation policy and to be charged for the following: Deposit 1, Deposit 2, 20 % service charge, and if final payment is not received at the end of the event.

Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Banquet Manger Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You may e-mail or fax a completed contract to secure the booking of your event. Once a contract is received the banquet manager will email confirmation. If a confirmation is not received within 24 hours, please call.

*Sales tax and 20% service charge added to final bill. Prices and menu items subject to change*  
*westwoodbanquets@gmail.com*