

**AGENDA  
DOWNERS GROVE LIQUOR COMMISSION  
JUNE 6, 2024  
VILLAGE HALL COUNCIL CHAMBERS**

**6:30 P.M.**

- I            Call to Order**
- II           Roll Call**
- III          Approval of Minutes of May 2, 2024 Liquor Commission Meeting**
- IV          Application Hearings**
  - Hampton Suites/Hampton Inn  
1500 Opus  
Class H-1
  - Entourage  
5101 Main  
Class R-1/O
- V            New Business**
- VI          Old Business**
- VII         Comments from the public**
- VIII        Adjournment**

**DOWNERS GROVE LIQUOR COMMISSION  
VILLAGE HALL COUNCIL CHAMBERS  
801 BURLINGTON AVENUE  
Thursday, May 2, 2024**

**DRAFT**

**I. CALL TO ORDER**

Chairman Johnson called the May 2, 2024 Liquor Commission meeting to order at 6:30 p.m.

**II. ROLL CALL**

**PRESENT:** Mr. Mehta, Ms. Saucedo, Mr. Shah, Chairman Johnson

**ABSENT:** Mr. Fenton, Ms. Kastory, Ms. Rutledge

**STAFF:** Carol Kuchynka, Liaison to the Liquor Commission, Assistant Village Attorney Brandan Rissman,

**OTHERS:** Zubin Kammula, Esq., Leo Yedor, David Miller, Court Reporter

**III. APPROVAL OF MINUTES**

Chairman Johnson asked for approval of the minutes for the April 4, 2024 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Hearing no additional changes, corrections or additions, the April 4, 2024 minutes of the Liquor Commission meeting were approved as written.

Chairman Johnson reminded those present that this evening's meeting was being recorded on Village-owned equipment. Staff was present to keep minutes for the record.

**IV. APPLICATION FOR LIQUOR LICENSE**

Chairman Johnson made the following statements:

"The next order of business is to conduct a public hearing for liquor license applications. For the benefit of all present, I would like to state that this Commission does not determine the granting or denial of the issuance of any license. We may, at the end of each hearing, make a finding or recommendation with respect to the application. If necessary, the Commission may adjourn a hearing to a later date in order to have benefit of further information."

"At the conclusion of the hearing, the Commission will determine any recommendations it wishes to make to the Liquor Commissioner".

"The Liquor Commissioner, who is the Mayor of Downers Grove, will, pursuant to Section 3-12 of the Ordinance, render decisions regarding issuance of available licenses."

"Hearings by this Commission are held according to the following format: 1) reading of information pertinent to the application, 2) comments from the applicant, 3) discussion by the Commission, 4) comments from staff, 5) comments from the public, and 6) motion and finding by the Commission."

*Food For Thought*

Chairman Johnson stated that the next order of business was an application from Food for Thought Catering Professionals, Ltd. d/b/a Food for Thought Catering. He stated that the applicant is seeking a Class "K-1", full alcohol catering liquor license.

Chairman Johnson asked that any individual(s) representing the applicant step forward and be seated. He asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Mr. Zubin Kammula introduced himself as the attorney representing the applicant. Mr. Leo Yedor was sworn in by the court reporter. He stated that he is the warehouse manager.

Chairman Johnson asked them to explain the catering license request.

Mr. Yedor stated that Food For Thought Catering just turned 40 years old. He stated that they cater small house parties to large events. He stated that they service Chicago and the western suburbs and some out of state events when necessary. He stated that they have 8-9 salespeople on staff to book events. He stated that he will work with sales people concerning the liquor aspects of the event.

Attorney Kammula stated that Food For Thought Catering clients are predominantly corporate and private events, including celebrations and weddings that are not open to the general public. He stated that they are seeking a K-1 catering license from Downers Grove so that they can cater events and be included on the Lakes at Lacey preferred caterer list.

Chairman Johnson asked for questions from the Commission.

Mr. Mehta asked if they are based in Lincolnwood. Mr. Yedor replied yes.

Mr. Mehta asked if they plan to cater events outside of the Lakes at Lacey venue. Mr. Yedor replied that they are getting a lot of referrals for this area. He stated that they would like to cater a few more venues in this area to bring their service out into the southwest suburbs.

Mr. Yedor stated that venues are getting more particular about who they put on their preferred list. He stated that they want to be included as a vendor for Lakes at Lacey.

Mr. Mehta asked Mr. Yedor to explain the staffing set up at an event. Mr. Yedor stated that arrival and set up occurs about three hours prior to the event. He stated that tables, chairs, linens, glassware and bar set up, along with kitchen set up are completed during this time frame. He stated that events typically run 3-6 hours. He stated that breakdown takes about an hour.

Mr. Mehta asked who is in charge of the events. Mr. Yedor replied the event supervisor/manager and bar manager. He stated that bar managers will supervise the bartenders and bar area, supervise cutoff of bar service 15-20 minutes prior to the end of the event. He stated that the venue will have a coordinator on site during the event and keep in communication with them throughout the event and do a walk through at the end of the event.

Mr. Yedor stated that 80% of the time the Food for Thought salesperson will also stay until the conclusion of dinner.

Mr. Mehta asked them to review the policy for checking identification. Mr. Yedor replied that the bartenders are all BASSET Certified. He stated that they know when to cut someone off. He stated that it is their policy to card anyone under the age of 30. He stated that they are instructed to only take a passport, valid state id or driver's license. He stated that the bar manager and supervisor are constantly checking to make sure the bartenders do that job.

Attorney Kammula stated that in the 40 years of operation, they have not had any violations. He stated that he has personally represented the licensee for the past 17 years. He stated that they have a brick and mortar location they own in Chicago which has hosted hundreds of events. He stated that Chicago on occasions comes in to check for compliance.

Chairman Johnson asked Attorney Kammula how often they have been tested. Attorney Kammula replied that the licensee also operates a café at the Adler Planetarium. He believed they have been tested over a dozen times. He stated letters of commendation were formally sent by the City up until 2010. He stated that they now only report when there is a violation.

Ms. Saucedo was pleased to hear that there has been no history of violations.

Mr. Yedor stated that the Fire Departments have also been out on occasion to check the event is in order.

Attorney Kammula stated that operation details was submitted as a supporting document to the application. Chairman Johnson noted receipt of that.

Mr. Shah had no questions.

Chairman Johnson noted their excellent 40 year track record. He stated that they should be reinforcing policy before every single event.

Chairman Johnson stated that they have had numerous requests for the K-1 license at the Lakes at Lacey site. He also noted the Commission has heard numerous violation hearings as well.

Chairman Johnson asked if staff had any comments concerning the application. Ms. Kuchynka stated that factors affecting the finding or recommendation from this evenings meeting include receipt of the annual fee and satisfactory background checks.

Chairman Johnson asked for comments from the public. There were none.

Hearing the testimony given in this case, Chairman Johnson asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to their request for a Class K-1 liquor license.

**MR. MEHTA MOVED TO FIND FOOD FOR THOUGHT CATERING PROFESSIONALS, LTD. D/B/A FOOD FOR THOUGHT CATERING QUALIFIED FOR A CLASS "K-1", FULL ALCOHOL CATERING LIQUOR LICENSE. MS. SAUCEDO SECONDED.**

**Aye:** Mr. Mehta, Ms. Saucedo, Mr. Shah, Chairman Johnson

**Nay:** None

**Abstain:** None

**MOTION CARRIED: 4:0:0**

### *Chef by Request*

Chairman Johnson stated that the next order of business was an application from CBR, Industries, Inc. d/b/a Chef by Request. He stated that the applicant is seeking a Class "K-1", full alcohol catering liquor license.

Chairman Johnson asked that any individual(s) representing the applicant step forward and be seated. He asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Mr. David Miller was sworn in by the court reporter. Mr. Miller introduced himself as the founder and owner of Chef by Request Catering out of Lisle, Illinois.

Chairman Johnson asked him to explain the catering license request.

Mr. Miller stated that they are seeking a K-1 catering license primarily to serve the Lakes at Lacey venue under their preferred catering list.

Mr. Shah asked Mr. Miller to explain his business. Mr. Miller stated that Chef by Request is a full service off-premise catering provider founded 28 years ago. He stated he was a culinary chef graduate in 1996 and decided to get into the catering business. He stated that CBR has social, corporate and wedding divisions. He stated that the primary goal for Lakes at Lacey will be to provide catering for corporate events and wedding. He stated that they service the entire Chicagoland area, including the southern, western and northern suburbs.

Mr. Miller advised that they rarely outsource and noted that that servers, bartenders, event coordinators, event captains and culinary staff are sent to all full service events.

Chairman Johnson asked for questions from the Commission.

Mr. Shah asked if all customer facing staff is BASSET certified. Mr. Miller replied that bartenders and event coordinators are BASSET certified. He advised that they also operate Elements at Water Street in Naperville which requires their BASSETT training that is provided by the City.

Mr. Miller stated that an employee handbook was provided along with the application materials. He noted the BASSET requirements along with safe alcohol service, carding policy and chain of command policy is included in the manual. He stated that if there is an incident at an event, they also have a policy about who is to be notified and how to handle the situation.

Mr. Miller stated that, if someone is overserved or they come overserved to an event, they are responsible for getting that person handled safely. He noted that there is protocol on how to read guests, ask questions and how to notify the venue and involve the event coordinator if a problem is suspected.

Mr. Shah asked Mr. Miller how often as a group do they meet to reinforce policy. Mr. Miller replied that they hold semi-annual staff meetings to update handbook policies, conduct training on how to identify and use new equipment and reiterate their alcohol serving policies. He stated that they also meet on-site prior to events.

Mr. Miller stated that once set up is done, backup alcohol is safely stored and they put someone in charge of inventory before and after the event to determine usage. He stated that they will have a designated runner to retrieve extra supply stored in the trucks so that they do not have alcohol lying in any common area spaces.

Ms. Saucedo had no questions.

Mr. Mehta asked if they are planning to cater events outside of Lakes at Lacey. Mr. Miller stated that reason for obtaining this license is to serve corporate events and weddings at Lakes at Lacey. He estimated doing about 12 events there per year.

Chairman Johnson asked Mr. Miller if they have had any violations. Mr. Miller replied that they have never had a liquor incident, liquor claim or any liquor liabilities in 28 years.

Chairman Johnson asked if they are concerned with outsourcing if they need to fill the gap for help staffing an event. Mr. Miller replied that they do not outsource the bartenders. He stated that the bar back, runner would be one of the few individuals they would outsource. He stated that they have 12-13 bartenders. He added that they will tap into their sister company's bar staff that work at Elements at Water Street if they run into staffing shortages.

Chairman Johnson noted their exceptionally high credentials in the field and noted their excellent track record.

Chairman Johnson asked if staff had any comments concerning the application. Ms. Kuchynka stated that factors affecting the finding or recommendation from this evenings meeting include receipt of the annual fee and satisfactory background checks.

Chairman Johnson asked for comments from the public. There were none.

Hearing the testimony given in this case, Chairman Johnson asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to their request for a Class K-1 liquor license.

**MR. MEHTA MOVED TO FIND CBR INDUSTRIES, INC. D/B/A CHEF BY REQUEST QUALIFIED FOR A CLASS "K-1", FULL ALCOHOL CATERING LIQUOR LICENSE. MS. SAUCEDO SECONDED.**

**Aye:** Mr. Mehta, Ms. Saucedo, Mr. Shah, Chairman Johnson

**Nay:** None

**Abstain:** None

**MOTION CARRIED: 4:0:0**

## **VI. NEW BUSINESS**

Chairman Johnson asked if there was any discussion, update from staff or comments from the Commission regarding any new business.

Ms. Kuchynka stated that she has two applications on file and noted that there will be a June 6<sup>th</sup> Liquor Commission meeting.

## **VII. OLD BUSINESS**

Chairman Johnson asked if there was any discussion, update from staff or comments from the Commission regarding any old business.

Ms. Kuchynka referred to the month end report for April. She stated that the Mayor has indicated his intent to issue licenses to Shikara Catering, Asher Catering and Prestige Liquors.

Ms. Kuchynka advised that she provided the Mayor's Findings and Order concerning the Cooper's Hawk Winery & Restaurant and Casa Margarita violation hearings in the month end report.

#### **VIII. COMMENTS FROM THE PUBLIC**

There were none. No members of the public were present for comment.

#### **IX. ADJOURNMENT**

Concluding business for the evening, Chairman Johnson called for a motion to adjourn. Mr. Mehta moved to adjourn the May 2, 2024 meeting. The meeting was adjourned by acclamation at 7:05 p.m.



VILLAGE OF DOWNERS GROVE  
REPORT FOR THE LIQUOR COMMISSION  
JUNE 6, 2024 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Licensee: DG Hotel Group, LLC D/B/A: Homewood Suites & Hampton Inn Address: 1500 Opus Place	Application for Class H-1 liquor license	Carol Kuchynka Liaison to the Liquor Commission

**REQUEST**

The applicant is requesting a Class H-1 liquor license for Homewood Suites & Hampton Inn located at 1500 Opus Place.

**NOTICE**

The request has been filed in conformance with applicable procedural and public hearing requirements.

