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THE WATERHOUSE

# *Evening Banquet Events*

*Pricing, Information, & Policy Packet*  
*Effective 7/1/16 – 12/31/16*



**316 SW Washington Street, Unit 1B**  
**Peoria, IL 61602**  
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**[www.waterhousepeoria.com](http://www.waterhousepeoria.com)**



THE WATERHOUSE

# The Perfect Atmosphere When You Want Something *Special*.

The Waterhouse Banquet and Catering Facility is located in The MAXAM Building at the corner of Washington and Liberty Streets in downtown Peoria. The Waterhouse offers these diverse venues where you can host an event:

Located on the 2nd floor, *The Distillery Room* *formerly called The Warehouse Room* maintains the look and feel that The Waterhouse has become known for since 2003. With its exposed brick walls, hardwood floor, tin tile ceiling, and wood poles, this venue is perfect for any banquet event with a unique atmosphere.

Located on the 2nd floor, **"The Ballroom"** is an elegant banquet space that also includes some great bonuses such as an indoor balcony with urban downtown views through the glass Atrium and an outdoor balcony with a beautiful view of the Illinois River. This venue is perfect for any banquet event with a formal and traditional atmosphere.



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Located on the 1st floor (*below The Distillery Room*), “**The Broadway Lounge**” is a non-traditional banquet space. While it also has rustic wood floors and brick walls, the multiple levels within this space will make it a unique spot for any evening event. *Please note*, this venue is not currently available when the Distillery Room has an event booked.

Our on-site team will actively assist you in the planning and coordination of your event at The Waterhouse. We understand that coordinating an event can be stressful, so rest assured with our planning and execution, The Waterhouse staff will help you create the right result for your event!

Our services include complete bar and catering options to accommodate all types of events, from casual to formal affairs. Additionally, we are happy to assist in the coordination of rented items such as tables, chairs, linens, and LED up lighting.

With this kind of personalized attention and unique atmosphere, there is no better place to have your event than **The Waterhouse!**



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## WATERHOUSE BANQUET EVENT PACKAGES

- ◆ The Waterhouse requires a guaranteed Food & Beverage Minimum of the following:

Room	Monday - Thursday	Friday	Saturday
The Distillery Room	\$4,000	\$5,000	\$6,000
The Ballroom	\$6,000	\$7,000	\$8,000
Broadway Lounge	*\$2,000	*\$4,000	*\$6,000

Once the guaranteed Food & Beverage Minimum purchase is met, we include at **NO ADDITIONAL COST** the use of your venue for up to **5 hours** for a Saturday event or **3 hours** for a Weekday event. If you wish to add time to your event, additional event hours (*maximum total event time is 6 hours*) can be added for \$500 with prior arrangement no later than the final meeting.

*\*When available. PLEASE NOTE: The Broadway Lounge is currently only available for a private booking on days that The Distillery Room does not have an event.*

### ADDITIONAL DETAILS:

- ◆ The Waterhouse can accommodate events with the following maximums.

Room	Banquet Buffet	Banquet Plated
The Distillery Room	180	200
The Ballroom	200	300
Broadway Lounge	100	120

- ◆ All food packages as well as any additional food selections and bar packages will be assessed a 28% fee to cover all applicable state, city, and county taxes and service fee.
- ◆ A \$100 non-refundable Breakage/Decor Fee will be applied to all events.
- ◆ A fee of \$160 for 1 bar set up with 1-2 bartenders (depending on size) will be applied to all events. This fee is waived with a bar **pre purchase** of at least \$1,500.
- ◆ 5' or 6' round tables (depending on room) with black chairs are included with your booking
- ◆ Bone china settings, glassware, flatware are included with your booking
- ◆ **black** or **white** table skirting, chair length round table linens, and linen napkins are included with your booking



