



# 2024 Reception Menu & Pricing

Looking for a unique holiday venue to host your get-together? Treat your guests to the charm of an indoor alpine-style space at the Christkindlmarket Chicago, with accommodations for up to 120 guests!

**BOOK NOW**



# How to Book Your Reception

## Part 1

**Follow these steps to book your reception:**

- 1)** Review this information booklet.
- 2)** Choose your preferred Chicago venue.
  - Half Timber Tent (\$2,500): 50 guests maximum
  - Full Timber Tent (\$5,000): 100 guests maximum
  - Full Timber Haus (\$5,600): 120 guests maximum
- 3)** Pick your preferred **date**. Receptions are offered **Mondays - Wednesdays** from November 25th - December 23rd.
- 4)** Select your preferred 3-hour **timeslot**.
  - 11am - 2pm
  - 5pm - 8pm
- 5)** Determine if you would like to add any **food** to your event from the prefix packages or à la carte menus, seen on the following pages.
- 6)** Decide which **beverage** and **mug** options you would like.
  - Cash Bar (default)
  - Pre-paid alcoholic drink coupons (redeemed at the bar)
  - Pre-ordered non-alcoholic beverages from à la carte menu
  - Open bar (only bookable with a full rental)



# How to Book Your Reception

## Part 2

**7)** Determine if you'd like to purchase **Gift Boxes** for your guests; available while supplies last.

**8)** Create your own quote by completing the **quote worksheet**.

**9)** Submit an **invoice request form** via our website. Our team will send you an invoice.

Indicate if you want to pay via credit card or ACH. Visa, MasterCard, or Discover cards are accepted and a 3.5% convenience fee will be applied to each credit card transaction.

**10)** Confirm your reception booking by making the **full** initial payment upon receiving an invoice from our team.

**11)** Finalize your orders at least **72-hours prior** to the event date to confirm your guest count, food, and beverage orders.

- Any alterations made within this timeframe will be refunded for the difference
- While additional orders will be charged on-site via credit card after the reception.

**12)** Join us at the **Christkindlmarket Chicago** on the day of your event to enjoy and immerse yourself in the magic of the holiday season!

# Quote Worksheet

**Create your own quote by filling out the blanks below:**

**Date & Time:** Mondays-Wednesdays and 11am - 2pm or 5pm - 8pm

Ex: Monday, November 25; 5:00pm - 8:00pm

**Venue:** Select one and enter the corresponding rental fee in the blank.

- ☐ Half Timber Tent: \$2,500
- ☐ Full Timber Tent: \$5,000
- ☐ Full Timber Haus: \$5,600

Ex: \$5,000

**Guest Count:** Enter your expected guest count.

- ☐ Half Timber Tent: 50 guest max
- ☐ Full Timber Tent: 100 guest max
- ☐ Full Timber Haus: 120 guest max

Ex: 72 guests

**Prefix Package:** If you're choosing a food and beverage package for your guests, select the package and multiply its price by the number of expected guests entered above. And/or choose from the À La Carte menu.

- ☐ Prosit!: \$50 per person
- ☐ German Delight: \$69 per person
- ☐ Taste of Germany: \$75 per person

Ex: 72 guests x \$50 = \$3,600

To upgrade to **Open Bar** in your Prefix Package add \$36 extra per person. Open Bar is only available for **full venue rentals**. Gratuity for your bartender is appreciated.

**À La Carte & Gift Boxes:** You can order from the à la carte menu alongside or instead of a prefix package. Add gift boxes for \$5 off per box when ordered with a prefix package. Multiply each item's price by the quantity for the total, then sum these amounts. Note: Drink refills and open bar require a mug or stein purchase.

Ex: (20 Pork Schnitzel À La Carte orders x \$14 each) = \$280

**Quote:** Add up all amounts in the **red-outlined boxes** for your final quote total. Please note if you pay via credit card a 3.5% fee will be added to your total.