**GENERAL INFORMATION**

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Officer(s): Bharat Patel, Managing Partner  
Hiren Desai, Managing Partner

Stockholder(s): DG Hotel Group, LLC - 100%

Manager: Vincent Pellegrini

Licensee: DG Hotel Group, LLC d/b/a Homewood Suites & Hampton Inn  
1500 Opus Place  
Downers Grove, IL 60515

**PROPERTY INFORMATION**

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EXISTING LAND USE: Commercial  
PROPERTY SIZE: (173,927 square feet)

**ANALYSIS**

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Submittals

This report is based on the following documents, which are on file with the Legal Department:

1. Application for Liquor License
2. Deed
3. Insurance
4. Menus
5. Liquor Handling Manual
6. Floor Plans



### **Project Description**

The applicant is requesting a Class H-1 liquor license for the operation of a hotel located at 1500 Opus Place.

### **Compliance with the liquor ordinance**

The establishment is defined as:

Hotel. A building or group of buildings used in conjunction with one another as a lodging facility providing sleeping accommodations for compensation to travelers and guests, whether transient, permanent or residential and in which one hundred (100) or more rooms are provided for such purpose.

### **License conditions**

Class "H" Hotel Licenses

"H-1" Hotel licenses shall authorize the retail sale of alcoholic liquor for consumption on the premises of a hotel as defined herein, and the retail packaged sale of beer and wine in original packages to hotel patrons. This shall include sales occurring at facilities, or as part of activities, normally operated as an integral part of the hotel, such as, but not necessarily limited to, restaurants, cocktail lounges, room service and banquets. Provided, the licensed premises shall have at least one restaurant with a seating capacity of not less than one hundred twenty-five (125) operated as an integral part of the hotel.

### **Public Safety Requirements**

Fire Prevention and Community Development Department will conduct a walkthrough of the facility. A Certificate of Occupancy for remodeling has been applied for and is valid. Health Department approval is required.

### **Factors Affecting Finding or Recommendation**

Certificate of Occupancy, annual fee, satisfactory background checks and employee certifications.

### **Recommendation**

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Based upon testimony presented at the June 6, 2024 application hearing, if said application is consistent with the Liquor Code and meets the criteria of the classification, staff requests the following:

A recommendation from the Commission concerning its finding of "qualified" or "not qualified" with regard to their Class H-1 liquor license application, along with any conditions and/or restrictions with respect to this applicant.



**downers.us**

May 28, 2024

**Village Hall**  
801 Burlington Ave.  
Downers Grove, IL  
60515-4782  
630.434.5500

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**Fire Department Administration**  
5420 Main St.  
Downers Grove, IL  
60515-4834  
630.434.5980

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**Police Department**  
825 Burlington Ave.  
Downers Grove, IL  
60515-4783  
630.434.5600

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**Public Works**  
5101 Walnut Ave.  
Downers Grove, IL  
60515-4046  
630.434.5460

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Ms. Irene Bahr, Esq.  
Bahr Anderson Law Group  
1751 S. Naperville Rd., Ste 209  
Wheaton, IL 60189

Via Email  
irene@bahrandersonlaw.net

*RE: Application for Class H-1 Liquor License  
Homewood Suites & Hampton Inn  
1500 Opus Place, Downers Grove, IL 60515*

Dear Irene:


The Liquor Commission of the Village of Downers Grove will meet on Thursday, June 6, 2024, at 6:30 p.m. in the Village Hall Council Chambers to consider applications for liquor licenses. A public hearing will be held on your client's application as a part of this meeting.

I encourage you and your client to attend this public hearing at which time you will have an opportunity to comment in support of your application. In addition, the Liquor Commission will be particularly interested in examining your liquor handling manual and in hearing about your floor plan and training procedures as they relate to the sale of alcoholic beverages.

You may withdraw your application at any time prior to the public hearing.

If you have any questions, please contact me at (630) 434-5542.

Very truly yours,

  
Carol Kuchynka  
Liaison to the Liquor Commission

VILLAGE OF DOWNERS GROVE



# VILLAGE OF DOWNERS GROVE, ILLINOIS APPLICATION FOR LIQUOR LICENSE

Date: 3/24/24

Application is hereby made to the Local Liquor Commissioner of the Village of Downers Grove for issuance of a Class HL liquor license, pursuant to the ordinances of the Village and laws of the State of Illinois. In support of said application the following is submitted:

### 1. GENERAL INFORMATION

#### 1.1 Applicant:

Name: DG Hotel Group LLC Phone: 630.852-8527  
Address: 1500 Opus Pl, Downers Grove IL 60515

#### 1.2 Status:

- Individual(s) or Sole Proprietorship
- Corporation
- Limited Liability Corporation
- Partnership
- Club
- Other (explain) \_\_\_\_\_

#### 1.3 Liquor Manager:

Name: Vincent Pellegrini Phone: [REDACTED]  
Address: [REDACTED]  
Driver's License No. [REDACTED] Social Sec. No. [REDACTED]  
Date of Birth [REDACTED]-84 Place of Birth [REDACTED]

### 2. PREMISES

Doing Business As Homewood Suites & Hampton Inn Phone: 630.852.1500  
Address: 1500 Opus Pl Downers Grove, IL 60515

2.2 Does Applicant beneficially own the premises for which a license is sought?  Yes  No

a. If yes, Applicant must attach proof of ownership. (i.e. title policy) ATTACHED DEED

b. If Applicant is not the beneficial owner of the premises, does Applicant have a lease thereon for the full period for which the license is to be issued?  Yes  No - If yes:

- i. A copy of lease must be attached; and,
- ii. Identify the owner or rental agent for the property:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

2.3 Are the premises located within one hundred feet of any church, school, hospital, home for aged or indigent persons or for veterans, their spouses or children or any military or naval stations.  Yes  No

2.4 State the anticipated date of occupancy. May 1, 2024

**3. CORPORATION**

This section must be completed by authorized agent of any corporate Applicant. If Applicant is a partnership, skip section 3 and go to section 4. If Applicant is neither a corporation nor a partnership, skip sections 3 and 4 and go to section 5.

- 3.1 Applicant was incorporated under the laws of the State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_.
- 3.2 If Applicant was not incorporated under the laws of the State of Illinois, is Applicant a foreign corporation qualified under the "Business Corporation Act of 1983" to transact business in the State of Illinois? Yes \_\_\_ No \_\_\_
- 3.3 **Registered Agent:**  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
- 3.4 Corporate Applicants must complete and attach DG LIQ-FORM 2/OFFICERS and DG LIQ-FORM 3/SHAREHOLDERS.

**4. PARTNERSHIP/LIMITED LIABILITY CORPORATION**

This section must be completed by authorized agent of any partnership or limited liability corporation Applicant. If Applicant is not a partnership or limited liability corporation, skip to Section 5.

- 4.1 Applicant was formed under the laws of the State of DE on the 8th day of March, A.D. 2022
- 4.2 Is Applicant a limited partnership pursuant to the Illinois Revised Uniform Limited Partnership Act? Yes  No \_\_\_
- 4.3 If Applicant was not formed under the laws of the State of Illinois, is Applicant a foreign partnership qualified under the Illinois Uniform Partnership Act or the Illinois Uniform Limited Partnership Act, as now or hereafter amended, to transact business in the State of Illinois? Yes  No \_\_\_
- 4.4 Registered Agent: Not Applicable \_\_\_  
Name: Northwest Registered Agent Services, Inc. Phone: \_\_\_\_\_  
Address: 2501 Chatham Rd. Ste N Springfield, IL 62704
- 4.5 **General Partner:** Not Applicable  (Note: if there is more than one general partner, include that general partner who is to be primarily responsible for operation of the licensed premises.)  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
- 4.6 **Managing Partner:** Not Applicable \_\_\_ (Note: if there is more than one managing partner, include that managing partner who is to be primarily responsible for operation of the licensed premises.)  
Name: Bharat Patel Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
- 4.7 Partnership Applicants must complete and attach DG LIQ-FORM 3/SHAREHOLDERS and DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION.

**5. SOLE PROPRIETORSHIP** Skip to Section 6.

NOTE: Pursuant to 235 ILCS 5/6-2 (1) Sole proprietor must be resident of the Village in which the premises covered by the license is located. Pursuant to 235 ILCS 5/6-2 (3) Sole proprietor must be a citizen of the United States.

**6. QUALIFICATIONS (This section to be completed by all applicants.)**

**6.1** Has any liquor license issued to the applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS, or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION ever been fined, revoked or suspended?

No

Yes  
If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

- a. Jurisdiction revoking or suspending license: \_\_\_\_\_
- b. Date of revocation or suspension: \_\_\_\_\_
- c. Reason given by revoking jurisdiction for revocation or suspension: \_\_\_\_\_  
\_\_\_\_\_
- d. Additional explanatory information, if desired: \_\_\_\_\_  
\_\_\_\_\_

**6.2** Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, ever been convicted of violating any Federal or State law concerning the manufacture, possession or sale of alcoholic liquor, or forfeited their bond for failure to appear in court to answer charges for any such violation?

No

Yes  
If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

- a. Jurisdiction revoking or suspending license: \_\_\_\_\_
- b. Date of revocation or suspension: \_\_\_\_\_
- c. Reason given by revoking jurisdiction for revocation or suspension: \_\_\_\_\_  
\_\_\_\_\_
- d. Additional explanatory information, if desired: \_\_\_\_\_  
\_\_\_\_\_

**6.3** Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, ever been convicted of a felony under Federal or State law?

No

Yes  
If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

- a. Jurisdiction revoking or suspending license: \_\_\_\_\_
- b. Date of revocation or suspension: \_\_\_\_\_
- c. Reason given by revoking jurisdiction for revocation or suspension: \_\_\_\_\_  
\_\_\_\_\_
- d. Additional explanatory information, if desired: \_\_\_\_\_  
\_\_\_\_\_

6.4 Is Applicant the beneficial owner of the business to be operated?

Yes  No

6.5 Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, been convicted of a gambling offense in violation of Sections 28-1(a)(3) through (a)(10), or Section 28-3, of the Illinois Criminal Code (ILL. REV. STAT., ch. 38), as heretofore or hereafter amended.

No

Yes  
If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

a. Jurisdiction revoking or suspending license: \_\_\_\_\_

b. Date of revocation or suspension: \_\_\_\_\_

c. Reason given by revoking jurisdiction for revocation or suspension: \_\_\_\_\_

d. Additional explanatory information, if desired: \_\_\_\_\_

6.6 Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, been issued a federal wagering stamp by the federal government for the current tax period?  Yes  No If yes, provide details:

6.7 Has a federal wagering stamp has been issued by the federal government for the current tax period for the premises for which a license is sought?  Yes  No If yes, provide details:

6.8 Is applicant a citizen of the United States?

Yes  No  Not Applicable - Applicant is a corporation or partnership

6.9 Is applicant a resident of Downers Grove?

Yes  No  Not Applicable - Applicant is a corporation or partnership

7. SUBMITTALS

7.1 In addition to this application form the following are submitted as applicable:

- DG LIQ-FORM 1/Liquor Manager
- DG LIQ-FORM 2/Officers & Directors** (for each Officer/Director, a Background Check Waiver form must be submitted)
- DG LIQ-FORM 3/Stockholders (for each Stockholder, a Background Check Waiver form must be submitted)
- DG LIQ-FORM 4/Partnership/Limited Liability Corporation (for each Partner, a Background Check Waiver form must be submitted)
- DG LIQ-FORM 5/Declaration
- DG LIQ-FORM 6/Outdoor Sales Application (If applicable)
- DG LIQ-FORM 7/Certifications
- Articles of Incorporation (If applicable)
- Proof of ownership of premises (i.e. title report) **DEED**
- LEASE** - If premises not beneficially owned by Applicant (for the full period for which the license is to be issued)
- Floor Plan, as required for any premises to be licensed for sale of alcoholic liquor for consumption on the premises, drawn to scale, and with sufficient detail to depict types of seating, location of bars and other design features.
- Employee liquor handling training manual
- Application fee
- Certificate of Insurance
- Menu (If applicable)
- Reduced Menu -after regular menu hours (If applicable)

7.2 Applicant understands and agrees that additional information and material may be required during the processing of this application related to applicant's qualifications, the information provided herein, including attachments, and the class of license involved. Applicant agrees to provide such additional information and material and that failure to do so may delay the processing of this application or result in its denial.

7.3 In the event Applicant is made aware that any information or document submitted as part of this application process is inaccurate or incomplete, Applicant agrees to immediately notify the Village and provide appropriate corrections. Applicant understands and agrees to provide such additional information and material, and that failure to do so may delay the processing of this application or result in its denial.

THE UNDERSIGNED, BEING DULY SWORN, DOES STATE AS FOLLOWS:

- A. THAT THE UNDERSIGNED IS EMPOWERED TO PREPARE AND SIGN THIS APPLICATION ON BEHALF OF THE APPLICANT.
- B. THAT THE UNDERSIGNED HAS REVIEWED THIS APPLICATION, AND ALL ATTACHMENTS AND SUBMITTALS, AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE.

