

How to Book Your Reception

1) Review the Info booklet with menu and pricing.

2) Pick your preferred **date**. Receptions are offered **Mondays - Thursdays** from November 24th - December 22nd. Excludes Thanksgiving Day.

3) Choose your preferred Chicago **venue**.

- **Monday - Wednesday Rentals**

- Half Timber Haus (\$2,600): 60 guests maximum
- Full Timber Haus (\$5,100): 120 guests maximum

- **Thursday Rentals**

- Half Timber Haus (\$3,000): 60 guests maximum
- Full Timber Haus (\$5,700): 120 guests maximum

4) Select your preferred 3-hour **timeslot**.

- 11am - 2pm
- 5pm - 8pm

5) Choose your **food and beverage** options.

Review the Buffet Packages menu to decide whether you'd like to include food and beverage service (optional). Then, choose from the following beverage options:

- **Cash Bar** – Default if no Buffet Package is ordered.
- **Buffet Package** – Includes a mug, non-alcoholic beverages, bar beverage coupons (redeemable at the bar), and buffet-style German food. Additional mugs and drink coupons may be purchased à la carte.
- **Open Bar** – Available only with a full rental. Can be added as an upgrade to a Buffet Package or ordered à la carte.
- **Pre-ordered Non-Alcoholic Beverages** – Available à la carte.

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6) Create your own quote by completing the [quote worksheet](#).

7) Submit the [invoice request form](#) on our website to confirm date availability and indicate you're ready to proceed with payment. Our team will send your invoice, and your reception will be officially booked once the **full** initial payment is received.

We will hold dates for outstanding invoices for 7 days. If payment is not received within this period, the date will be released for new bookings.

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.

8) 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 onsite via credit card after the reception.

Cancellations must be made at least (2) two weeks before the scheduled reception to receive a full refund. Once canceled, the date will be released for new bookings.

9) Join us at the [Christkindlmarket Chicago](#) on the day of your event to enjoy and immerse yourself in the magic of the holiday season!



For more details, please refer the [Info & Pricing Packet and Terms & Conditions](#).