



Private Events COVID-19 SAFETY MEASURES

Thank you for considering hosting your next event at Caffè Oliva! As we continue to follow all guidelines set forth by the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), State of Illinois, and City of Chicago, it is our goal to make guests feel comfortable in our space, while still being able to enjoy their dining experience. We have developed the following precautions to enhance the health and safety of our customers and staff:

ENHANCED SANITATION

We are observing cleaning practices that exceed the standard requirements. All common areas and high-touch surfaces are disinfected frequently while tables and chairs are disinfected after each use.

SOCIAL DISTANCING

We ask that all patrons of our venue maintain a physical distance from those that are not part of their group.

FACIAL COVERINGS

Facial coverings are optional for fully vaccinated guests. Guests who are not vaccinated are required to wear face coverings when entering and exiting the restaurant, leaving their table, playing games, or going to the restroom.

CASHLESS PAYMENTS

To avoid unexpected contact with germs outside of our venue, we will only be accepting credit and debit card payments for events.

HAND WASHING

Employees will wash their hands frequently. Hand sanitizer stations can be found throughout the restaurant for guest use.

LIMITING CAPACITIES

As recommended by the CDC and state officials, we are restricting all private and semi-private event space capacities to ensure that each guest in your party feels comfortable with the amount of room to move freely throughout the designated space.

FOOD HANDLING

For all events selecting a buffet food option, there will be servers attending the buffet stations to serve food to all of the guests in your party. Servers will be required to have on a face covering and gloves.



Private Events

CONTRACT SPECIFICATIONS

DEPOSIT

All events require a 25% deposit in order to be considered fully booked and confirmed. A credit card authorization form is required regardless of the minimum. All events are subject to cancellation charges outlined below.

FOOD AND BEVERAGE MINIMUM

All private events are subject to a food and beverage minimum, which will be noted in the contract. If the minimum is not met, the remaining balance will be charged as a “Room Rental” fee. The food and beverage minimum does not include 11.75% sales tax and 23% service charge. Any additional rentals/services do not contribute towards the food and beverage minimum.

TAX RATE

There is an 11.75% tax on all food and beverages. Tax-exempt organizations must provide a 501(c)3 prior to booking. The exemption will be reflected on the final banquet event order.

SERVICE CHARGES

There is a 23% service charge (18% gratuity + 5% administrative fee) added to the final subtotal of all private events prior to any attendant staffing fees added. This service charge will not be taxed.

ATTENDANT STAFFING FEE

In light of the recent pandemic, any event selecting a buffet food option will incur a charge of \$75 per attendant at the buffet. An attendant will be mandatory for every 40 guests. This staffing fee will not be taxed and does not count towards the food and beverage minimum.

CANCELLATIONS

A “cancellation fee” of 2% of the subtotal of the event shall be charged to the client to the credit card on file in the event a booking is canceled, for any reason including weather related cancellations.

- If the event is canceled 30 days or more prior to the scheduled event date, you will receive your initial deposit minus the 2% cancellation fee.
- If the event is canceled 15-29 days prior to the scheduled event date, you will receive 50% of your deposit back minus the 2% cancellation fee.
- In the event of a cancellation occurring 14 days or less prior to the event date, deposits will not be refundable, but are transferable (only one time) & can be applied to an event scheduled within 30-days of the original event date (depending on date availability).
- Client shall be held liable for the full contracted amount if cancellation occurs less than 72 hours from scheduled time of event.



WEATHER OR CIRCUMSTANCES BEYOND OUR CONTROL

All cancellation penalties will be waived if the event is canceled due to inclement weather- defined as heavy rain or temperatures below 60 degrees during the time of the client's reservation.

- It is up to the sole discretion of Caffè Oliva management if the event occurs, based upon the severity of the weather.
- Caffè Oliva reserves the right to delay the reservation up to 90-minutes due to weather conditions.