APPLICANT:

DG Hotel Group, LLC  
Name of Corporation/Partnership/LLC/Sole Proprietorship

BY: Bharat Patel  
Print Name

[Signature]  
Sign Name

TITLE: Manager / Member

Subscribed and sworn to before me this 26th day of March, 2024

[Signature]  
Notary Public



VILLAGE OF DOWNERS GROVE, ILLINOIS  
LIQUOR MANAGER APPLICATION

1. Name of Liquor License Applicant/Holder DG HOTEL GROUP LLC  
Doing Business As: Hampton Inn Homewood Suites  
Address: 1500 Opus Pl, Downers Grove IL 60515  
Phone: (630-852-1500) Liquor License Number: \_\_\_\_\_

2. Manager: Vincent Pellegrini Phone: (708) [REDACTED]  
(First) (Initial) (Last)  
Residence Address: [REDACTED]  
(Street Address) (City) (State) (Zip)

If less than one year, previous residence: \_\_\_\_\_  
Citizenship: US If naturalized, date/place of naturalization: \_\_\_\_\_  
Date of Birth: [REDACTED] 1984 Place of Birth: [REDACTED]  
Social Security #: [REDACTED] Driver's License # and State: [REDACTED]  
Employment (35 minimum) 50 HR/week

3. Liquor Handling Experience  
Name and address (city, state) of any other liquor establishment in which you have been employed, position held and dates of employment experience:  
Homewood Suites - 4326 Maridian Pkwy, Aurora, IL, 60504  
General Manager: Employed 5/7/2019

I certify I have never been convicted of a felony, misdemeanor or licensing ordinance violation.  
SIGNATURE OF MANAGER Vincent Pellegrini Date 3/26/2024

Return to: Liaison to the Liquor Commission  
VILLAGE OF DOWNERS GROVE  
201 Burlington Avenue  
Downers Grove, IL 60515





VILLAGE OF DOWNERS GROVE, ILLINOIS
LIQUOR LICENSE APPLICATION
PARTNERSHIP/LIMITED LIABILITY CORPORATION FORM

Applicant: \_\_\_\_\_

The following is a listing of:

- a. All general partners of any Applicant partnership formed or authorized to transact business as a foreign limited partnership, pursuant to the Illinois Revised Uniform Limited Partnership Act, as now or hereafter amended; and,
b. All limited partners owning, directly or indirectly, five (5%) or more of the aggregate limited partnership interest of any Applicant partnership formed or authorized to transact business as a foreign limited partnership, pursuant to the Illinois Revised Uniform Limited Partnership Act, as now or hereafter amended; and,
c. All general or managing partners of any Applicant partnership which is not formed or authorized to transact business as a foreign limited partnership, pursuant to the Illinois Revised Uniform Limited Partnership Act, as now or hereafter amended.

Applicant: DG Hotel Group LLC

By: Irene F Bahr

Corporate Title: Attorney

Date: April 1, 2024

Name: Bharat Patel

Address: [Redacted]

Social Sec. # [Redacted] Driver's License # [Redacted] Date of Birth: [Redacted]-59

General Partner \_\_\_\_\_ Limited Partner \_\_\_\_\_ Managing Partner X Ownership Interest: 0

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

Attached to packet filed

Attached to packet filed

(Attach completed Background Check Waiver)

Name: Hiren Desai

Address: [Redacted]

Social Sec. # [Redacted] Driver's License # [Redacted] Date of Birth: [Redacted]/69

General Partner \_\_\_\_\_ Limited Partner \_\_\_\_\_ Managing Partner X Ownership Interest: 0

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

Attached to packet filed

Attached to packet filed

(Attach completed Background Check Waiver)

Name: DG Hotel Group LLC

Address: 1500 Opus Pl, Downers Grove, IL

Social Sec. # 88-2045339 FEIN Driver's License # NA Date of Birth: \_\_\_\_\_

General \_\_\_\_\_ Limited Partner \_\_\_\_\_ Managing Partner \_\_\_\_\_ Ownership Interest: 100

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

Attached to Filed Application

NA

(Attach completed Background Check Waiver)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Sec. # \_\_\_\_\_ Driver's License # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

General Partner \_\_\_\_\_ Limited Partner \_\_\_\_\_ Managing Partner \_\_\_\_\_ Ownership Interest: \_\_\_\_\_

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

\_\_\_\_\_  
\_\_\_\_\_

(Attach completed Background Check Waiver)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Sec. # \_\_\_\_\_ Driver's License # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

General Partner \_\_\_\_\_ Limited Partner \_\_\_\_\_ Managing Partner \_\_\_\_\_ Ownership Interest: \_\_\_\_\_

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

\_\_\_\_\_  
\_\_\_\_\_

(Attach completed Background Check Waiver)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Sec. # \_\_\_\_\_ Driver's License # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

General Partner \_\_\_\_\_ Limited Partner \_\_\_\_\_ Managing Partner \_\_\_\_\_ Ownership Interest: \_\_\_\_\_

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

\_\_\_\_\_  
\_\_\_\_\_

(Attach completed Background Check Waiver)

Liquor Licenses Held by Sun Family, LLC and or Sun Family II, LLC

Meridian lodging Associates, LLP	Staybridge Suites
Suraj Lodging Associates, LLP	Doubletree Suites Hotel & Conf Center
Jersey Gardens Lodging Associates, LLP	Embassy Suites

Liquor Licenses Held by Bharat, Harshad & Nayna Patel

Sun Development & Management Corporation	Cambria Suites West Orange
Indy NE Lodging Associates LLC	Embassy Suites
Indy SW Lodging Associates LLC	Embassy Suites
Manitowoc Lodging Associates LLP	Inn on Maritime Bay Ascend Collection
Secaucus Lodging Associates LLP	Aloft Hotel
Peachtree Lodging Associates LLP	Hilton Hotel & Conference Center
Indy Canal	Homewood & Hampton Inn
Atlas Member Group LLC	Embassy Suites
Gulfview Lodging, LLP	The Hiatus, a Curio Collection by Hilton

		Issued by	Issued
4320 Meridian Parkway, Aurora, IL 60504	1A-0062572	State of IL	5/15/2023
10 Gateway Dr., Hattiesburg, MS 39401	029217	State of MS	2/4/2024
95 International Blvd Elizabeth, NJ 07201	2004-36-294-001	State of NJ	7/5/2023
12 Rooney Circle Dr., West Orange NJ 07052	0722-36-075-001	State of NJ	7/1/2023
13700 Conference Center Dr, Noblesville, IN 46060	RH 2930070	City of Noblesville	2/20/2024
6089 Clarks Creek Road, Plainfield, IN 46168	RH3230071	City of Plainfield	3/5/2024
101 Maritime Dr., Manitowoc, WI 54220	456-0001761063-02	City of Manitowoc	
460 Harmon Meadow Boulevard, Secaucuc NJ 07094	0909-36-064-001	State of NJ	7/1/2023
2443 Highway 54 West, Peachtree City, GA 30269	84359	State of GA	10/6/2023
414 W Vermont, Indianapolis, IN 46202	RH49-30189.	Marion County	3/20/2024
6430 Market St Alpharetta, GA 30005	AL03519	State of GA	1/1/2024
385 S Gulfview Blvd, Clearwater Beach, FL 33767	BEV6215023	Florida DBPR	12/14/2023

**Expires**

5/31/2024

2/3/2025

6/30/2024

6/30/2024

4/17/2025

5/16/2025

6/30/2024

12/31/2024

12/15/2024

12/31/2024

9/30/2024



VILLAGE OF DOWNERS GROVE, ILLINOIS
BUSINESS ACTIVITY DECLARATION

1. Name of Liquor License Applicant/Holder: DG Hotel Group LLC
Doing Business As: Hampton Inn & Homewood Suites by Hilton
Address: 1500 Opus Pl
Email (corporate): dkennedy@sun-companies.com Email (site): vpellegrini@hampton-homewood DG.co
Phone: 317 247-5500 License Class:

2. Main or Principal Business to be conducted by the Applicant: Hotel Food + Beverage
wherein the following is devoted to the sale/service of:
119,872 (54%) Food 81,805 (37%) Alcohol
21,000 (9%) Non-alcoholic beverages (%) Other - List:
222,677 total

3.

Table with 3 columns: HOURS, OPEN, CLOSE. Rows for Monday through Sunday with handwritten times (e.g., 5pm to 10pm, closed).

THE UNDERSIGNED, BEING DULY SWORN, DOES STATE AS FOLLOWS:

- A. THAT THE UNDERSIGNED IS EMPOWERED TO PREPARE AND SIGN THIS APPLICATION ON BEHALF OF THE APPLICANT.
B. THAT THE UNDERSIGNED HAS REVIEWED THIS DECLARATION AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE.

APPLICANT:

DG Hotel Group LLC
Name of Corporation/Partnership/LLC/Sole Proprietorship

BY: Bharat Patel
NAME: Bharat Patel
TITLE: Manager / Member

Subscribed and sworn to be me this 21st day of February, 2024
Danette Kennedy
Notary Public





VILLAGE OF DOWNERS GROVE, ILLINOIS  
CERTIFIED EMPLOYEE DECLARATION

I, Bharat Patel, DO HEREBY CERTIFY THAT I am the  
Print Name  
manager of DO. Hotel Group LLC and I DO  
Corporate title/Position Corporation

HEREBY FURTHER CERTIFY THAT the attached document is a true, correct and complete  
list of current employees who serve, sell or distribute alcoholic liquor of Hampton Inn / Homewood  
d/b/a Suites by Hilton  
located at 1500 Opus Pl., Downers Grove, Illinois.  
Business Address

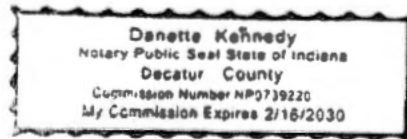
I DO HEREBY FURTHER CERTIFY THAT the attached copies of training certificates are true,  
correct and valid copies of the training certifications for each of the employees.

Date: 2/21/24 Bharat Patel  
Signature

Subscribed and sworn to before me this 21st day of February, 2024

Danette Kennedy  
Notary Public

Attachments:  
Employee list  
Certifications



# Certificate of Completion

**VINCENT PELLEGRINI**

Has diligently and with merit completed the

**On-Premise BASSET Alcohol Certification**

from the American Safety Council.

BASSET Student ID Number  
25283750

GRADUATION DATE

4/25/2023

*John D. Conley*  
CEO, American Safety Council



# BASSET Card



December 22, 2023



Letter ID: L0802850248

License No.: 5A-0110606

Expiration Date: 12/17/2026

License Type: Basset Card



01 / 01

JOSE CRUZ



**Your "Student ID number" is: 27787701**

**Your "Trainer's ID number" is: 5A-0110606**

**Your BASSET Card is located BELOW**

**DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.**


**IMPORTANT:**

To re-print your card, visit the Illinois Liquor Control Commission website at [LCC.illinois.gov](http://LCC.illinois.gov)  
(click on the RESOURCES tab to access the "BASSET Card Lookup" page).

**ILLINOIS LIQUOR CONTROL COMMISSION**  
50 W. Washington Street, Suite 209 - Chicago, IL 60601  
**BEVERAGE ALCOHOL SELLERS AND SERVERS  
EDUCATION AND TRAINING [BASSET] CARD**

Date of Certification: 12/17/2023 Expires: 12/17/2026  
Trainer's IL Liquor License Number: 5A-0110606

JOSE CRUZ



**\*\*Card is not transferrable\*\***

**Prepared By And  
After Recording Return To:**  
Perkins Coie  
110 North Wacker Drive, 34th Floor  
Chicago, Illinois 60606  
Attention: Neva Wagner, Esq.



**Send Subsequent Tax Bills To:**  
DG Hotel Group LLC  
c/o 3H Group, Inc.  
735 Broad Street, Suite 500  
Chattanooga, TN 37402

**Property Address:**  
1500 Opus Drive  
Downers Grove, IL 60515  
PIN: 06-31-200-040

### SPECIAL WARRANTY DEED

HMC SUITES LIMITED PARTNERSHIP, a Delaware limited partnership (as successor by name change to Marriott Suites Limited Partnership, a Delaware limited partnership "**Grantor**"), for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration paid in hand to Grantor by **DG HOTEL GROUP LLC**, a Delaware limited liability company ("**Grantee**"), whose address is c/o 3H Group, Inc., 735 Broad Street, Suite 500, Chattanooga, Tennessee 37402, the receipt and sufficiency of which are hereby acknowledged, has GRANTED, BARGAINED, SOLD, and CONVEYED, and by these presents does GRANT, BARGAIN, SELL, and CONVEY unto the Grantee all of Grantor's right, title and interest in and to that certain tract of land located in DuPage County, Illinois ("**Land**") and legally described in Exhibit "A" hereto, together with all improvements thereon and all rights and appurtenances appertaining thereto (herein collectively called the "**Property**").

This conveyance is given and accepted subject to the permitted exceptions set forth on Exhibit "B" hereto and to any and all municipal or other governmental zoning laws, regulations and ordinances, if any, affecting the Property (herein called the "**Permitted Exceptions**").