Ex: \$5,000 + \$3,600 + \$280 = \$8,880



# Venue Options

## Timber Tent

\$2500 - \$5000



- Experience the ultimate winter wonderland inside the alpine-style wooden print Timber Tent.
- Decorated in festive and charming decor for a cozy, private ambiance.
- Direct access to the indoor bar and buffet area.
- Choose from two rental sizes:
  - Half tent for up to 50 people.
  - Full tent for up to 100 people.
- Available for rental Monday through Wednesday for a 3-hour timeslot.

## Timber Haus

\$5600



- Enjoy the festive ambiance of the Christkindlmarket from a cozy alpine cabin constructed of real wood, featuring charming windows that provide privacy along with picturesque views of the candy-cane-striped booths.
- Direct access to the indoor bar and buffet area.
- Exclusively available as a private event space rental for up to 120 guests.
- Available for rentals Monday through Wednesday for a 3-hour timeslot.

# Christkindlmarket Gift Boxes

Send your guests home with some Christkindlmarket cheer with our specialty curated Gift Boxes, featuring fan-favorite goodies!

## Specialty Gift Boxes

**\$109\* Per Box**



2024 Boot-Shaped Christkindlmarket Souvenir Mugs	<b>2 units</b>
Christkindlmarket Gingerbread Heart	<b>1 unit</b>
Chicago Teahouse Glühwein Spice Package	<b>1 unit</b>
Tin of Bob's Belgian Hot Chocolate	<b>1 unit</b>
Jar of Holiday Sprinkles	<b>1 unit</b>
Christkindlmarket Scarf	<b>1 unit</b>
Bier Cheese Dip Mix	<b>1 unit</b>
Hanging German Plush Gnome Ornament	<b>1 unit</b>
Bag of Hermann The German's Roasted Nuts	<b>1 unit</b>
Box of Merci Chocolates	<b>1 unit</b>

## Limited Edition

- Limited edition gift boxes available while supplies last.
- All packed in a festive Christkindlmarket Mailer Box.
- Gift boxes are \$109\* for pick-up at your reception. \*Price includes tax.
- Mugs are included in our gift boxes, eliminating the need for an additional mug purchase with your reception. Each gift box contains two mugs. Plus, enjoy a \$5 discount on gift boxes when purchased with prefix food and beverage packages!

# Buffet Packages

Select from our specially curated reception packages below. The price per person includes an assortment of food portioned based on guest count.

## Prost! \$50 Per Person

Stuffed Pretzel • Bratwurst and Bun • (2) Alcoholic Beverage Coupons\* • Soda • Water • Souvenir Mug

## German Delight \$69 Per Person

Plain Pretzel • Bratwurst and Bun • Potato Pancakes • Sauerkraut • Assorted Sweets • Soda • Water • (2) Alcoholic beverage coupons\* • Souvenir mug

## Taste of Germany \$75 Per Person

Plain Pretzel • Bratwurst and Bun • Pork Schnitzel • Potato Pancakes • Sauerkraut • Assorted Sweets • (2) Alcoholic beverage coupons\* • Soda • Water • Souvenir mug

*\*Coupons are redeemable for Glühwein (in a souvenir mug only), Beer, or White Wine*

Thank you to our sponsors:





# À La Carte Menu

## Mains

Soljanka Soup	\$8.00
Bratwurst with Bun	\$10.00
Leberkäse with Bun	\$10.00
Nuernberger with Bun ( <i>2 per serving</i> )	\$11.00
Kilometer ( <i>Spicy</i> )	\$11.50
Gyulai Hungarian Bratwurst ( <i>Spicy</i> )	\$12.00
Currywurst with Sauce and Bun	\$12.00
Goulash Soup	\$12.00
Potato Pancakes ( <i>with applesauce and sour cream, 3 per serving</i> )	\$13.00
Frankfurter ( <i>2 per serving</i> )	\$12.50
Pierogi ( <i>meat, sauerkraut, or potato, 6 per serving</i> )	\$13.00
Potato Pancakes with Smoked Salmon ( <i>3 per serving</i> )	\$14.00
Pork Schnitzel	\$14.00
Chicken Schnitzel	\$15.00
Döner Kebab Wrap ( <i>Vegan or Chicken, full wrap cut in halves</i> )	\$15.00
Tomato Cucumber Salad ( <i>serves 15 to 20</i> )	\$40.00