PAYMENT

Initial deposits will be deducted from the client's final bill. Once the event concludes, the client will be responsible for the remaining balance and shall complete payment on-site prior to leaving. Any additional items ordered during the time of event will be added to the proposed total amount. Tax and service charge will be reflective of any additional items. Final payment will NOT be divided into separate checks, however, the client may use a maximum of four credit cards to settle the single bill.

GUARANTEE OF GUESTS

All guaranteed guest count numbers are due seven days prior to your event. All drink or meal packages will be charged per guaranteed guest count. If attendance is greater than the guest count (space permitting), the overage will be charged at the time of event. If the client does not confirm the guest count, the original number of guests, as specified on the event contract, will be utilized as the guaranteed number. Reductions in guest count will not be accepted less than one week prior to the event.

MENU SELECTIONS

Menu Selections are due ten days prior to the event date- selections are not required upon signing the private event agreement. Changes made less than 10 days before the event date cannot be guaranteed and are based upon availability. If selections are not made by this date, the Event Sales Manager will select a menu for you, choosing the most popular and available items. Happy hour & daily specials will not be available for any event.

DIETARY RESTRICTIONS

Our culinary team is happy to accommodate any serious dietary restrictions members of your party may have. Please be sure to make us aware of all restrictions when submitting your menu selections.

OUTSIDE FOOD & DESSERT

Client is prohibited to bring any food or beverage prepared outside of Caffè Oliva onto the premises. Caffè Oliva retains the right to allow for certain exceptions based on specific circumstances. However, any and all arrangements must be made prior to the event with the Event Sales Manager. It is our policy that no food or beverage of any kind can be taken out of the restaurant by event attendees.

BEVERAGES PACKAGES

Spirits included in beverage packages are for mixed drinks only. This is defined by the combination of 1.5 oz of spirit and one non-alcoholic mixture. Shot, rocks, neat, and martini pours are not included in beverage packages.

ALCOHOLIC BEVERAGES

Caffè Oliva asks your cooperation in enforcement of applicable restrictions, particularly concerning service to minors and intoxicated individuals. We respectfully reserve the right to refuse service to any individual that appears to be intoxicated. Under no circumstances are individuals under the age of 21 permitted to consume alcoholic beverages on the premises.

DECORATIONS

Event guests are welcome to bring in outside décor for their event. All decorations must be discussed with the Event Sales Manager prior to the event. Free-flowing decorations such as confetti, poppers, sprinkles, sparkles, etc. are not permitted. Pyrotechnics

and open flames are not permitted- (votive lights and enclosed candles on tables are permitted).

DAMAGE WAIVER

Caffè Oliva does not assume any liability for the damage to or loss of any articles left on the premises before, during, or after your event. Examples of this include but are not limited to: event décor, floral, decorative items, dessert, etc.

EVENT SET-UP TIME

The event space will be ready 30-minutes prior to your event start time. If you need additional time, please contact the Event Sales Manager- additional fees may be added.

LIVE MUSIC

We currently have live music on Friday's from 4pm-7pm, Saturday's from 1pm-8pm and Sunday's from 1pm-7pm, however the regularly scheduled music is never guaranteed. Personal entertainment is allowed during times that we do not have provided entertainment, however, the DJ must be secured through Caffè Oliva and an additional fee will be applied.

PARKING

We do offer validated parking for \$10 per car for 12-hours. If this is needed, please let the Event Sales Manager know how many parking spaces you will need seven days in advance. The parking is located at the Axis Building at 441 E Erie St, Chicago IL 60611.

ADDITIONAL INFORMATION

Per Chicago Park District regulations, alcohol is not permitted to leave Caffè Oliva's footprint. Smoking is not permitted anywhere on the premises.

Caffè Oliva is a dog-friendly venue, however we kindly ask to keep pets off of all furniture & leashed at all times.

For all reservations/events, please be aware of your end-time, especially when moving between the event space/reservation space and the beach.

Caffè Oliva is not responsible for any loss or damages of personal property.