TO HAVE AND TO HOLD the Property and all improvements located thereon, together with all and singular the rights and appurtenances thereto in anywise belonging, subject to the Permitted Exceptions, unto Grantee, its legal representatives, successors, and assigns; and Grantor does hereby bind itself, its legal representatives, successors, and assigns to WARRANT AND FOREVER DEFEND all and singular the Property, subject to the Permitted Exceptions, unto Grantee, its legal representatives, successors, and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof by, through, or under Grantor, but not otherwise.

If any term or provision of this Deed or the application thereof to any persons or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Deed or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term and provision of this Deed shall be valid and enforced to the fullest extent permitted by law.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

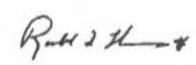
<b>PRODUCER</b> United Insurance Agencies 1019 W Jackson Street Muncie IN 47305		<b>CONTACT NAME:</b> debbie.overmyer@unitedagy.com <b>PHONE (A/C, No, Ext):</b> (765) 284-4443 <b>FAX (A/C, No):</b> (765) 287-2480 <b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Cincinnati Insurance	<b>NAIC #</b> 10677
<b>INSURED</b> Sun Development & Management CORP. 5701 Progress Rd Indianapolis IN 46241		<b>INSURER B:</b> Everest National Insurance Company	
		<b>INSURER C:</b> Hartford Accident & Indemnity	22357
		<b>INSURER D:</b> Great American Insurance Group	16691
		<b>INSURER E:</b> Vantage Risk Speciality Insurance Group	
		<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 23-24 DG Hotel                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Worldwide GL Extension <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			EPP 0595035	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			EPP 0595035	12/31/2023	12/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			XC8EX00326-231	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OF FICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	36 WEC AZ2DZA	08/17/2023	12/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Excess Liability-Excess of Everest Indemnity Insurance \$5,000,000			P03XC0000051050	12/31/2023	12/31/2024	Each Occurrence 5,000,000 Aggregate 5,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Additional named insured: DG Hotel Group LLC dba Homewood Suites & Hampton Inn & Suites, 1500 Opus Pl, Downers Grove, IL 60515

<b>CERTIFICATE HOLDER</b>  Village of Downers Grove 801 Burlington Ave  Downers Grove IL 60515	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
---	---

# WHAT'S FOR BREAKFAST?

## HEARTY & DELIGHTFUL

- Authentic NY Bagels
- English Muffins (Choose One)
- Sourdough/White
- Whole Wheat or Multigrain
- Deli-Style Breads
- White
- Whole Wheat or Multigrain
- Gluten-Friendly White, Whole Wheat or Multigrain
- Sweet Selections
- Muffins
- Quick Breads
- Toppings
- Butter, PC
- Cream Cheese, PC
- Grape Jelly, PC
- Strawberry Jam or Local Choice, PC
- Peanut Butter, PC
- Honey, PC

## SAVORY & SEASONED

- Chafer 1: Eggs (Choose One)
  - Scrambled Eggs
  - Egg White Frittata
- Chafer 2: Meat Protein (Choose One)
  - Hardwood Smoked Bacon
  - Pork Sausage Patties
  - Pork Sausage Links
  - Turkey Sausage Links
- Chafer 3: Carbohydrate (Choose One)
  - Redskin Potatoes
  - Yukon Gold Potatoes
- Condiments, PC
  - Ketchup
  - Hot Sauce
  - Salt
  - Pepper

## LIGHT & WHOLESOME

- Cold Cereal (Serve Four Types)
  - Sweet/Kid Friendly
  - Healthy
  - Heathier
  - Granola
- Hot Cereal (Choose One)
  - Kettle Hearty Oatmeal
  - Grits
- Hot Cereal & Yogurt Toppings
  - Brown Sugar
  - Raisins or Dried Fruit
  - Nuts or Nut Blends
- Yogurt, 4 Ounce Containers, PC
  - 2 – 3 Choices
- Cut Fruit
- Hand Fruit
  - Bananas
  - 1 – 2 Additional Choices

## COFFEE

- Regular and Decaffeinated Coffee
- Hot Water
- Black & Green Tea, PC
- Flavored Teas, (2) Property Choice, PC
- Half & Half, UHT Shelf-Stable, PC
- Honey, PC
- White Sugar, PC
- Natural/Raw Sugar, PC
- Artificial Sweeteners, (2) Property Choice, PC
- Honey, PC

## FRESH & FLAVORFUL

- Milk, PC only where bulk is prohibited by local code
  - Skim
  - 2%
- Juice
  - Orange
  - Apple OR Cranberry
- Water

## WARM & ENTICING

- Malted Vanilla Waffles
- Waffle Toppings
  - Breakfast Syrup, PC
  - Nut Topping (Bulk)
  - Chocolate Chips/Morsels (Bulk)
  - Fruit Topping (Bulk)
  - Chocolate Sauce (Squeeze Bottle)
  - Caramel Sauce (Squeeze Bottle)

"PC" Indicates that portion-controlled packaging must be utilized.

# WHAT'S FOR BREAKFAST?

## SAVORY & SEASONED

Core Offerings, 4-Week Rotational Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
WEEK 1	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Turkey Sausage Links <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Pork Sausage Patties <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Hickory Smoked Bacon <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Turkey Sausage Links <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Hickory Smoked Bacon <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Pork Sausage Links <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Pork Sausage Patties <input type="checkbox"/> Yukon Gold Potatoes
WEEK 2	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Hickory Smoked Bacon <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Turkey Sausage Links <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Turkey Sausage Links <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Turkey Sausage Links <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Hickory Smoked Bacon <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Pork Sausage Links <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Pork Sausage Patties <input type="checkbox"/> Redskin Potatoes
WEEK 3	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Turkey Sausage Links <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Pork Sausage Patties <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Hickory Smoked Bacon <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Turkey Sausage Links <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Hickory Smoked Bacon <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Pork Sausage Links <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Pork Sausage Patties <input type="checkbox"/> Redskin Potatoes
WEEK 4	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Hickory Smoked Bacon <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Turkey Sausage Links <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Turkey Sausage Links <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Turkey Sausage Links <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Egg White Frittata <input type="checkbox"/> Hickory Smoked Bacon <input type="checkbox"/> Yukon Gold Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Pork Sausage Links <input type="checkbox"/> Redskin Potatoes	<input type="checkbox"/> Scrambled Eggs <input type="checkbox"/> Pork Sausage Patties <input type="checkbox"/> Yukon Gold Potatoes

**Core Offerings, Portion-Controlled Condiments**

- Hot Sauce  
  Ketchup  
  Salt  
  Pepper

## HAND-CRAFTED COCKTAILS

### MINTY FRESH MULE (150 Cal)

Absolut vodka, lime juice and muddled mint leaves topped with a splash of ginger ale • 130

### THE COLADA SHIVER (200 Cal)

Bacardí Superior rum, lime juice, pineapple-coconut creme and a splash of cub soda over ice • 130

### CHERRY BLOSSOM (140 Cal)

1800 Silver tequila, lime and grapefruit juices, grenadine and a maraschino cherry over ice • 130

### COSMOPOLITAN (120 Cal)

Tito's vodka, triple sec, simple syrup and tart cranberry juice shaken together with ice, served up • 130

### MUJITO (200 Cal)

Bacardí Superior rum, lime juice, simple syrup and crushed mint with a splash of soda poured over ice • 140

### HARD SHANDY (120 Cal)

Absolut Citron vodka, lemon juice, simple syrup and light beer served ice-cold • 150

### DARK 'N' STORMY (110 Cal)

Myers's Dark Rum, ginger beer and lime juice over ice with a squeeze of fresh lime • 140

### DAQUIRI (180 Cal)

Bacardí Superior rum, lime juice and simple syrup served frozen or hand shaken on the rocks • 130

### WHITE RUSSIAN (270 Cal)

Grey Goose vodka, Kahlua and half & half over ice • 130

### MAHATTAN (190 Cal)

Jack Daniel's bourbon, sweet vermouth, maraschino and biters served up or on the rocks • 130

### NEGRONI (240 Cal)

Flendrick's gin, Campari and sweet vermouth shaken with ice and served up with a lemon twist • 130

### OLD FASHIONED (190 Cal)

Meyer's Mink bourbon, simple syrup, maraschino, fresh orange and biters over ice • 140

## WHITE WINES

*By the glass or by the bottle*

SUTTER HOME, WHITE ZINFANDEL (G 110 Cal/ B 550 Cal) • 10.0 / 40.0

CHATEAU STE. MICHELLE, RIESLING (G 120 Cal/ B 600 Cal) • 13.0 / 45.0

TRINITY OAKS, PINOT GRIGIO (G 120 Cal/ B 600 Cal) • 10.0 / 40.0

MURPHY-GOODIE, SAUVIGNON BLANC (G 120 Cal/ B 600 Cal) • 13.0 / 45.0

TRINITY OAKS, CHARDONNAY (G 120 Cal/ B 600 Cal) • 10.0 / 40.0

KENDALL-JACKSON, CHARDONNAY (G 130 Cal/ B 650 Cal) • 13.0 / 45.0

## RED WINES

*By the glass or by the bottle*

SEA GLASS, PINOT NOIR (G 120 Cal/ B 600 Cal) • 13.0 / 45.0

MURPHY-GOODIE, PINOT NOIR (G 120 Cal/ B 600 Cal) • 13.0 / 45.0

COLUMBIA CREST GRAND ESTATES, MERLOT (G 160 Cal/ B 800 Cal) • 10.0 / 45.0

14 HANDS WINERY, CABERNET SAUVIGNON (G 130 Cal/ B 660 Cal) • 13.0 / 45.0

TRINITY OAKS, CABERNET SAUVIGNON (G 130 Cal/ B 650 Cal) • 12.0 / 40.0

MENAGE Á TROIS, RED BLEND (G 130 Cal/ B 650 Cal) • 13.0 / 45.0

## BEVERAGES

COCA-COLA (200 Cal) • 30

DIET COKE (0 Cal) • 30

SPRITE (190 Cal) • 30

COFFEE (0 Cal) • 30

HOT TEA (0 Cal) • 30

ICED TEA, UNSWEET (0 Cal) • 30

MILK, 2% (120 Cal) • 30

## BOTTLED BEERS

BUD LIGHT (110 Cal) • 7.0

BUDWEISER (150 Cal) • 7.0

MICHELOB ULTRA (100 Cal) • 7.0

COORS LIGHT (100 Cal) • 7.0

MILLER LITE (100 Cal) • 7.0

SAMUEL ADAMS BOSTON LAGER (180 Cal) • 8.0

STELLA ARTOIS (150 Cal) • 8.0

CORONA EXTRA (150 Cal) • 8.0

BLUE MOON BELGIAN WHITE (170 Cal) • 8.0

HEINEKEN (150 Cal) • 8.0

HEINEKEN 0.0 (70 Cal) • 6.0

## DRAFT BEERS

BUD LIGHT • 5.0

STELLA ARTOIS • 5.0

HIGH COTTON • 8.0

AMANDA • 8.0

2,000 calories a day is used for general nutrition advice, but calorie needs vary.

## Hampton Inn/Homewood Suites Downers Grove

### Food and Drinks Menu

#### SHAREABLES

##### HUMMUS PLATTER

- ROASTED RED PEPPER HUMMUS, SEASONAL RAW VEGETABLE CRUDITES & GRILLED NAAN.....\$14

##### STUFFED POTATO SKINS

- CHEESE, CRISP BACON, GREEN ONION & SOUR CREAM.....\$10

##### WARM PRETZEL STICKS

- PIMENTO/BEER CHEESE DIP.....\$10

##### JALAPENO POPPERS

- JALAPENO POPPERS STUFFED WITH CHEESE, BREADED & DEEP FRIED SERVED WITH RANCH DRESSING.....\$10

##### CHICKEN TENDERS (4)

- W/ FRENCH FRIES.....\$11

##### CRISPY BUFFALO CHICKEN WINGS

- CELERY, CARROTS, BLEU CHEESE/RANCH DIP  
6 P.C.....\$10 9 P.C..... \$13 12 P.C.....\$16

##### BBQ PORK SLIDERS

- SMOKED PORK SHOULDER, BBQ SAUCE, PICKLE ON KAISER ROLLS.....\$13

##### PORK POT STICKERS (8 P.C.)

- Soy Dipping Sauce.....\$11



## **GREENS**

### **CHICKEN CAESAR SALAD**

- CROUTONS, PARMESAN CHEESE, CAESAR DRESSING.....\$16

## **MAIN**

### **BLACK ANGUS BURGER**

- AMERICAN/CHEDDER CHEESE, LETTUCE, TOMATO, ONION ON A KAISER BUN  
W/ FRENCH FRIES.....\$15

### **BACON CHEDDER BURGER**

- CHEDDER, BACON, LETTUCE, TOMATO, ONION ON A KAISER BUN  
W/ FRENCH FRIES.....\$16

### **GRILLED CHICKEN SANDWICH**

- ALL WHITE MEAT, GRILLED BONELESS CHICKEN BREAST, SERVED WITH LETTUCE, TOMATO,  
ONION, AND PICKLES ON A KAISER ROLL W/ FRENCH FRIES..... \$16

