

EST. 1993

# LABRIOLA

## RISTORANTE

Chicago

## PRIVATE EVENTS FAQ

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### **CAN I STOP IN TO SEE THE SPACE?**

Absolutely! We encourage you to schedule an appointment with our private events coordinator to tour our facilities and discuss your event in detail. During the tour, our coordinator will be happy to answer any questions you may have and provide you with all the information you need to make an informed decision. You're also welcome to drop by anytime during our business hours to take a look around and get a feel for our space.

### **WHEN IS THE GUEST COUNT DUE?**

To ensure adequate staffing and preparation for your event, please provide us with your guaranteed guest count no less than 72 hours prior to the scheduled start time. This will allow us to properly allocate resources and staff accordingly. Please note that if the actual number of attendees surpasses the guaranteed guest count provided, you will be billed based on the headcount confirmed by our team.

### **WHEN SHOULD I PICK MY MENU?**

The deadline for submitting your final menu selections is a minimum of two weeks before your scheduled event. Please ensure that we have your choices by this date so that we can make all the necessary arrangements to provide you with the best possible dining experience.

### **WHAT IS THE PRICING FOR KIDS? ARE THEY INCLUDED IN THE GUEST COUNT?**

Children between the ages of 3-12 will be charged half price. If they do not wish to eat from the pre-selected menu, kids are more than welcome to order from our kids menu. Infants (0-3) are free. All guests, including children ages 3-12, must be included in the final headcount in order for our team to properly prepare. Highchairs are available if needed.

### **CAN I COME IN TO DECORATE?**

Guests are welcome to arrive 30 minutes before the scheduled start time of their event to arrange decorations and set up as they desire. We kindly ask that you refrain from using confetti, glitter, or any decor that may cause permanent damage to the floors, walls, tables, or other surfaces. Most other decorations are acceptable. If you require easels for your event, please let us know, and we will be happy to provide them upon request.

### **HOW MUCH IS TAX AND GRATUITY?**

For all private events, a standard service charge of 23% will be applied to the total bill. This charge covers the cost of staffing, setup, and cleanup for your event. Additionally, an 11.75% sales tax will be added to the final bill. Both the service charge and sales tax are calculated on the total cost of food, beverages, and any additional services provided for your event.

## **CAN I BRING MY OWN CAKE?**

You are welcome to bring an outside cake from a licensed baker. Our cake cutting fee is \$2.50 per person.

## **IS THERE A SCREEN IN THE ROOM?**

The Cellar and The Library are equipped with a screen and connection ports for your convenience. Guests have the option to connect their laptops or other compatible devices using either an HDMI or USB port. We have an HDMI cord readily available if needed. We highly recommend testing prior to your event.

## **HOW WILL MY EVENT BE SERVED?**

We offer family style, plated, buffet, and reception-style menus. Please let the events team know your preference and we are here to help guide you with what will work best based on your guest count and space selected.

## **I AM INTERESTED IN CHOOSING A BAR PACKAGE BUT NOT EVERYONE WILL BE DRINKING, WILL I STILL BE CHARGED BY THE GUEST COUNT?**

We require all guests over the age of 21 to participate in the beverage package. If not all guests will be drinking, we recommend a consumption bar and you will be charged per drink, added to the final bill.

## **WHAT IS INCLUDED IN THE CHEF'S SELECTION DESSERT PLATTER?**

While the exact offerings vary, you can typically expect to find a tempting assortment of classic favorites from our restaurant dessert menu. From delicious creamy cheesecake to warm carrot cake, the dessert platter promises to satisfy any sweet tooth and provide a perfect ending to your meal.

## **HOW LONG CAN WE RESERVE THE ROOM FOR OUR EVENT?**

The standard reservation period for a room is 2-3 hours; however, guests can extend their stay for an additional 30 minutes at a 10% surcharge based on the F&B minimum.

## **WHAT WILL THE TABLES BE SET WITH?**

Our standard setup includes our exposed wood tables, silverware rolled in a white napkin, and votive candles or table lamps, depending on the event space reserved. White linen is available upon request.