

PILOT PETE'S BALLOON ROOM

ADDITIONAL INFORMATION

Below is some additional information regarding the Balloon Room. We would love to customize a package that will work for your event, therefore if there is anything that you do not see below, please call and ask for a manager.

Thank you,
www.pilotpetes.com
847-891-5100

- ❖ Each party is allotted 3hrs- this includes clean up and payment. You will be charged a fee if your party exceeds the given time.
- ❖ We can extend party times by 1 hour for a fee. ** All subject to availability.
- ❖ Since there is no fee for the Balloon Room, we do require a 25 Adult person minimum to book the room. If you do not reach the minimum, you will be charged for a minimum of 25 Adults. We also require a \$100 deposit that is refunded to you the day of the event. The deposit will be deducted from your bill at the end of the event. On Friday and Saturday after 5pm the minimum is \$800.00 in food and beverage, if you do not meet that you will be charged a room fee for the difference.
- ❖ We can customize an alcohol package for you. Please let us know what you have in mind and we can offer suggestions for your event.
- ❖ You are welcome to decorate the room. We do not allow confetti or glitter. You are welcome to bring the decorations beforehand and we can help you set up the room.
- ❖ We do not provide tablecloths- All tables in the room are 6 foot rectangular tables.
- ❖ You are welcome to bring in a store-bought cake or desserts for your event. We have room in our coolers to store the cake or desserts for you. There is no fee to cut the cake.
- ❖ If you would like us to provide dessert for your event, we would be happy to. We will have 2 choices available for your guests. There will be an additional charge to the price per person.
- ❖ The tax and gratuity is not included in the prices mentioned. The tax is 12% and the gratuity is 20% (both are subject to change).
- ❖ The Balloon Room seats up to about 50 people comfortably, however we have held events to seat up to 56 people.
- ❖ You have 7 business from the day the event was booked to cancel after that the deposit will not refundable. If you have any questions, please do not hesitate to contact us.

**You must call 10 days prior to your party to finalize all details. This includes head count, menu, menu heading and all other party details. This will insure we can accommodate all your party needs to the best of our ability.