## Sides

Sauerkraut ( <i>plate</i> )	\$4.00
Potato Salad	\$6.00
Plain Pretzel	\$5.50
Stuffed Pretzel ( <i>sweet cheesecake, spinach, grilled cheese, pizza, or jalapeno</i> )	\$7.00

## Desserts

Strudel Slice	\$12.00
Assorted Sweets ( <i>serves 10-15 people</i> )	\$30.00

# À La Carte Menu

## Beverages

Tea	\$2.00
Hot Chocolate	\$2.50
Bottled Water	\$2.50
Hot Coffee	\$2.50
Soda	\$2.50
Polar Seltzer ( <i>variety of flavors</i> )	\$2.50
2024 Boot-Shaped Souvenir <u>Mug</u> ( <i>beverage not included</i> )	\$5.00
Glühwein Refill* Coupon	\$11.00
10 oz. White Wine Coupon	\$12.00
16 oz. Imported German Beer Coupon	\$12.00
20 oz. Imported German Beer Refill* Coupon	\$15.00
20 oz. Ceramic Beer <u>Stein</u> ( <i>beverage not included</i> )	\$20.00

*\*Refill only apply if you have purchased a mug or stein*

## Beverage Options

### Alcoholic Drink Coupons

Hosts can prepay for a selection of beverages using drink coupons, which include Beer, White Wine, and Glühwein. Please note that Glühwein refill coupons and 20oz Beer refill coupons are available only with the purchase of or if you have already bought a souvenir mug or ceramic beer stein for your reception. Each coupon represents a single serving based on the à la carte menu price and can be easily distributed to guests for redemption.

### Non-Alcoholic Beverages

Order in advance and we will add them to the buffet setup. Each beverage is a single serving based on the à la carte menu price.

### 3-Hour Open Bar Package\* (Only available with full venue rental)

Mondays - Wednesdays: Add \$60 Per Person

If upgrading a prefix package to open bar add \$36 Per Person to package price.

\*Mug purchase required unless added to a pre-fix package.

*Gratuity for your bartender is appreciated.*

**Please note that the default is a cash bar**

Thank you to our sponsors:





# Terms and Conditions

## Reception Details:

- Receptions are three hours long and can only be held on **weekdays (Mondays through Wednesdays)** between **11am and 2pm** or from **5pm until 8pm**. Please note that we are not able to extend the time of the event before or after operating hours of the market.
- A **half tent rental** is possible only in the Timber Tent for parties of up to 50 guests. The back half of the tent will be sectioned off for you and your guests to use exclusively as the front half of the tent will still be accessible to the public.
- A **full tent rental** is available in the Timber Tent and Timber Haus for parties up to 100 guests and will be closed off to the public to create an entirely exclusive event space. It will be determined by GAE, LLC, **the organizer**, if a full tent will be needed to accommodate the number of guests.
- The setup of the space can be customized to fit your event needs based on the availability of furnishings and space. High boy standing tables as well as German style beer bench and table sets (seats 8 guests ea.) are available and can be arranged as requested and as space allows. A mix of standing and seated table sets will be provided unless otherwise specified.
- Festive holiday décor, centerpieces, table linens, and a coat rack will be provided by the organizer, GAE, LLC. The individual or group booking the reception, **the host**, is welcome to bring their own decorations or furnishings if it is approved in writing (standard mail or email) by the organizer prior to the event date. Please note that there will not be a credit issued for any alternative or additional décor or furnishing as the rental price is a fixed rate.
- **All reservations are provisional until 100% of the invoice is received in full.** Receptions must be paid in advance through the online invoice link using a credit card. Visa, MasterCard, or Discover cards are accepted and a 3.5% convenience fee will be applied to each credit card transaction. Payments via ACH are also accepted.
- Organizer will provide reception host with wristbands at check-in to hand out to guests. All event guests must wear wristbands. This will allow reception guests to enter and exit the reserved area after checking-in and to help you and event security identify your VIP guests for tent re-entry if applicable.