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## TRADITIONAL COMBINATION BANQUET BUFFET PACKAGE

PLATED or BUFFET: \$28 PER PERSON

### *ENTRÉES (CHOOSE up to 2):*

- ◆ ROAST BEEF  
tender sliced pot roast in a savory au jus sauce
- ◆ BONELESS CHICKEN BREAST  
our house specialty is served in a creamy white wine sauce with mushrooms
- ◆ PASTA PRIMAVERA  
bow tie pasta with vegetables in a light alfredo sauce
- ◆ KAHLUA PULLED PORK  
this mouth-watering house specialty is great by itself or on a dinner roll
- ◆ BAKED HAM  
a delicious honey glazed ham baked and sliced
- ◆ CHICKEN FINGERS *for children 13 and under only - \$14pp*

### *SALAD (CHOOSE 1):*

- ◆ MIXED GREENS TOSSED SALAD  
dressings include our House Balsamic Vinaigrette, French, Italian, or Ranch
- ◆ TRADITIONAL CAESAR SALAD
- ◆ REGINA SALAD WITH RASPBERRY VINAIGRETTE DRESSING
- ◆ BALSAMIC GREEK SALAD

### *STARCH (CHOOSE 1):*

- ◆ PARTY POTATOES  
smashed potatoes with heavy cream, cheese, real bacon bits, and parsley
- ◆ SMASHED POTATOES
- ◆ BUTTERED PARSLEY POTATOES
- ◆ AU GRATIN POTATOES
- ◆ BAKED POTATOES

### *VEGETABLE (CHOOSE 1):*

- ◆ SEASONED GREEN BEANS
- ◆ BUTTERED CORN
- ◆ GLAZED BABY CARROTS
- ◆ CALIFORNIA BLEND VEGETABLE MEDLEY

The Waterhouse staff will setup and oversee the buffet. Served with fresh dinner rolls.



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## HORS D'OEUVRES BUFFET PACKAGE (instead of a meal)

HD Package A.....\$26.00 PER PERSON

Choose 3 items from Category I, 1 item from Category II, 1 item from Category III,  
& 1 item from Category IV

HD Package B.....\$31.00 PER PERSON

Choose 4 items from Category I, 1 item from Category II, 2 items from Category III,  
& 1 item from Category IV

HD Package C.....\$36.00 PER PERSON

Choose 4 items from Category I, 2 items from Category II, 2 items from Category III,  
& 2 items from Category IV

### CATEGORY I

#### *hot hors d'oeuvres*

- SWEET & SOUR MEATBALLS
- SAUSAGE STUFFED MUSHROOMS
- CRAB STUFFED MUSHROOMS
- CREAM CHEESE AND BACON STUFFED MUSHROOMS
- MOZZARELLA STICKS WITH MARINARA
- LITTLE SMOKIES IN BARBEQUE SAUCE
- VEGETABLE STUFFED EGG ROLLS WITH MUSTARD SAUCE
- CHICKEN STUFFED EGG ROLLS WITH SWEET & SOUR SAUCE
- ASSORTED MINI QUICHE
- MINI GOURMET PIZZA BITES
- BAKED RISOTTO BALLS
- BACON WRAPPED WATER CHESTNUTS
- ASIAN POTSTICKERS WITH SWEET & SOUR SAUCE
- CHICKEN WINGS
- MINI BEEF WELLINGTON BITES

#### *cold hors d'oeuvres*

- PINWHEEL CANAPÉS (MEAT AND CHEESE)
- CUCUMBER CANAPÉS WITH HUMMUS
- BRUSCHETTA
- BALSAMIC TOMATO AND MOZZARELLA CROSTINI



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## HORS D'OEUVRES PACKAGE CONTINUED

### CATEGORY II

- DOMESTIC CHEESE DISPLAY WITH CRACKERS
- VEGETABLE DISPLAY WITH RANCH DIP
- FRESH FRUIT WITH CHOCOLATE AND VANILLA DIPPING SAUCES

### CATEGORY III

- MINI KAHLUA PULLED PORK SANDWICHES
- MINI CHICKEN SALAD CROISSANTS
- MINI SMOKED TURKEY SANDWICHES
- MINI HONEY HAM & SWISS CHEESE SANDWICHES
- MINI VEGETABLE SANDWICHES WITH CREAM CHEESE
- MINI ITALIAN BEEF AU JUS SANDWICHES
- DOLLAR ROLL SANDWICHES WITH ASSORTED MEATS & CHEESES

### CATEGORY IV

- SHRIMP COCKTAIL WITH SAUCE
- LOBSTER RAVIOLI WITH CRAB COGNAC SAUCE
- THAI BARBEQUED SHRIMP SKEWERS
- HAWAIIAN CHICKEN SKEWERS
- SMASHED POTATO BAR WITH ALL OF THE FIXINGS
- NACHO/TACO BAR

The Waterhouse staff will setup and oversee the buffet.

