



General Information

GUARANTEED GUEST

A guarantee of the final number of guests is required 3 business days prior to the event. If the host does not confirm the guest count, then the original number of guests, as specified in the Special Event Agreement, will be utilized as the guaranteed number or actual number, whichever is greater.

ROOM MINIMUMS

Private dining spaces may be assigned a minimum of food and beverage based on the day of the week and the time of the event. The minimum represents the dollar amount that must be spent to secure the room privately. If the food and beverage minimum is not met, an additional "room" charge will be added to the final bill. Sales tax and gratuity charge do not contribute to the minimum food and beverage requirement.

DEPOSITS & PAYMENTS

Little Pops requires \$500. deposit when booking a private dining reservation. Payment of the deposit, along with a fully executed Special Event Agreement signed by both host and Event Sales Manager, are required to confirm the event.

Deposits will be deducted from the final guest check and the host will be responsible for payment of the remaining balance on the night of the event. Sales tax, gratuity charges, rentals and room fees do not contribute to food and beverage minimums. Final payments to be made by cash or check. Gift cards are not accepted for private events.

TAXES, SERVICE FEES & GRATUITIES

Local taxes will be applied to the subtotal at the applicable rate on the day of the event. Little Pops adds a 22% Gratuity Charge on all in-house group dining and 10% on all catering orders. Any additional gratuity left for the service staff is optional and at the host's discretion. Drop-off catering orders will be subject to a delivery fee of \$20.

Tax-Exempt Events – must provide a current letter to confirm the organization's tax-exempt status. All forms of payment related to the tax-exempt event must be provided directly from the organization listed on the tax-exempt letter.

MENU SELECTION

Menu selections must be confirmed no later than 7 days prior to the event. If selections are not made by this date, your Little Pops Event Sales Manager will select a menu for you, choosing our most popular items.

SPECIAL DIETARY NEEDS

We can accommodate guests that have special dietary needs with separate meals. Please let us know any specific dietary needs when you place your menu selections 7 days prior to the event. We are not an allergen free kitchen.

OUTSIDE FOOD & BEVERAGE

It is the policy of Little Pops and DuPage County Health Department to prohibit any food or beverage prepared outside of Little Pops from being served on the premises. Exceptions may be made at the Event Sales Manager's discretion for the purpose of religious necessity or other specific circumstances. Upon request, you are allowed to bring in a dessert from a commercial bakery. All arrangements must be made in advance and require a signed supplemental agreement. Corkage fee \$20 per bottle, maximum 2 bottles.

EVENT SETUP

We typically allow the host to arrive a maximum of 30 mins prior to the event start time, however this is contingent on whether there is a party scheduled prior to your event. Please let your Event Sales Manager know if you are arriving prior to your guest arrival time. We allow you to decorate the private dining room with the following exceptions: No material to be affixed to the ceiling, walls, floors, light fixtures. No confetti, glitter, or anything similar. It is the host's responsibility to take away all decorations. Additional setup time will be charged at \$75 per hour or portion of.

HANDICAP ACCESSIBILITY

Our restaurant is handicap accessible.

ROOM RENTAL & OTHER SERVICES

Rental of specialty linens and audio-visual equipment is available. If your event requires rental of these items, please make your Event Sales Manager aware with advanced notice. Such rentals are contracted through a third-party vendor and are based on availability at an additional charge.

PARKING

Free Onsite parking available