### **CEASER CHICKEN WRAP**

- LETTUCE, TOMATOE, RANCH/CAESAR DRESSING, CHEDDER CHEESE  
W/ FRIES..... \$16

### **CHICKEN QUESADILLA**

- GRILLED CHICKEN, PEPPERS, ONIONS, CHEDDER-JACK CHEESE & SALSA..... \$14  
W/ FRENCH FRIES..... \$16

### **FISH 'N CHIPS**

- DEEP FRIED BEER BATTERED FISH SERVED WITH LEMON & TARTER SAUCE  
W/ FRENCH FRIES..... \$14

## SHAREABLES & SMALL PLATES

### WINGS YOUR WAY

Choose classic Buffalo (910-1,820 Cal), whiskey-soy BBQ (720-1,440 Cal) or sweet chili-sesame (760-1,520 Cal)

6pc • 10.0 | 9pc • 13.0 | 12pc • 16.0

### HUMMUS PLATTER (640 Cal)

Roasted red pepper hummus, seasonal raw vegetable crudité and grilled naan • 14.0

### SAUSAGE AND CHEESE BOARD (930 Cal)

BBQ spiced and battered Wisconsin cheese curds and maple-smoked sausage with pepperoncini and grainy mustard • 12.0

### FIRECRACKER SHRIMP (440 Cal)

Quinoa-crusting shrimp with a sriracha sweet chili drizzle • 16.0

### CRISPY GREEN BEANS (520 Cal)

Flash fried green beans with sweet-chili sesame sauce on the side • 14.0

## FLATBREADS

### BBQ CHICKEN FLATBREAD (650 Cal)

Grilled chicken covered in whiskey-soy BBQ sauce and topped with smoked Gouda cheese, red onion and scallions • 15.0

### BEYOND BURGER FLATBREAD (750 Cal)

BEYOND BURGER crumbles, chipotle red sauce, Cheddar, lettuce, tomato, onion, and artisan sauce • 12.0

### MARGHERITA FLATBREAD (710 Cal)

Mozzarella, roasted garlic pesto, Roma tomato and basil • 15.0

### DRAGONFIRE FLATBREAD (1,040 Cal)

Sweet chili-glazed pork belly, five-cheese blend, carrots, cilantro, green onion, sesame seeds and a sriracha drizzle • 15.0

## HAND-CRAFTED COCKTAILS

### MINTY-FRESH MULE (150 Cal)

Absolut vodka, lime juice and muddled mint leaves topped with a splash of ginger ale • 13.0

### THE COLADA SHIVER (200 Cal)

Bacardi Superior rum, lime juice, pineapple-coconut creme and a splash of club soda over ice • 13.0

### CHERRY BLOSSOM (140 Cal)

1800 Silver tequila, lime and grapefruit juices, grenadine and a maraschino cherry over ice • 13.0

### COSMOPOLITAN (120 Cal)

Tito's vodka, triple sec, simple syrup and tart cranberry juice shaken together with ice, served up • 13.0

### MOJITO (200 Cal)

Bacardi Superior rum, lime juice, simple syrup and crushed mint with a splash of soda poured over ice • 14.0

### HARD SHANDY (120 Cal)

Absolut Citron vodka, lemon juice, simple syrup and light beer served ice-cold • 15.0

### DARK 'N' STORMY (110 Cal)

Myers's Dark Rum, ginger beer and lime juice over ice with a squeeze of fresh lime • 14.0

### DAIQUIRI (180 Cal)

Bacardi Superior rum, lime juice and simple syrup served frozen or hand shaken on the rocks • 13.0

### WHITE RUSSIAN (270 Cal)

Grey Goose vodka, Kahlua and half & half over ice • 13.0

### MANHATTAN (190 Cal)

Jack Daniel's bourbon, sweet vermouth, maraschino and bitters served up or on the rocks • 13.0

### NEGRONI (240 Cal)

Hendrick's gin, Campari and sweet vermouth shaken with ice and served up with a lemon twist • 13.0

### OLD FASHIONED (190 Cal)

Maker's Mark bourbon, simple syrup, maraschino, fresh orange and bitters over ice • 14.0

2,000 calories a day is used for general nutrition advice, but calorie needs vary.

## WHITE WINES By the glass or by the bottle.

**SUTTER HOME, WHITE ZINFANDEL** (G 110 Cal/ B 550 Cal) • 10.0 / 40.0

**CHATEAU STE. MICHELLE, RIESLING** (G 120 Cal/ B 600 Cal) • 13.0 / 45.0

**TRINITY OAKS, PINOT GRIGIO** (G 120 Cal/ B 600 Cal) • 10.0 / 40.0

**MURPHY-GOODE, SAUVIGNON BLANC** (G 120 Cal/ B 600 Cal) • 13.0 / 45.0

**TRINITY OAKS, CHARDONNAY** (G 120 Cal/ B 600 Cal) • 10.0 / 40.0

**KENDALL-JACKSON, CHARDONNAY** (G 130 Cal/ B 650 Cal) • 13.0 / 45.0

## RED WINES By the glass or by the bottle.

**SEA GLASS, PINOT NOIR** (G 120 Cal/ B 600 Cal) • 13.0 / 45.0

**MURPHY-GOODE, PINOT NOIR** (G 120 Cal/ B 600 Cal) • 13.0 / 45.0

**COLUMBIA CREST GRAND ESTATES, MERLOT** (G 160 Cal/ B 800 Cal) • 10.0 / 45.0

**14 HANDS WINERY, CABERNET SAUVIGNON** (G 130 Cal/ B 660 Cal) • 13.0 / 45.0

**TRINITY OAKS, CABERNET SAUVIGNON** (G 130 Cal/ B 650 Cal) • 12.0 / 40.0

**MÉNAGE À TROIS, RED BLEND** (G 130 Cal/ B 650 Cal) • 13.0 / 45.0

## BEVERAGES

**COCA-COLA** (200 Cal) • 3.0

**DIET COKE** (0 Cal) • 3.0

**SPRITE** (190 Cal) • 3.0

**COFFEE** (0 Cal) • 3.0

**HOT TEA** (0 Cal) • 3.0

**ICED TEA, UNSWEET** (0 Cal) • 3.0

**MILK, 2%** (120 Cal) • 3.0

## BOTTLED BEERS

**BUD LIGHT** (110 Cal) • 7.0

**BUDWEISER** (150 Cal) • 7.0

**MICHELOB ULTRA** (100 Cal) • 7.0

**COORS LIGHT** (100 Cal) • 7.0

**MILLER LITE** (100 Cal) • 7.0

**SAMUEL ADAMS BOSTON LAGER** (180 Cal) • 8.0

**STELLA ARTOIS** (150 Cal) • 8.0

**CORONA EXTRA** (150 Cal) • 8.0

**BLUE MOON BELGIAN WHITE** (170 Cal) • 8.0

**HEINEKEN** (150 Cal) • 8.0

**HEINEKEN 0.0** (70 Cal) • 6.0

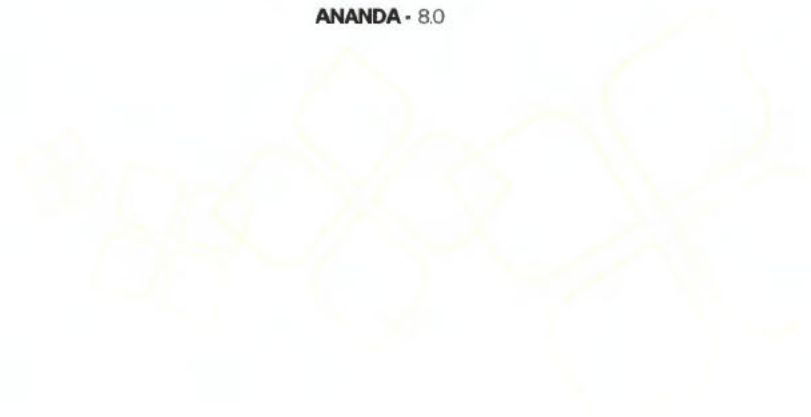
## DRAFT BEERS

**BUD LIGHT** • 5.0

**STELLA ARTOIS** • 5.0

**HIGH COTTON** • 8.0

**ANANDA** • 8.0



# Evening Menu

TRACK 1

# Track 2—Module Menu

MENU ITEM/CATEGORY		RECIPES, REQUIREMENTS/OPTIONS		MIN/MAX
GARDEN FRESH CRUDITÉ TRAY	<ul style="list-style-type: none"> <li>• Crudité with Ranch Dip (R)</li> </ul>			1/1
DUO OF SAVORY, SWEET, AND SALTY SNACKS	<p><b>SAVORY SNACK MIX</b></p> <ul style="list-style-type: none"> <li>• Chey<sup>e</sup> Mix</li> <li>• Gardetto's<sup>®</sup> Snack Mix</li> <li>• Asian Snack Mix</li> <li>• Sizzlin'<sup>®</sup> Snack Mix</li> <li>• Hot Creole Nut Snack Mix</li> <li>• Cajun Snack Mix</li> <li>• Creole Snack Mix</li> <li>• Local Choice</li> </ul>	<p><b>SWEET SNACK/MIX</b></p> <ul style="list-style-type: none"> <li>• Cracker Jack<sup>®</sup></li> <li>• Caramel Popcorn</li> <li>• Fruit and Nut Trail Mix</li> <li>• Local Choice</li> </ul>		2/2 Choose one from each category
FRENCH ONION DIP AND HUMMUS	<ul style="list-style-type: none"> <li>• French Onion Dip (R)</li> <li>• Plain or Flavored Hummus (R)</li> </ul>			2/2
HOT AND HEARTY SOUP SELECTION WITH FRESH-BAKED SLICED BAGUETTE OR BREADSTICKS	<ul style="list-style-type: none"> <li>• Custom Culinary, Whisk &amp; Serve<sup>®</sup>, All Varieties (R)</li> <li>• Knorr<sup>®</sup> Soup Du Jour Mix, All Varieties (R)</li> <li>• Fresh-Baked Sliced Baguette or Breadsticks (R)</li> <li>• Butter and Margarine (pc's)</li> </ul>			1/1 (breads) 2/2 (butter/Margarine)
GARDEN SALAD	<ul style="list-style-type: none"> <li>• See supporting module for offering requirements.</li> </ul>			1/1
FRESH-BAKED COOKIES, BROWNIES, FRESH-BAKED LEMON BARS, AND VARIANTS	<ul style="list-style-type: none"> <li>• Fresh-Baked Brownies, Add Water Only Mix (R)</li> <li>• Fresh-Baked Brownie Variants (R)</li> <li>• Fresh-Baked Lemon Bars, Add Water Only Mix (R)</li> <li>• Fresh-Baked Brownie Variants (R)</li> <li>• Fresh-Baked Cookies (R)</li> </ul>			1/2

(R)=Recipe

# Evening Menu

TRACK 2

# Track 1-Module Menu

MENU ITEM/CATEGORY		RECIPES, REQUIREMENTS/OPTIONS		MIN/MAX
AN ARRAY OF HAND-CUT ARTISAN CHEESES, AND FRESH FRUIT	<ul style="list-style-type: none"> <li>• Cubed Cheese Display with Assorted Crackers (R)</li> <li>-OR-</li> <li>• Whole Cheese Display with Assorted Crackers (R)</li> </ul>	<ul style="list-style-type: none"> <li>• Chex® Mix</li> <li>• Gardetto's® Snack Mix</li> <li>• Asian Snack Mix</li> <li>• Sizzlin' Snack Mix</li> <li>• Hot Creole Nut Snack Mix</li> <li>• Cajun Snack Mix</li> <li>• Creole Snack Mix</li> <li>• Local Choice</li> </ul>	<ul style="list-style-type: none"> <li>• Cracker Jack®</li> <li>• Caramel Popcorn</li> <li>• Fruit and Nut Trail Mix</li> <li>• Local Choice</li> </ul>	1/1
DUO OF SAVORY AND SWEET	<ul style="list-style-type: none"> <li>• Custom Culinary, Whisk &amp; Serve®, All Varieties (R)</li> <li>• Knorr® Soup Du Jour Mix, All Varieties (R)</li> <li>• Fresh-Baked Sliced Baguette or Breadsticks (R)</li> <li>• Butter and Margarine (pc's)</li> </ul>			<p>2/2</p> <p>Choose one from each category</p>
HOT AND HEARTY SOUP SELECTION WITH FRESH-BAKED SLICED BAGUETTE OR BREADSTICKS	<ul style="list-style-type: none"> <li>• See supporting module for offering requirements.</li> </ul>			<p>1/1 (breads)</p> <p>2/2 (butter/Margarine)</p>
SPINACH SALAD				1/1
FRESH-BAKED COOKIES, BROWNIES, FRESH-BAKED LEMON BARS AND VARIANTS	<ul style="list-style-type: none"> <li>• Fresh-Baked Brownies, Add Water Only Mix (R)</li> <li>• Fresh-Baked Brownie Variants (R)</li> <li>• Fresh-Baked Lemon Bars, Add Water Only Mix (R)</li> <li>• Fresh-Baked Brownie Variants (R)</li> <li>• Fresh-Baked Cookies (R)</li> </ul>			1/2