Custom Hors D'oeuvres packaging with stations are also available upon request.



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## PREMIUM COMBINATION BANQUET PLATED PACKAGE

**\$30 – \$44 PER PERSON**

### *ENTRÉES:*

- ◆ CHICKEN KIEV - **\$30 per person**  
baked breaded chicken breast pounded & rolled around garlic butter
- ◆ ROAST PORK LOIN - **\$34 per person**  
succulent pork roast in a cherry red wine reduction
- ◆ HERB CRUSTED SALMON - **\$38 per person**  
center-cut salmon prepared with fresh herbs and breadcrumbs
- ◆ PRIME RIB - **\$38 per person**  
hand selected USDA choice slow-cooked to perfection
- ◆ CHICKEN SALTIMBOCCA - **\$40 per person**  
stuffed with prosciutto, sage, & garlic with Swiss and American cheeses
- ◆ SEABASS - **\$40 per person**  
baked and served with mango and pineapple salsa
- ◆ PETITE FILET OF BEEF - **\$44 per person**  
this “king” of steaks is served with a savory au jus gravy

### *SALAD (CHOOSE 1):*

- ◆ MIXED GREENS TOSSED SALAD  
dressings include our House Balsamic Vinaigrette, French, Italian, or Ranch
- ◆ TRADITIONAL CAESAR SALAD
- ◆ REGINA SALAD WITH RASPBERRY VINAIGRETTE DRESSING
- ◆ BALSAMIC GREEK SALAD

### *STARCH (CHOOSE 1):*

- ◆ PARTY POTATOES  
smashed potatoes with heavy cream, cheese, real bacon bits, and parsley
- ◆ SMASHED POTATOES
- ◆ BAKED POTATO
- ◆ BUTTERED PARSLEY POTATOES
- ◆ AU GRATIN POTATOES

### *VEGETABLE (CHOOSE 1):*

- ◆ SEASONED GREEN BEANS
- ◆ BUTTERED CORN
- ◆ GLAZED BABY CARROTS
- ◆ BUTTERED ASPARAGUS SPEARS
- ◆ CALIFORNIA BLEND VEGETABLE MEDLEY

Served with fresh dinner rolls.

Premium Combination Banquet Packages are served as plated dinner service only.





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## COCKTAIL HOUR (available only in addition to a food package) \$10 per person

Available for the first hour of your event only, this option will provide your guests with the choice of 2 butlered hors d'oeuvres.

### *HORS D'OEUVRES (CHOOSE 2):*

- ◆ CUCUMBER CANAPES
- ◆ ASSORTED MINI QUICHE
- ◆ BRUSCHETTA
- ◆ BAKED RISOTTO BALLS
- ◆ BALSAMIC TOMATO AND MOZZARELLA CROSTINI
- ◆ MINI STUFFED MUSHROOMS (Sausage, Crab, or Cream Cheese/Bacon)
- ◆ BACON WRAPPED WATER CHESTNUTS
- ◆ MINI GOURMET PIZZA BITES
- ◆ MINI BEEF WELLINGTON BITES

## LIGHT HORS' D'OEUVRES & DESSERT SELECTIONS

- |   |                |
|---|----------------|
| ◆ CHEESE AND CRACKER DISPLAY                  | \$4 PER PERSON |
| ◆ VEGETABLE DISPLAY WITH DIP                  | \$4 PER PERSON |
| ◆ FRESH FRUIT DISPLAY                         | \$4 PER PERSON |
| ◆ ASSORTED COOKIES & BROWNIES                 | \$4 PER PERSON |
| ◆ FRUIT PIES OR CHEESECAKE WITH FRUIT TOPPING | \$5 PER PERSON |
| ◆ DELUXE CHEESECAKE SELECTION                 | \$6 PER PERSON |



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## BAR SERVICE

### OPEN BAR OPTION

#### Unlimited quantities served within hours specified

The number of persons charged is based upon the food function guarantee or the number in attendance, whichever is greater.