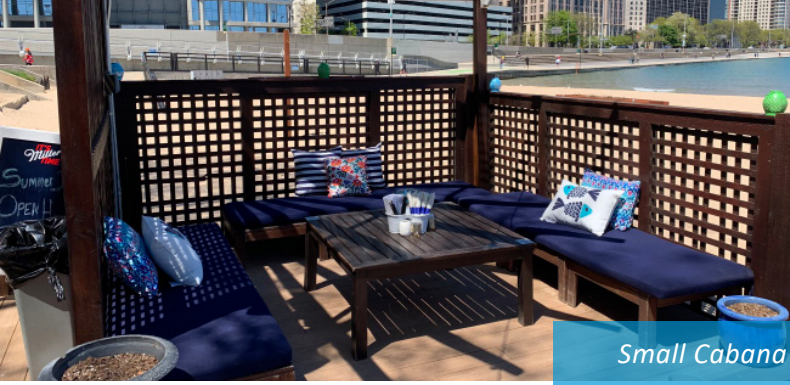
COVID-19 RESTRICTIONS

All events are subject to cancellation depending on local regulations at the time of your event.

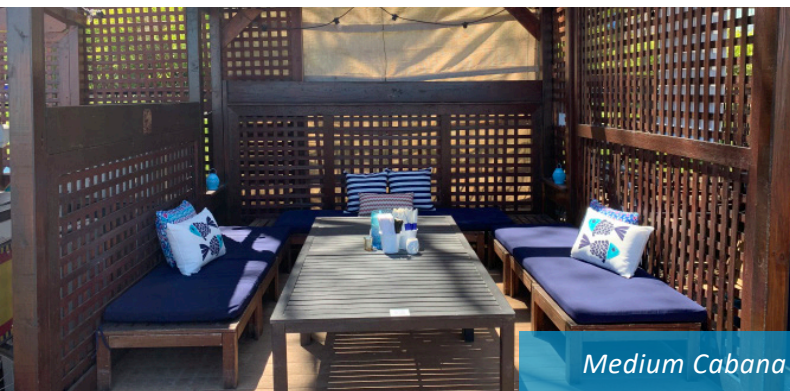
For COVID-19 related cancellations, if the City of Chicago places a restriction on your event size, all payments and deposits are 100% refundable.

If there is not a restriction in place for your event size, our regular cancellation policy applies.

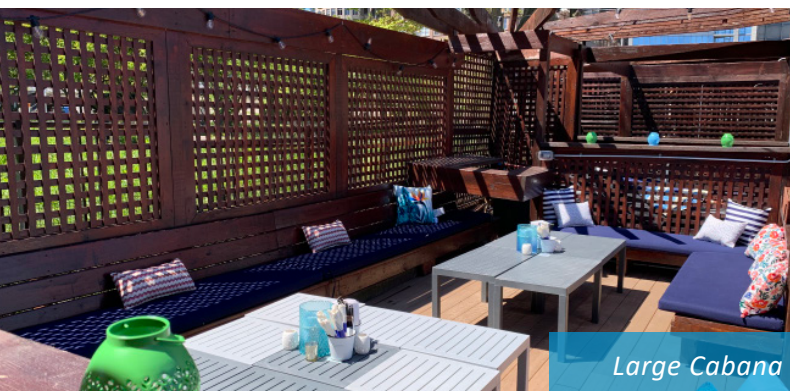
If a regulation is in place for your group size and is lifted prior to your event, we will contact you and a deposit will be due within seven days of us notifying you.



Small Cabana



Medium Cabana



Large Cabana



Private Events SPACES

CABANAS

Relax and unwind in one of our cabanas privately tucked away from regular dining areas. Our cabanas are the perfect getaway from the hustle and bustle! These semi-private spaces include bench seating, pillows for decoration, and a table in the middle. They are all children and pet friendly, too!

These spaces can accommodate:

- Small Cabana: 10 guests
- Medium Cabana: 12-15 guests
- Large Cabana: up to 25 guests

THE DECK

Situated on the right side of the venue, with expansive views of the beach, the deck is a great place to relax and enjoy the summer weather! Just a few feet from the warm sand, the deck features wooden plank flooring, patio furniture, and six different sized cabanas. The beautiful string lights strung across the whole area cast a golden hue throughout this space at night and makes for a wonderful ambiance. With the deck rental, you would have access to all cabanas, a bar, and the whole deck area.