(R)=Recipe

# Evening Menu

TRACK 3



## Track 3—Module Menu

MENU ITEM/CATEGORY	RECIPES, REQUIREMENTS/OPTIONS	MIN/MAX
HAND-CUT ARTISAN CHEESE DISPLAY WITH FRESH FRUIT GARNISH	<ul style="list-style-type: none"> <li>• Cubed Cheese Display with Assorted Crackers (R)</li> <li>-OR-</li> <li>• Whole Cheese Display with Assorted Crackers (R)</li> </ul>	2/2
WARM PITA BREAD OR PITA CHIPS	<ul style="list-style-type: none"> <li>• Warm Pita Bread (R)</li> <li>• Plain Pita Chips or Savory Pita Chips</li> </ul>	1/1
DIPS	<ul style="list-style-type: none"> <li>• Plain Hummus</li> <li>• Flavored Hummus</li> </ul>	1/1
HOT AND HEARTY SOUP SELECTION WITH FRESH-BAKED SLICED BAGUETTE OR BREADSTICKS	<ul style="list-style-type: none"> <li>• Custom Culinary, Whisk &amp; Server, All Varieties (R)</li> <li>• Knorr® Soup Du Jour Mix, All Varieties (R)</li> <li>• Fresh-Baked Sliced Baguette or Breadsticks (R)</li> <li>• Butter and Margarine (pc's)</li> </ul>	1/1 (breads) 2/2 (butter/Margarine)
CAESAR SALAD	<ul style="list-style-type: none"> <li>• See supporting module for offering requirements</li> </ul>	1/1
FRESH-BAKED COOKIES, BROWNIES, FRESH-BAKED LEMON BARS, AND VARIANTS	<ul style="list-style-type: none"> <li>• Fresh-Baked Brownies, Add Water Only Mix (R)</li> <li>• Fresh-Baked Brownie Variants (R)</li> <li>• Fresh-Baked Lemon Bars, Add Water Only Mix (R)</li> <li>• Fresh-Baked Brownie Variants (R)</li> <li>• Fresh-Baked Cookies (R)</li> </ul>	1/2

(R)=Recipe



HOMewood  
SUITES by Hilton™

# 2024 REFRESHMENTS MENU



# BEVERAGE PACKAGES & ALA CARTE

(Minimum of 25 Guests for Beverage Packages -Number of Service Hours Noted Below)

## **ALL DAY BEVERAGE PACKAGE \$24.00 PER PERSON | SERVICE PROVIDED FOR UP TO 8 HOURS**

This package is just what you need for those thirsty attendees! Our staff will refresh the beverages noted below throughout the day to ensure you never run out!

## **HALF DAY BEVERAGE PACKAGE \$20.00 PER PERSON | SERVICE PROVIDED FOR UP TO 5 HOURS**

Only meeting for ½ the day, no worries! Our staff will refresh the beverages noted below for up to 5 hours.

Freshly Brewed Seattle's Best Regular & Decaffeinated Coffees

Assortment of Tazo Teas

Assortment of Coca-Cola Soft Drinks

Bottled Water

### ALA CARTE BEVERAGE OPTIONS

These beverages are charged based on consumption. Please notify your Catering / Convention Services Manager of the quantities you would like to order. Our staff will check with the planner before refreshing quantities unless otherwise directed.

Seattle's Best Regular or Decaffeinated Coffee | \$68.00 per gallon

Hot Water with Assortment of Tazo Teas | \$45.00 per gallon

Assortment of Regular & Diet Coca Cola Products | \$4.00 each

Bottled Spring Water | \$4.00 per bottle

Bottled Juice | \$4.00 per bottle

Energy Drinks | \$6.00 each

Freshly Brewed Iced Tea | \$45.00 per gallon

Crystal Light Lemonade | \$45.00 per gallon

\*\* Estimate around 10-12 servings (12oz) per gallon of coffee/hot tea

\*\* Estimate around 14 servings (9oz.) per gallon of Iced tea & Lemonade per gallon.

## **Food & Beverage**

If there is something you do not see on our Banquet Menus but would like to have served at your event, our team will be happy to propose customized menus to meet your specific needs, including Vegan, Gluten-Free, and other dietary restriction considerations. Please allow adequate time for our Director of Sales to confirm custom menus and pricing with the Hotel or Caterer. Any special dietary needs must be communicated to the Director of Sales at least 10 days prior to the event to ensure the Hotel or Caterer can accommodate these needs. If alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license) the hotel will require that only hotel servers and bartenders dispense beverages. The Hotel's alcoholic beverage license requires the Hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears intoxicated.

## **Outside food and beverage**

Outside food may be brought in there is a \$5 per person fee. Absolutely no outside alcoholic beverage products or services may be brought into the facility.

## **Guarantee**

The Director of Sales must be notified of the exact attendance no later than 12:00 noon, seven business days prior to the scheduled function. If failure the higher contracted number will be used for numbers to be charged. This number shall constitute a guarantee not subject to reductions, and charges will be made accordingly. The hotel cannot be responsible for the service of more than 5 % over the guarantee of functions. If a guarantee is not received at the appropriate time, the Hotel will assign a guarantee number equal to the indicated anticipated attendance. If attendance is higher than the guarantee given, the actual attendance number will be charged. Food items left over from an event cannot be taken from the hotel due to liability reasons. Food and beverage events with menus that are priced per-person must have a guarantee that is no less than 75% of your meeting attendance and only one menu per event may be selected.

## **Decorations**

Arrangements for floral centerpieces, linens, special props and entertainment may be made through the Sales department. All decorations must meet the approval of the hotel i.e. smoke machine, candles, glitter, etc. Affixing any items to the walls or ceiling of function space is not permitted without prior approval. If policy is violated there may be a cleaning fee added.

## **Guest and Event Packages**

The Front Desk manages all incoming and outgoing shipments. Shipments to the hotel must include: Company/ Group Name, Function Room Name, a Contact Name, Return Address and Date of Function. Handling charges will be accessed based on the size and weight of the packages. Charges will be posted to the guestroom of the recipient. If no recipient is given, charges will be automatically applied to the Master Account. The Hotel cannot guarantee the availability of storage for boxes that arrive more than 10 days prior to the start of the program. Please ask our Director of Sales for the complete shipping and receiving instructions and information document.

## **Billing**

Terms of advance deposit will be established in your sales contract. Advance deposits or total prepayment will be required prior to your event.

## **Liability**

The Hotel will not be liable for any damages to the patron or patron's guests and will not assume liability for loss or damage to articles left in the Hotel prior to, during or following the function. The guest assumes full responsibility for the conduct of all persons in attendance at the event and for any damages done to the Hotel or persons as a result of the event. The Patron and his guests will conduct the event in an orderly manner in compliance with all laws and Hotel regulations.

# BREAK PACKAGES

&

## ALA CARTE

### **The 7th Inning Stretch | \$18.00 per person**

Bags of Peanuts, White Cheddar Popcorn, Crackers Jacks and Warm Soft Pretzel Bites w/Cheese Sauce

### **Sweet and Salty Indulgence | \$18.00 per person**

Deluxe Trail Mix. Assorted Cookies. Energy Bars & Granola Bars. Bags of Chips, Pretzels, and White Cheddar Popcorn

### **The Big Dipper | 18.00 per person**

Freshly Sliced Apples, Celery, Carrot Sticks, Pita Chips, Peanut Butter, Humus, and Ranch dip

#### A LA CARTE BREAK ITEMS

Whole Fresh Fruit | \$4.00 per piece

Granola Bars | \$3.00 per piece

Energy Bars | \$5.00 per piece

Individual Bags of Peanuts | \$4.00 per bag

Individual Bags of Chips or White Cheddar Popcorn | \$4.00 per bag

Individual Bags of Trail Mix | \$4.00 each

Tortilla Chips and Salsa | \$6.00 per person

Assorted Full-Size Candy Bars | \$4.00 each

Assorted Freshly Baked Cookies | \$40 per dozen

Freshly Baked Brownies | \$40 per dozen

Seasonal Whole Fruit | \$4.00 a piece (Charged on Consumption)

Seasonal Fresh Sliced Fruit | \$8.00 per person

Individual Yogurt Cups | \$4.00 each

Assorted Danish | \$42.00 a dozen

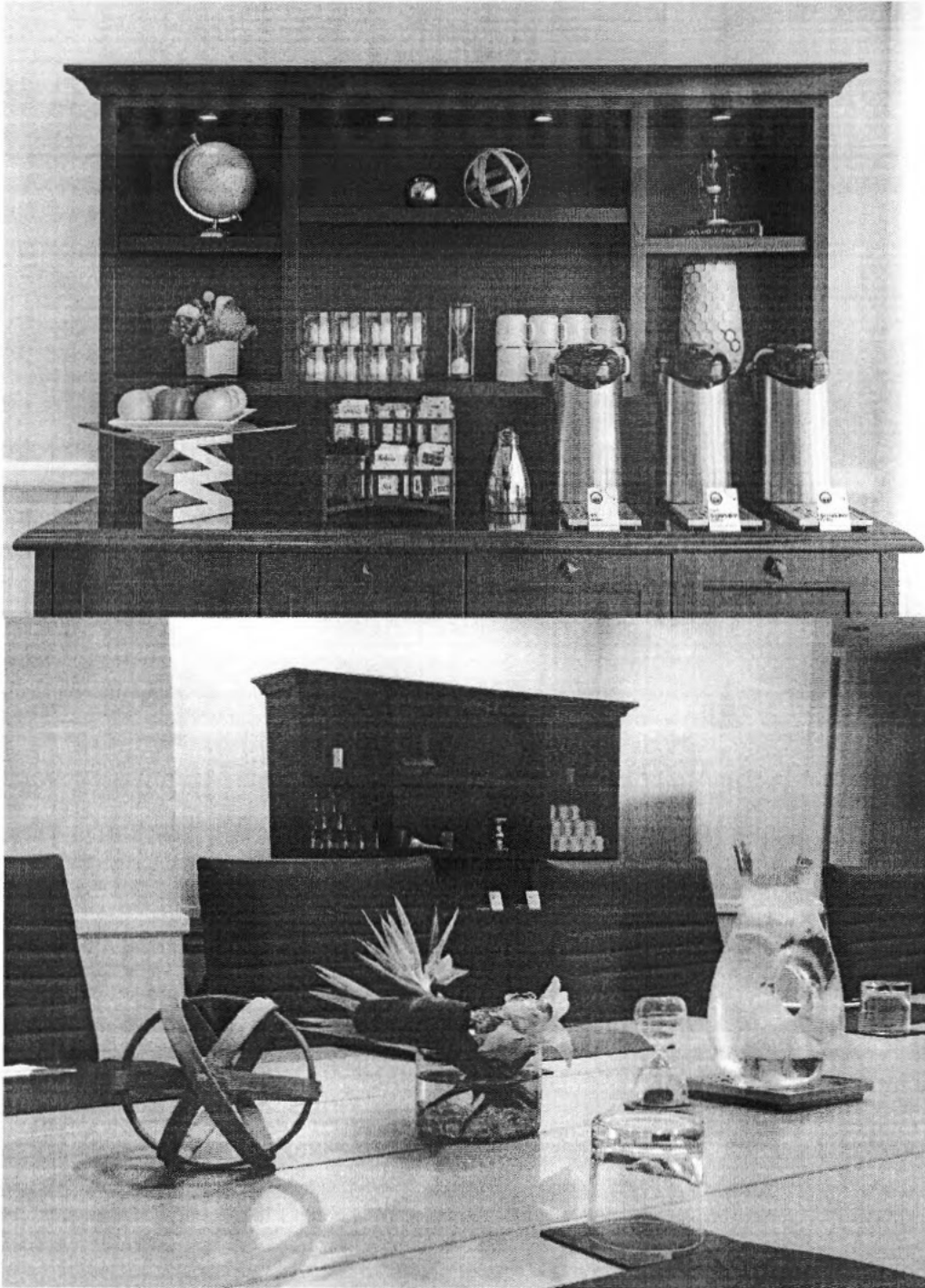
Assorted Bagels | \$42.00 a dozen

Assorted Breakfast Breads | \$5.00 per person

Charcuterie | \$18.00 per person

A 24% SERVICE CHARGE AND 9.5% TAX WILL BE APPLIED TO ALL FOOD & BEVERAGE.

# 2024 Catering Menu



## BEVERAGE PACKAGES

Minimum of 25 Guests for Beverage Packages  
Number of Service Hours Noted Below

ALL DAY BEVERAGE PACKAGE \$24.00 PER PERSON | SERVICE PROVIDED FOR UP TO 8 HOURS

This package is just what you need for those thirsty attendees! Our staff will refresh the beverages noted below throughout the day to ensure you never run out!

HALF DAY BEVERAGE PACKAGE \$20.00 PER PERSON | SERVICE PROVIDED FOR UP TO 5 HOURS

Only meeting for ½ the day, no worries! Our staff will refresh the beverages noted below for up to 5 hours.

Freshly Brewed Seattle's Best Regular & Decaffeinated Coffees  
Assortment of Tazo Teas  
Assortment of Coca-Cola Soft Drinks  
Bottled Water

### A LA CARTE BEVERAGE OPTIONS

These beverages are charged based on consumption. Please notify your Catering / Convention Services Manager of the quantities you would like to order. Our staff will check with the planner before refreshing quantities unless otherwise directed.