- ◆ TIER ONE PACKAGE: *One Domestic Draft Beer choice, House Wine, Soft Drinks*  
First Hour - **\$10 PER PERSON**  
Each Additional Hour - **\$5 PER PERSON**
- ◆ TIER TWO PACKAGE: *Two Draft Beer choices (1 Domestic and 1 Premium), House Wine, Soft Drinks, Premium Liquor Mixed Drinks*  
*(this package does not include shots, bombs, doubles or martinis)*  
First Hour - **\$14 PER PERSON**  
Each Additional Hour - **\$7 PER PERSON**

### WINE TABLE SERVICE

\$5 per person (service available during dinner only) in addition to the cost of wine.

### CASH BAR

Domestic Draft Beer (16 ounce).....	\$4
Domestic Bottles (12 ounce).....	\$4
Import/Premium/Craft Bottles.....	\$5+
House Wine (by the glass).....	\$6
Premium Wine (by the bottle only).....	\$30+
Premium Mixed Drinks .....	\$6+
Soft Drinks.....	\$2

All Cash Bar prices include tax.

### OTHER PRE PURCHASE OPTIONS

Soft Drinks .....	\$75 PER 50 CANS
<i>(Pepsi, Diet Pepsi, Sierra Mist, Mountain Dew, Dr. Pepper)</i>	
House Champagne for the Toast.....	\$2.50 PER PERSON
Draft Beer (Keg).....	\$300 PER KEG (133 -16 OZ GLASSES PER KEG)
<i>(Price reflects Domestic Draft Beer for 1/2 barrel. Premium, Craft, and Imported Draft pricing available upon request).</i>	
House Wine.....	\$24 PER BOTTLE (4 GLASSES PER BOTTLE)
<i>(Salmon Creek: White Zinfandel, Chardonnay, Pinot Grigio, Merlot, Cabernet, Pinot Noir ::: Barefoot: Moscato)</i>	

*Iced tea, coffee, and water are provided complimentary with any food package.*



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## ADDITIONAL INFORMATION, POLICIES, RULES

### ◆ VENDORS

Before hiring your vendors, please make sure that they are on The Waterhouse's Approved Vendor List. If they are not currently on our list because they have not done an event at The Waterhouse or because of problems at a past event, they will need to contact our office at 309-494-9100 to schedule a time to meet with us, discuss venue details, and sign an agreement to follow our policies and procedures. The Waterhouse reserves the right to not allow a vendor into the facility if they have been guilty of breaking these rules.

### ◆ BAR SERVICE

- ◆ Special requests on alcohol are welcomed. A fee of **\$160** for 2 bartenders will be applied to all events. This fee is waived with a bar pre purchase of at least \$1,500. The Waterhouse is the only licensee authorized to sell and/or serve alcohol at The MAXAM Building. No beverages with alcohol can be brought on the premises. The Waterhouse reserves the right to request identification from any guests for proof of age as well as the right to refuse service.

### ◆ PARKING ARRANGEMENTS

Parking is available for free at all City of Peoria parking lots and all metered parking spots after 5p Monday-Friday and all day on Weekends. The visitor parking lot in front of The MAXAM Building is available for handicap parking as well as drop off.