# Terms and Conditions Cont.

## Food and Beverage Orders:

- Please review the pre-set reception package options or choose from the à la carte menu to create your preferred food and beverage offerings.
  - The food will be self-served buffet style in chafing pans and on platters.
  - Food menu items must be ordered and paid for no later than 72 hours prior to the event date.
  - Table linens and skirting, plates, utensils, napkins, condiments, and decor will be part of the buffet setup.
  - Upon the host's arrival, the organizer's designated reception team member will explain the set-up and review the food order to communicate the number of servings and buffet station refills that were originally ordered. The organizer will replenish the food stations according to the original order and the host will be informed once the last food items are placed on the buffet.
  - The host may add á la carte items to the original food order, for an additional fee, once items have run out by placing an additional order with the organizer. The organizer will confirm with the vendors to ensure food items are available for re-order. The last additional food order may be placed no later than one hour before the end of the event.
  - We cannot guarantee that any of our products are safe to consume for people with peanut, tree nut, soy, sesame, milk, egg or wheat allergies.
- Beverages, including an assortment of sodas, water, coffee, and hot chocolate can be ordered in advance and reordered, for an additional fee, during the event. Alcoholic beverages, including Glühwein refills, German imported beer, and white wine can be purchased with the following options:
  - Guests can purchase beverages using cash at the bar. ATMs are located throughout the market for guests to withdraw cash. This is the default.
  - Alcoholic beverage coupons redeemable for Glühwein refills, German imported beer, and white wine may be purchased from the event organizer in advance and can be reordered, for an additional fee, during the run of the event or;
  - Open bar offers German imported beer, Glühwein and white wine (full rentals only)
- If the event host opts to purchase coupons, please note:
  - 2024 Souvenir Mugs must be purchased in combination of Glühwein refill coupons.
  - 2024 Glühwein Souvenir mugs may be purchased separately at a discount for \$5 per mug by the event host for guests at the reception, or guests may purchase an empty annual mug themselves at the Information Booth or the bar for \$9 per mug.
  - Alcoholic beverage coupon distribution can be controlled by the host of the event. An estimated number of coupons needed can be ordered prior to the event by the host and can be increased, for an additional fee, only by the host during the event if more coupons are needed. Unused coupons must be returned by the end of the reception to receive credit on the final invoice. Coupons not returned by the end of the reception will be considered as a sale and cannot be returned for credit. Coupons can be used at the Christkindlmarket Chicago until their expiration on December 23, 2024.

# Terms and Conditions Cont.

## Additional Conditions & Cancellation Policy:

- The host will be responsible for the additional food and beverage items/coupons and upgrades added during the event and a final invoice will be provided by the organizer and paid for by the host at the end of the reception. Please note, only credit card payments will be accepted and a 3.5% convenience fee will be applied to each credit card transaction.
- If non-alcoholic beverages are ordered, they will be placed on the buffet tables for guests to serve themselves.
- All guests must be 21 years or older with a valid ID to drink alcohol. No exceptions! All alcoholic beverages will be served by the official Christkindlmarket licensed liquor vendor who will adhere to all liquor regulations and laws of the State of Illinois and the City of Chicago.
- It is the responsibility of the host to provide their own staff to manage the guest list and attendees to the event to guarantee that only invited guests are attending the event. Event security is not responsible for the guest list or controlling the entry of guests. However, if security is positioned outside of Timber Tent or Timber Haus, they may assist with informing market visitors of the private event, when applicable.
- If the host would like to provide gifts or promotional materials/items to their guests at the event, it must first be approved by the organizer in writing (either mail or email) prior to the event date.
- Please be advised that event cancellations must be made 5 business days prior to the start of the event time to receive a refund in full. A 50% refund will be applied to cancellations made 72-hours in advance. Any cancellations made less than 72-hours prior to the reception are non-refundable, unless the organizer, German American Events, LLC, determines special circumstances apply.
- Children are welcome at our family-friendly event but need to be supervised at all times by their parent(s) or guardian(s).
- The organizers are not responsible for any lost or stolen items. If you have lost something, please check with the information desk for assistance. If you notice that you have lost an item after the event is over, contact the market's information email [info@christkindlmarket.com](mailto:info@christkindlmarket.com) for assistance.

**Thank you for choosing the Christkindlmarket to host your holiday reception. We wish you a memorable event!**