Seattle's Best Regular or Decaffeinated Coffee | \$68.00 per gallon

Hot Water with Assortment of Tazo Teas | \$45.00 per gallon

Assortment of Regular & Diet Coca Cola Products | \$4.00 each

Bottled Spring Water | \$4.00 per bottle

Bottled Juice | \$4.00 per bottle

Energy Drinks | \$6.00 each

Freshly Brewed Iced Tea | \$45.00 per gallon

Crystal Light Lemonade | \$45.00 per gallon

\*\* Estimate around 10-12 servings (12oz) per gallon of coffee/hot tea

\*\* Estimate around 14 servings (9oz.) per gallon of Iced tea & Lemonade per gallon.

All catering prices are subject to 24% service charge and 9.5% tax

## BREAK PACKAGES & A LA CARTE

THE 7TH INNING STRETCH | \$18.00 PER PERSON

Bags of Peanuts, White Cheddar Popcorn, Crackers Jacks and Warm Soft Pretzel Bites w/Cheese Sauce

#### SWEET AND SALTY INDULGENCE | \$18.00 PER PERSON

Deluxe Trail Mix. Assorted Cookies. Energy Bars & Granola Bars. Bags of Chips, Pretzels, and White Cheddar Popcorn

#### THE BIG DIPPER | 18.00 PER PERSON

Freshly Sliced Apples, Celery, Carrot Sticks, Pita Chips, Peanut Butter, Humus, and Ranch dip

#### A LA CARTE BREAK ITEMS

Whole Fresh Fruit | \$4.00 per piece  
Granola Bars | \$3.00 per piece  
Energy Bars | \$5.00 per piece  
Individual Bags of Peanuts | \$4.00 per bag  
Individual Bags of Chips or White Cheddar Popcorn | \$4.00 per bag  
Individual Bags of Trail Mix | \$4.00 each  
Tortilla Chips and Salsa | \$6.00 per person  
Assorted Full-Size Candy Bars | \$4.00 each  
Assorted Freshly Baked Cookies | \$40 per dozen  
Freshly Baked Brownies | \$40 per dozen  
Seasonal Whole Fruit | \$4.00 a piece (Charged on Consumption)  
Seasonal Fresh Sliced Fruit | \$8.00 per person  
Individual Yogurt Cups | \$4.00 each  
Assorted Danish | \$42.00 a dozen  
Assorted Bagels | \$42.00 a dozen  
Assorted Breakfast Breads | \$5.00 per person  
Charcuterie | \$18.00 per person

All catering prices are subject to 24% service charge and 9.5% tax

## Boxed Lunch/Grab & Go

Maximum of 3 selections. All box lunches accompanied by Apple, Potato Chips, Granola Bar, and a Brownie.

Roasted Turkey  
\$33.00 each  
Roast Turkey Breast, Cheddar, Tomato, Lettuce, on Pretzel Bun



Classic Ham

\$33.00 each

Smoked Ham, Swiss Cheese, Tomato, Red Onion, Lettuce, on Pretzel Bun

Roast Beef

\$33.00 each

Roast Beef, Creamy Horseradish, Swiss Cheese, Tomato, Lettuce, on a Ciabatta Roll

Roasted Vegetable Wrap

\$30.00 each

Roasted and Seasoned Vegetables with Lime Rice

Grilled Chicken Wrap

\$36.00 each

Grilled Chicken, Lettuce, Chipotle Ranch, Pepper Jack Cheese, Applewood Smoked Bacon, and Tomato

Smokey BLTA Wrap

\$33.00 Each

Applewood Smoked Bacon, Lettuce, Tomato, American Cheese, and Avocado

All catering prices are subject to 24% service charge and 9.5% tax

## Lunch Buffet

25 person minimum on all buffets

Buffet price is based on 1 hour of Service

All buffets include pitchers of Coke, Diet Coke, and Iced Tea

Taco Bar

\$50.00 per person

Chicken Tortilla Soup

Housemade Tortilla Chips and Salsa

House Seasoned Carne Asada

Chicken Fajitas

Flour Tortillas

Shredded Cheddar Cheese  
Sour Cream  
Lettuce  
Pico De Gallo  
Guacamole  
Cilantro Lime Rice  
Roasted and Seasoned Corn  
Churros with Chocolate Drizzle

Italy Buffet  
\$47.00 per person  
Bruschetta served with Grilled Italian Bread  
Minestrone Soup  
Antipasto Salad  
Roasted Vegetables  
Fettucine with Pesto Cream Sauce  
Three Cheese Stuffed Shells in Marinara  
Breast of Chicken Picatta  
Garlic Sticks  
Assorted Cheesecake Bites

Sandwich Buffet  
\$47.00 per person  
Assorted Breads and Rolls  
Chicken Noodle Soup  
Sliced Ham, Smoked Turkey, Roast Beef  
Swiss, Cheddar, and American Cheese  
Choice of Two Sides: Cole Slaw, Egg Salad, Potato Salad, Ceaser Salad, Garden Salad,  
House Chips  
Chocolate Brownies

All catering prices are subject to 24% service charge and 9.5% tax

## Dinner Buffet

25 person minimum on all buffets  
Buffet price is based on 1 hour of Service  
All buffets include pitchers of Coke, Diet Coke, and Iced Tea

Taco Bar  
\$60.00 per person  
Chicken Tortilla Soup  
Housemade Tortilla Chips and Salsa  
House Seasoned Carne Asada  
Chicken Fajitas  
Flour Tortillas  
Shredded Cheddar Cheese  
Sour Cream  
Lettuce  
Pico De Gallo

Guacamole  
Cilantro Lime Rice  
Roasted and Seasoned Corn  
Churros with Chocolate Drizzle

Italy Buffet  
\$57.00 per person  
Bruschetta served with Grilled Italian Bread  
Minestrone Soup  
Antipasto Salad  
Roasted Vegetables  
Fettucine with Pesto Cream Sauce  
Three Cheese Stuffed Shells in Marinara  
Breast of Chicken Picatta  
Garlic Sticks  
Assorted Cheesecake Bites

Sandwich Buffet  
\$57.00 per person  
Assorted Breads and Rolls  
Chicken Noodle Soup  
Sliced Ham, Smoked Turkey, Roast Beef  
Swiss, Cheddar, and American Cheese  
Choice of Two Sides: Cole Slaw, Egg Salad, Potato Salad, Ceaser Salad, Garden Salad,  
House Chips  
Chocolate Brownies

All catering prices are subject to 24% service charge and 9.5% tax

## Beverage Package:

### **Beer:**

*Blue Moon*  
*Bud Light*  
*Corona Extra*  
*Miller Lite*  
*Coors Light Heineken*  
*Canadian*  
*Sam Adams*  
*Michelob Ultra*

### **Wine:**

*Chardonnay*  
*Pinot Grigio*  
*Pinot Noir*  
*Cabernet Sauvignon*  
*Riesling*

### **Spirits:**

*Tito's Vodka*  
*New Amsterdam Gin*  
*Bacardi Rum*  
*Jose Cuervo Tequila*  
*Seagram VO*  
  
*Jack Daniel's Whiskey*  
*Dewar's White Label*  
Scotch

## Beer & Wine Package:

(Assorted soft drinks & water are included)

One Hour \$20.00 per person  
Two Hours \$27.00 per person  
Additional Hours \$7.00 per person

## Beer & Wine & Spirits Package:

(Assorted soft drinks & water are included)

One Hours \$30.00 per person

Two Hours \$37.00 per person

Additional Hours \$14.00 per person

### Cash Bar:

Wine: \$10.00

Beer: Domestic \$10.00

Import: \$12.00

Sprits: \$15.00

Soft Drinks: \$7.00

Bottled Water: \$6.00

A \$175 bartender fee will be applied to all Functions. One bartender is required per every 75 guests. Each additional bartender is \$150 for first 3 hours.

All catering prices are subject to 24% service charge and 9.5% tax

## Food & Beverage

If there is something you do not see on our Banquet Menus but would like to have served at your event, our team will be happy to propose customized menus to meet your specific needs, including Vegan, Gluten-Free, and other dietary restriction considerations. Please allow adequate time for our Director of Sales to confirm custom menus and pricing with the Hotel or Caterer. Any special dietary needs must be communicated to the Director of Sales at least 14 days prior to the event to ensure the Hotel or Caterer can accommodate these needs. If alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license) the hotel will require that only hotel servers and bartenders dispense beverages. The Hotel's alcoholic beverage license requires the Hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears intoxicated.

## Outside food and beverage

Absolutely no outside alcoholic beverage products or services may be brought into the facility.

## Guarantee

The Director of Sales must be notified of the exact attendance no later than 12:00 noon, seven business days prior to the scheduled function. If failure the higher contracted number

will be used for numbers to be charged. This number shall constitute a guarantee not subject to reductions, and charges will be made accordingly. The hotel cannot be responsible for the service of more than 5 % over the guarantee of functions. If a guarantee is not received at the appropriate time, the Hotel will assign a guarantee number equal to the indicated anticipated attendance. If attendance is higher than the guarantee given, the actual attendance number will be charged. Food items left over from an event cannot be taken from the hotel due to liability reasons. Food and beverage events with menus that are priced per-person must have a guarantee that is no less than 75% of your meeting attendance and only one menu per event may be selected.

## Decorations

Arrangements for floral centerpieces, linens, special props and entertainment may be made through the Sales department. All decorations must meet the approval of the hotel i.e. smoke machine, candles, glitter, etc. Affixing any items to the walls or ceiling of function space is not permitted without prior approval. If policy is violated there may be a cleaning fee added.

## Guest and Event Packages

The Front Desk manages all incoming and outgoing shipments. Shipments to the hotel must include: Company/ Group Name, Function Room Name, a Contact Name, Return Address and Date of Function. Handling charges will be assessed based on the size and weight of the packages. Charges will be posted to the guestroom of the recipient. If no recipient is given, charges will be automatically applied to the Master Account. The Hotel cannot guarantee the availability of storage for boxes that arrive more than 10 days prior to the start of the program. Please ask our Director of Sales for the complete shipping and receiving instructions and information document.

## Billing

Terms of advance deposit will be established in your sales contract. Advance deposits or total prepayment will be required prior to your event.

## Liability

The Hotel will not be liable for any damages to the patron or patron's guests and will not assume liability for loss or damage to articles left in the Hotel prior to, during or following the function. The guest assumes full responsibility for the conduct of all persons in attendance at the event and for any damages done to the Hotel or persons as a result of the event. The Patron and his guests will conduct the event in an orderly manner in compliance with all laws and Hotel regulations.

# ***Making Memories Starts Here***

## ***Hampton Inn /Homewood Suites Downers Grove***

Your wedding package for your special day includes:

- Selection of either Plated or Buffet dinner with 4 hour Open Bar service
- Complimentary Cake Cutting Service
- Amenity of Chilled Champagne and Sweets in King Suite Accommodation Preferred
- Selection of White or Black Linens (Chairs covers additional \$5.00 per Chair )
- Champagne or Sparkling Apple Juice Toast
- Complimentary Parking
- Pricing for Group Wedding Room Block
- Dance Floor & Stage available

## **Menu Options**

*All entrees are served with Salad, Choice of Vegetable, Starch, Warm Rolls & Butter, Pre-set Ice Tea & Water. Coffee service available on request.*

### **Salad Selection:**

#### **Grove Salad**

Mixed Greens with Grape Tomatoes, Shredded Carrots. And Sliced Cucumbers with Ranch Dressing and Balsamic Vinaigrette

#### **Caesar Salad**

Chopped Romaine with Shredded Parmesan Cheese, Croutons, with Traditional Caesar Dressing

#### **Caprese Salad**

Sliced Tomatoes, Fresh Mozzarella, Fresh Basil, and Balsamic Vinaigrette

## Entrée Selection:

### Plated Options

- **\$95.00 Pan Seared Breast of Chicken** with choice of sauce- Piccata, Rosemary Red Wine, Marsala or Tequila Lime
- **\$105.00 Medallions of Beef Tenderloin** with Demi-glace
- **\$95.00 Cheese Tortellini** with Fresh Grilled Vegetable in Creamy Alfredo Sauce
- **\$95.00 Roasted Filet of Salmon** with Sweet Chili Glaze

### Buffet Options available

- Choice of 1 entrée .....**\$115.00**
- Choice of 2 entrée .....**\$135.00**
- Choice of 3 entrée .....**\$150.00**

**Your Choice of 2 Salads and Chef's choice of 2 starches and 2 vegetables on buffet.**

### **Children Entrée Selection: \$15**

Fresh Fruit Cup, Chicken Tenders with choice of Mac n Cheese or Fries

## **Beverage Package includes:**

### **Beer:**

Blue Moon  
Bud Light  
Corona Extra  
Miller Lite  
Coors Light Heineken  
Canadian  
Sam Adams  
Michelob Ultra  
Scotch

### **Wine:**

Chardonnay  
Pinot Grigio  
Pinot Noir  
Cabernet Sauvignon  
Riesling

### **Spirits:**

Tito's Vodka  
New Amsterdam Gin  
Bacardi Rum  
Jose Cuervo Tequila  
Seagram VO

Jack Daniel's Whiskey  
Dewar's White Label

All catering prices are subject to 24% service charge and 9.5% tax. A \$175  
Bartender fee will be applied to all bar functions.