### ◆ ENTRANCES / ACCESS / LOADING

The Waterhouse's entrance for guests is through The MAXAM Building's glass Atrium at the corner of Washington and Liberty streets. Two elevators are available to take guests to the 2<sup>nd</sup> floor for The Warehouse Room and The Ballroom. The Broadway Lounge is located on the 1<sup>st</sup> floor. All vendors and items you are delivering for events on the 2<sup>nd</sup> floor must only be loaded into the facility through our loading dock in Commercial Alley with a Waterhouse staff member present. Any items that need to be loaded into the facilities should be transported to the 2<sup>nd</sup> floor through the freight elevator only. The freight elevator can only be operated by a Waterhouse staff member. *Load in and set up will need to be scheduled in advance with Waterhouse management and any load in and/or set up by the Client or Vendors needs to be completed by the start of the event. All Client load out needs to be performed by the end of your event unless other arrangements have been made not later than the final meeting. Vendors have an additional hour to perform their load out.*

### ◆ SERVICE FEE & TAX

State, County, City Taxes, and a Service Fee totaling 28% will be applied to all food and beverage purchases. This is not a gratuity.

### ◆ LOCATION

The Waterhouse is located at 316 SW Washington Street in The MAXAM Building at the corner of Washington and Liberty Streets in Downtown Peoria, IL.

### ◆ EVENTS WITHOUT BAR

If you wish to not have alcohol available at your event, a **\$1,000** fee will apply. Complimentary soft drinks are included with this fee and counts towards your food/beverage minimum. If you chose to not have alcohol, guests can still get drinks at The Broadway Lounge if it is open.



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### ◆ DEPOSIT & PAYMENT PROCEDURES

Upon confirmation of the event by signing our contract, a deposit of **\$500** for any Monday-Friday event or **\$1,000** for any Saturday event **per room booked** is required to secure your room(s) & date. The deposit is non-refundable (*cash or check only*), but is applied to your total balance. We can establish a payment schedule at the time of booking at your request with the balance paid in full by the final meeting (this occurs no less than 10 days before your event).

If you have the need to cancel your event, contact The Waterhouse for our **CANCELLATION FORM**. Once that form is completed and fully executed, no additional charge (**excluding deposit**) is due if the event is canceled 120 days prior to your guaranteed date. If canceled within 120 days of your event's date, a **CANCELLATION FEE of ½ of your remaining estimated event cost** is due. If canceled within 60 days of your event's guaranteed date, a **CANCELLATION FEE of the full amount of your remaining estimated event cost** is due.

Should legal proceedings be required to enforce the terms of this agreement, the client will be liable for all attorney's fees and costs incurred in enforcing this agreement.

Payments may be made with cash, check, Visa, MasterCard, American Express, or Discover. Payments made with credit card are subject to a 4% processing fee.

### ◆ BREAKAGE FEE/DAMAGE/GUEST CONDUCT/SOUND LEVELS/SCHEDULE/LAYOUT

A breakage/decor fee of **\$100** will be applied to your total balance to cover any incidentals including breakage, theft, stains, etc. Any damage within or on the grounds of The MAXAM Building will be the responsibility of the client. An estimate for repair or replacement will be provided within 3 business days of your event and payment in full of the estimate is required within 5 business days of receipt.

**You are responsible for your guests.** The Waterhouse reserves the right to refuse bar service to any guest that management deems intoxicated. Guests are allowed access in the 1<sup>st</sup> floor and 2<sup>nd</sup> floor lobbies, 1<sup>st</sup> floor and 2<sup>nd</sup> floor bathrooms, and in the applicable event room. Guests are NOT allowed in the basement, roof, private MAXAM Quarters areas, or floors 3 through 6 at any time for any reason. Guests are not allowed in the stairwells except in the case of an emergency to exit the building. Additionally, if you are using The Ballroom, any littering or spitting off of the balcony is absolutely NOT allowed. Any violation of these rules will result in the removal of the guest from the premises and if needed the involvement of the Peoria Police Department. While we will make every effort to remedy these situations, if repeated violations occur, The Waterhouse reserves the right to end any event with no refund.

The Waterhouse reserves the right to determine the maximum level that bands and/or DJ music at your events can be played. If bands and/or DJs do not observe these maximum levels after being instructed, The Waterhouse reserves the right to end any event with no refund.

The Waterhouse exclusively has the final decision as to your event schedule and room layout.

### ◆ PRICING PACKET TERM

The listed pricing in this packet is accurate and effective for events in 2016 and 2017 booked (contract signed and deposit processed) between 7/1/16 and 12/31/16.



