



# DRURY LANE EVENTS

## OUTSIDE CATERING NON-ALCOHOLIC PACKAGE

For weddings of 500 or more adult guests, Drury Lane is happy to permit insured outside caterers.

### Your Wedding Package Includes:

- ◇ Beverage Service during Dinner including Coffee, Hot Tea, Iced Tea, and Soda
- ◇ Floor Length White Table Linens
- ◇ White Glove Dinner Service
- ◇ Continental Coffee Service
- ◇ Complimentary Valet and Self Parking
- ◇ Complimentary Coat Check (Seasonal)

Buffet Pricing, no alcohol — \$35.00 per person  
Family Style Pricing, no alcohol — \$45.00 per person

### Ceremony and Luncheon Service — Available Fridays and Saturdays:

Pricing includes ballroom space and set up for your wedding ceremony. Lunch will be held in an adjacent space. Beverage service during the meal is included.

Lunch Buffet Pricing, no alcohol — \$35.00 per person  
Lunch Family Style Pricing, no alcohol — \$45.00 per person  
Ceremony Fee — \$2,500.00

Please note: Food is not included in this package. Menu arrangements must be made directly with your caterer. Advertised prices do not include state sales tax or service charge.

Premium bar package is required for all Saturday events.

#### Caterer Guidelines:

Outside caterers must be approved through your Drury Lane Event Representative. Failure to comply may result in an additional surcharge added to your final invoice.

All outside caterers must provide proof of insurance at least 30 days prior to your event. In addition, at least 30 days prior to the event date, the caterer must meet with Drury Lane to discuss kitchen needs, event timing, and general policies.

On the day of the event, the outside caterer is responsible to provide:

#### IF EVENT IS BUFFET STYLE:

- Sternos (for hot boxes and buffet lines)
- Stock Pots and Paddles (to heat up food)
- Serving Bowls and Dishes
- Mirrors and/or Trays for Buffet Tables
- Labels for Food Items
- Staff to Replenish Buffet Lines

#### IF EVENT IS FAMILY STYLE:

- Serving Dishes for Guest Tables
- Serving Utensils for Guest Tables
- Sternos (for hot boxes)
- Staff to Serve Food

It is the outside catering company's responsibility to arrive at Drury Lane fully prepared. Drury Lane is not responsible for providing any kitchen utensils to the outside caterer.

#### Linens:

Drury Lane will dress the guest tables with floor length white cloths and white napkins. Upgraded linens are available through your Drury Lane Event Representative. Additional fees will apply. Please note that Drury Lane does not permit linens from any outside companies.

#### Decorations:

For evening functions, set up may begin as early as 4:00 pm. Following the event, the decorator will have two hours to break down their decorations and vacate the facility.

#### Audio-Visual:

Audio-visual and lighting equipment and services are available through Drury Lane's in-house provider, Midwest Conference Services. Please contact MCS directly at 630-570-7282 for event-specific details. Should you wish to bring in outside audio-visual and/or lighting, please discuss with your Drury Lane Event Representative.