This space can accommodate up to 150 guests.

Private Events

SPACES

BEACHFRONT

1/3 BEACHFRONT

Located on the Ohio Street Beach, this event space is the perfect summer attraction! Whether you are looking to play volleyball, drink and throw some bags around, or hangout with friends and lounge, we're here for it all! With gorgeous views of the city and a beach to visit, the possibilities are endless. Our beachfront area is corralled off from the rest of the public beach.

This space can accommodate up to 50 guests.



1/3 Beachfront



2/3 Beachfront

2/3 BEACHFRONT

Located on the Ohio Street Beach, this event space is the perfect summer attraction! Whether you are looking to play volleyball, drink and throw some bags around, or hangout with friends and lounge, we're here for it all! With gorgeous views of the city and a beach to visit, the possibilities are endless. Our beachfront area is corralled off from the rest of the public beach.

This space can accommodate up to 100 guests.

FULL BEACHFRONT

Located on the Ohio Street Beach, this event space is the perfect summer attraction! Whether you are looking to play volleyball, drink and throw some bags around, or hangout with friends and lounge, we're here for it all! With gorgeous views of the city and a beach to visit, the possibilities are endless. Our beachfront area is corralled off from the rest of the public beach.

This space can accommodate up to 150 guests.



Full Beachfront



Private Events

SPACES

FULL VENUE

Located adjacent to Navy Pier, this venue is situated in the perfect location! With a full-venue rental you will get access to everything we have to offer; from the cabanas to the beachfront, everything will be yours to use! String lights adorn the deck area, while a breathtaking view of the city at night provides an amazing backdrop to the beachfront. During a full-venue rental, the restaurant and bar will be closed to the public- only your event attendees get access.

This space can accommodate up to 400 guests.

ADD GAMES

Bag toss: \$50/each • Volleyball: \$50/each

LIVE MUSIC

We currently have live music on Friday's from 4pm-7pm, Saturday's from 1pm-8pm and Sunday's from 1pm-7pm; however, the regularly scheduled music is never guaranteed. Personal entertainment is allowed during times that we do not have provided entertainment, however, the DJ must be secured through Caffè Oliva and an additional fee will be applied.

HOURS

Monday-Friday: 11:00am - 10:00pm
Saturday & Sunday: 10:00am - 10:00pm

Private Events

FOOD PACKAGES

Appetizer Bundles

OHIO STREET PACKAGE

5 Items - \$27 per person

GRAND STREET PACKAGE

6 Items - \$31 per person

ONTARIO STREET PACKAGE

7 Items - \$35 per person

HURON STREET PACKAGE

8 Items - \$38 per person

Appetizer Options

- Fried Calamari (Sriracha Aioli)
- Falafel Bites (Tzatziki)
- Flatbread: Margherita/Salsiccia Rossa
- Paninis: Chicken/Portobello Mushroom
- Chicken Drumettes: BBQ/Bufalo/Asian
- Caprese Crostinis
- Brussels Sprouts
- Hummus & Pita Platter
- Greek Bruschetta
- Jalepeño Poppers

Additional \$1.90 per person

- Bang Bang Coconut Shrimp
- Gazpacho (Watermelon or Cucumber)
- Mini Crab Cake (Pineapple Relish)
- Sliders: Beef/Chicken/Lamb/Veggie
- Jamaican Shrimp Skewers
- Shrimp Cocktails (Shooters)
- Mini Shrimp or Chicken Kabobs

Dessert Packages

DESSERT PLATTER - \$4 PER PERSON

Assorted Treats (Cookies & Brownies)

SUNDAE BAR - \$5 PER PERSON

Gourmet Toppings, Sauces & Whipped Cream

Ice Cream Options (Select 2): Vanilla, Chocolate, Strawberry, Oreo, or Pistachio

PLATTER & SUNDAE BAR - \$7 PER PERSON

Family Style Package

FAMILY STYLE PACKAGE - \$29 PER PERSON

Replenished as needed for 90 minutes buffet style available with 100+ people. (Buffet attendant fee if required due to COVID.)