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## FACILITY RENTAL POLICY

### GUIDELINES FOR USE:

There is absolutely NO SMOKING allowed anywhere within The Waterhouse or MAXAM Building at any time. Smoking areas are located in a designated area outside the front Atrium entrance in front of the MAXAM Building or if you have booked The Ballroom on the outdoor balcony.

The interior hallways of the building are shared by residents and businesses other than The Waterhouse. Loitering in these areas other than to enter/leave the facility or for the use of the hallway bathrooms is not permitted. Use of the freight elevator to load in or out is available with prior arrangements with The Waterhouse staff. **Additionally, any children attending MUST be supervised by an adult at all times.**

Your event must be completed no later than midnight. In addition, we require that DJ's and/or any live music be kept at a reasonable level out of courtesy to the other occupants in the building. Any DJ or live music that is not kept at a reasonable level may be terminated per Waterhouse management's prerogative.

The Waterhouse provides banquet tables and chairs. Cost of special requests of any additional tables/chairs that need to be rented will be the responsibility of the booking party. In addition, any requests for colored or specialty tablecloths, napkins, or LED lighting are available for rent through The Waterhouse for an additional fee.

All equipment, decorations, etc. provided by you or by vendors **MUST** be brought in through the loading dock entrance and freight elevator — NOT the guest elevator. Loading in and out must be scheduled in advance with Waterhouse management. *All items/decor must be removed before the end of your event or Midnight whichever comes first.*

Our policy is to have the DJ make last call for the bar 30 minutes prior to the event end time and close the bar as well as have the DJ play their last song 15 minutes prior to the event end time. This allows you and your guests time to get your belongings and leave the event space or load out by the event end time.

Decorations that contain glitter, sprinkles, confetti items, or feathers may not be used. If you do use any of these items anyway, a \$500 fee will be assessed. All planned décor needs to be approved by Waterhouse management. You are provided up to two hours to perform your setup at an agreed upon time. Additional time for set up or tear down can be rented at \$250/hour. Vendors that you hire will be given time in addition to these 2 hours to set up. Depending on how much time they will require, additional rental charges may also apply.

If personal belongings, etc. are left behind following a function, The Waterhouse will assume no responsibility for damage or loss.

The Waterhouse will allow candles only if the flame is enclosed with glass no less than 1 inch above the flame level. Any use of candles must be approved by Waterhouse Management before use.



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## CATERING POLICY

- ◆ The Waterhouse does not allow outside catering. No exceptions.
- ◆ All foods are prepared in accordance with the guidelines set forth by the Peoria City/County Health Departments.
- ◆ No outside food or drinks are allowed to be brought into The Waterhouse for any event. Cakes from a licensed and insured bakery, mints/nuts, and individually prepackaged store bought items are allowed with approval by management.
- ◆ Due to health & insurance standards food is not allowed to be taken out of the facility.
- ◆ Quantities of food prepared for buffet-served menus are portioned according to the number of guests attending, and are NOT intended to be all-you-can-eat.
- ◆ Final menu choices and guaranteed count are due 10 days before your event (at the final meeting). The guaranteed count is the number of meals for which you will be paying.
- ◆ All food and beverages are subject to a 28% fee for state/city tax and service fee.

## BAR SERVICE POLICY

- ◆ The Waterhouse, in accordance with the City of Peoria and the State of Illinois, is allowed to serve alcohol for requested events. We reserve the right to refuse service to any guest who (at our determination) has had too much to drink and is therefore a danger and/or nuisance to themselves and others.
- ◆ Underage drinking is not permitted at anytime or for any circumstance. Any violation will result in the removal from the premise and will be reported to the Peoria Police Department.
- ◆ All outside alcoholic beverages are prohibited. In addition, no alcoholic beverages may be taken off the Waterhouse premises.
- ◆ Pepsi Products are available for Soft Drink Selection. Iced tea, coffee, & water are included beverages with your food packaging.
- ◆ Open Bar Packages are available for your guaranteed food count regardless of the age.
- ◆ All pre-purchased (Hosted or Open Bar) beverages as well as tabbed bar are subject to a 28% fee for state/city tax and service fee.