APPETIZER.....SELECT 2

SALADS.....SELECT 2

- House Salad
- Tabbouleh Salad
- Chopped Caesar Salad
- Kale & Brussels Sprout Salad
- Mediterranean Chopped Salad

Add To Salad: Chicken/Shrimp/Grilled Calamari (+\$2 p/p)

ENTREES.....SELECT 2

- Huron Chicken Sandwiches
- Beachfront Grass Fed Cheeseburgers
- Grilled Chicken (Roasted Black Bean & Corn Salsa)
- Sausage (Grilled Peppers, Onions, House Ground Mustard)
- Carne Asada (salsa Verde)
- Grilled Falafel

Additional \$2 per person

- "Beyond" Vegetarian Burger
- Pork Tenderloin (Apple Jack Brandy, Jus)
- Mediterranean Chicken or Fish Tapenade

Additional \$4 per person

- Chicken, Lamb, Beef, or Veggie Souvlaki (Select 2)
- Blackened Whitefish w/ Pineapple Salsa

SIDES.....SELECT 2

- French Fries
- Brussels Sprouts
- Corn on the Cob
- Grilled Cauliflower
- Mediterranean Pasta Salad
- Parmesan Truffle Fries (\$1.25)
- Sweet Potato Fries (+\$.75)

Additional Sides: \$2 per person

Private Events

DRINK PACKAGES

House Cocktails

STANDARD & PREMIUM

- Oliva Margarita: 100% blue agave tequila, all natural margarita mix
- KO Lemonade: Ketel One Oranje Vodka, all natural lemonade
- Island Rum Punch: Captain Morgan White Coconut Rum, all natural island punch
- Captain White Mojito: Captain Morgan White Rum, fresh lime juice, fresh muddled mint

Liquor

STANDARD LIQUORS

- Svedka Vodka
- Svedka Ginger Lime
- Svedka Blue Raspberry
- Svedka Cherry Limeade
- Svedka Strawberry Guava
- Pearl Cucumber Vodka
- New Amsterdam Gin
- El Jimador Tequila
- Early Times Whiskey
- Benchmark Bourbon
- Captain Morgan Spiced Rum
- Captain Morgan White Rum
- Captain Morgan Coconut Rum

PREMIUM LIQUORS

- Titos Vodka
- Ketel One Vodka
- Ketel One Oranje Vodka
- Rum Haven Coconut Rum
- Jack Daniels Whiskey
- Jack Daniels Honey Whiskey
- High West Bourbon
- High West Rye
- Hendricks Gin
- Tanqueray Gin

Drink Packages

BEER & WINE

2 Hours: Standard: \$24 / Premium: \$27
3 Hours: Standard: \$27 / Premium: \$33
4 Hours: Standard: \$33 / Premium: \$39

HOUSE PACKAGE

Beer, Wine & Cocktails on Tap

2 Hours: Standard: \$27 / Premium: \$30
3 Hours: Standard: \$33 / Premium: \$36
4 Hours: Standard: \$39 / Premium: \$42

VIP PACKAGE

Beer, Wine, Cocktails on Tap & Mixed Drinks

2 Hours: Standard: \$30 / Premium: \$32
3 Hours: Standard: \$36 / Premium: \$39
4 Hours: Standard: \$42 / Premium: \$45

NON-ALCOHOLIC PACKAGE

Soda, Juice, Tea & Coffee

2 Hours: \$4.95
3 Hours: \$7.25
4 Hours: \$10

ROSE TOWERS

Small (1.5L): \$45
Large (3L): \$85

Charges apply to all guests 21 and older in attendance at event.

We require all guests consuming alcohol to provide valid identification.

Shots, Fishbowls & "On The Rocks" drinks are not included.