# ***Late Night Snack Selections Keep Your Celebration Going***

## **Coffee and Tea Station | \$8**

Starbucks Coffee, Decaffeinated Coffee, Hot Water with Regular & Tazo Teas

## **House-Made Potato Chips and Dip | \$10**

Served with Buffalo Chicken and Spinach Artichoke Dip

## **Build Your Own Nachos | \$14**

Tortilla Chips with Warm Nacho Cheese Sauce, Mexican Spiced Ground Beef, Pico de Gallo,  
Salsa Verde, Jalapenos and Sour Cream

## **House-Made Pizzas | \$15**

Your Choice of 2 Pizzas: Cheese, Pepperoni, Barbeque Chicken, Supreme, Meat Lover,  
Hawaiian, or Veggie Lover

## **Cookies or Brownies | \$7**

Your Choice of Gourmet Cookies Including White Chocolate Macadamia Nut, Chocolate Chip,  
M & M, Peanut Butter, and Oatmeal Raisin or House-Made Chocolate Chip Brownies

## **Cupcakes | \$10**

Assorted Variety of Gourmet Cupcakes

## **Assorted Dessert Display | \$15**

Your Choice of Assortment of Desserts Including Gourmet Cookies, Gourmet Cupcakes,  
House-Made Chocolate Chip Brownies, Assorted Macarons, or Other Options to Your Liking

All catering prices are subject to 24% service charge and 9.5% tax



# *Frequently Asked Questions*

## ***Wedding Reception Menu Selections:***

We will make special accommodations for guests with dietary restrictions. Please notify your Wedding Specialist the type and number of special dietary meals you will need.

Final guest count and payment is due seven (7) business days prior to your wedding. The hotel will prepare 5% over the guarantee to accommodate additional guests. Should the number of guests served be larger than the final guest count given, the balance due **MUST** be paid at the conclusion of the event.

## ***Wedding Cake:***

Should you prefer to offer a personalized wedding cake / dessert, it must be prepared by a licensed bakery. (No homemade products)

We reserve the right to approve or disapprove of any outside food or beverage to be brought into the hotel banquet space. Please speak with your Wedding Coordinator.

## ***Additional Catering Policies:***

To secure a date, the following items must be returned to your Wedding Specialist no later than two weeks after holding the date: a signed contract & credit card authorization form for deposits. All deposits and payments are non-refundable and are to be made by credit card, cashier's check or cash. No personal checks will be accepted.

The Hotel imposes a curfew of Midnight (12:00 AM) for all events.

Glitter, confetti, & helium balloons are NOT permitted in the Hotel. An excessive clean-up fee will be charged to the card on file if these items are used in the Hotel, as they require specialized cleaning methods.

The Hotel reserves the right to refuse the service of alcoholic beverages to individuals who do not have proper identification or if an individual appears to be intoxicated.

All catering prices are subject to 24% service charge and 9.5% tax

## Afternoon Social Event

Maximum of 3 selections. All box lunches accompanied by Apple, Potato Chips, Granola Bar, and a Brownie.

Roasted Turkey

\$33.00 each

Roast Turkey Breast, Cheddar, Tomato, Lettuce, on Pretzel Bun

Classic Ham

\$33.00 each

Smoked Ham, Swiss Cheese, Tomato, Red Onion, Lettuce, on Pretzel Bun

Roast Beef

\$33.00 each

Roast Beef, Creamy Horseradish, Swiss Cheese, Tomato, Lettuce, on a Ciabatta Roll

Roasted Vegetable Wrap

\$30.00 each

Roasted and Seasoned Vegetables with Lime Rice

Grilled Chicken Wrap

\$36.00 each

Grilled Chicken, Lettuce, Chipotle Ranch, Pepper Jack Cheese, Applewood Smoked Bacon, and Tomato

Smokey BLTA Wrap

\$33.00 Each

Applewood Smoked Bacon, Lettuce, Tomato, American Cheese, and Avocado

## Lunch Buffet

25 person minimum on all buffets

Buffet price is based on 1 hour of Service

All buffets include pitchers of Coke, Diet Coke, and Iced Tea

### Taco Bar

\$50.00 per person

Chicken Tortilla Soup

Homemade Tortilla Chips and Salsa

House Seasoned Carne Asada

Chicken Fajitas

Flour Tortillas

Shredded Cheddar Cheese

Sour Cream

Lettuce

Pico De Gallo

Guacamole

Cilantro Lime Rice

Roasted and Seasoned Corn

Churros with Chocolate Drizzle

### Italy Buffet

\$47.00 per person

Bruschetta served with Grilled Italian Bread

Minestrone Soup

Antipasto Salad

Roasted Vegetables

Fettucine with Pesto Cream Sauce

Three Cheese Stuffed Shells in Marinara

Breast of Chicken Picatta

Garlic Sticks

Assorted Cheesecake Bites

### Sandwich Buffet

\$47.00 per person

Assorted Breads and Rolls

Chicken Noodle Soup

Sliced Ham, Smoked Turkey, Roast Beef

Swiss, Cheddar, and American Cheese

Choice of Two Sides: Cole Slaw, Egg Salad, Potato Salad, Ceaser Salad, Garden Salad,

House Chips

Chocolate Brownies

## Beverage Package includes:

## **Beer: Wine: Sprints:**

Blue Moon Chardonnay Tito's Vodka

Bud Light Pinot Grigio New Amsterdam Gin

Corona Extra Pinot Noir Bacardi Rum

Miller Lite Cabernet Sauvignon Jose Cuervo Tequila

Coors Light Heineken Riesling Seagram VO Canadian

Sam Adams Jack Daniel's Whiskey

Michelob Ultra Dewar's White Label Scotch

## **Beer & Wine Package:**

**(Assorted soft drinks & water are included)**

One Hour \$20.00 per person

Two Hours \$27.00 per person

Additional Hours \$7.00 per person

## **Beer & Wine & Spirits Package:**

**(Assorted soft drinks & water are included)**

One Hours \$30.00 per person

Two Hours \$37.00 per person

Additional Hours \$14.00 per person

## **Cash Bar:**

**Wine: \$10.00**

**Beer: Domestic \$10.00**

**Import: \$12.00**

**Sprints: \$15.00**

**Soft Drinks: \$7.00**

**Bottled Water: \$6.00**

One bartender is required per every 75 guests. Each additional bartender is \$150 for first 3 hours.

All catering prices are subject to 24% service charge and 9.5% tax

# Server Manual

# SUN

Development & Management Corporation  
DG Hotel Group Downers Grove, IL  
Serving Alcohol Responsibly

General Guidelines

Management Responsibilities

Staff & Management Responsibilities

Local Laws You Should Know.

- Legal Serving Hours in Downers Grove
- Minimum Age of Sellers/Servers Adults
- Sharing Drinks with Minors Liquor
- Product Identification Signs Serving
- Intoxicated Individuals Mandatory
- Training
- Bottle Service
- Giving Away Alcohol

Alcohol Awareness Programs.

- Compliance Testing (Control Buy) DUI
- DUI Notification Program

Handling Intoxicated Individuals

Recognizing Drinking Levels

- Green, Yellow, Red Levels of Intoxication

Liquor Information/Blood Alcohol Content Chart (See below)

Miscellaneous Forms

- Acknowledgment Form
- Daily Liquor Log Incident
- Log

Carding Procedures

Other

- Illinois Driver's License Samples
- Happy Hours Regulations

## General Guidelines

- In Illinois customers buying alcohol must be 21.
- Employees selling alcohol must be 21.
- An employee of legal age (over 21) must always be available to ring up sales of alcoholic beverages or take the initial drink orders for a co-worker who is under 21.
- Employees under the age of 21 should be carefully watched to insure that they do not sell or have access to liquor for themselves or their friends.
- If in doubt about a customer being over 21, proof-of-age identification must be requested.
- *If you believe or have reason to believe that a sale of any alcoholic liquor is prohibited because of the non-age of the prospective recipient, you shall, before making such sale demand presentation of some form of positive identification, containing proof of age, issued by a public officer in the performance of his or her official duties.*
- Keep perpetual calendars at appropriate locations to aid personnel in confirming legal age.
- Keep State identification guide on premises for employees to check validity of out-of-state licenses/identification cards. Samples are also attached herein.
- Hour restrictions and times when alcohol cannot be sold must be strictly enforced. *See the hours below.*
- Employees should be fully aware that they have the legal right to refuse to sell alcoholic beverages to anyone unable to prove their identification or who they feel is already intoxicated.
- Communication of this policy will be enhanced by signs at the hotel (Also see attached).

“We will not sell alcoholic beverages to minors or intoxicated individuals.”

"You must be over 21 to purchase liquor. Two valid forms of ID are required."

*Additionally, the State Liquor commission provides signage which can be ordered at <https://ilcc.illinois.gov/divisions/education/download-signage.html> when you need it.*

- Advise employees they are **subject personally to fines** and termination of employment if they violate the provisions of the Ordinance. ***The Company will not pay those fines or pay for an attorney. BE CAREFUL.***

## Training:

- **Employees will be required to obtain certified training per Section 3-33.3 of the Downers Grove Municipal Code.** Employees should also be trained on hotel policies and advised of local laws concerning the sale of alcohol upon hire.
- Employees should sign a Daily Liquor Log, with a reminder of regulations at the top of each page.
- Have "refresher" meetings quarterly concerning the importance of responsible alcohol serving.

'In the case of packaged sales, no employees under the age of 21 may register, by mechanical or electronic means, the sale of any alcoholic liquor.

'In the case of restaurant servers, the initial order must be made by a server that is 21. Carding and/or approval for the table must be done by the 21-year-old. All additional orders for the patron(s) can be by a server who is 19 years of age.  
NOTE: Hotel Employees must be 21 years old to ring up alcohol sales.

## Management Responsibilities

1. Ensure employee comprehension of Liquor Handling Policies/Procedures through:
  - a. Distribution of a policy manual to employees upon hire.
  - b. Provide instruction/guidance/assistance on proper liquor service.
  - c. Advise employees of local liquor codes.
2. Obtain signed Servers Receipt of Liquor Handling Policy/Procedure Manual upon date of hire.
3. Provide for the ongoing reinforcement process involved in keeping current base knowledge by providing for monthly meetings with employees.
4. Provide employee guidance/assistance to ensure enforcement of Liquor Handling Policies/Procedures in compliance with Local and State Liquor Ordinances. Quarterly meetings to be held clarifying policies/ordinances to ensure compliance.
5. Provide employees with an evaluation on their performance.
6. Initiate proper disciplinary action as necessary. Provide for appropriate intervention.



7. Provide for appropriate training of all personnel **in** accordance with their respective job classifications.
8. *Keep a log with each employee's BASSET training certificate issuance date and expiration date and 30 days of expiration date remind employees to provide an updated Certificate. Expired certificates will result in not being on the schedule to sell or serve alcohol.*

## **Staff and Management Responsibilities**

### SERVERS/BARTENDERS

- Verification of age by valid identification only.
- Know state and local liquor laws and legal responsibilities of those who serve alcohol.
- Enforce local Laws regarding minimum drinking age.
- Give last call ½ hour prior to official closing.

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Local Ordinance: Food service **must** be available at least one hour prior to closing.

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- Never give away alcoholic liquor.
- Never serve intoxicated guests.
- Serve alcohol only within permitted hours.
- Exercise care when serving drinks made entirely of alcohol-based ingredients (Manhattan, Martini, etc.)
- Recognize signs of intoxication.

## **CARDING PROCEDURES**

### **How to Check a Patron for Correct Proof of Age**

#### **Age Requirement**

The minimum age requirement for the purchase of alcoholic beverages in all states is 21 years of age.

If you have any reason to believe that an underage patron is attempting to purchase alcohol, you must ask for proper identification.

Under no circumstances should you sell any alcoholic beverages to a person under 21 years of age.

#### **Checking LD.'s**

Only Official identification may be Accepted.

Do not accept a card just because it is labeled as an identification card, even if it looks official and has a state name on it.

The responsibility of those who sell alcoholic beverages is to ask for an acceptable form of identification. Identification should always be required for anyone purchasing alcoholic beverage appears to be under 30 years of age. The identification presented should be a form of ID. with a picture on it.

#### Acceptable Forms of Identification

The following pieces of identification, unaltered and current, verify their age to be of at least 21 years, are acceptable:

- Current Driver's License (Primary)
- Current Photo Identification Card (State issued)
- Passport
- Armed Forces I.D.
- Alien Registration Card

If any of the forms **appear** questionable, they should be taken to the manager on duty for approval. A State Identification Guide should be available on the premises to verify out-of-state identification.

#### **What to Look for to Determine that the Identification Given to You is Legal and Correct**

- Seal of State issuing identification
- Utilize State identification guide to check authenticity of out-of-state licenses.

**When checking a person's I.D., the following is a list of things to look for on the identification:**

- Date of Birth
- Picture
- Expiration date

**When verifying proper identification, check the following:**

- Has the I.D. been altered or tampered with in any way?
- Look at both the photo on the I.D. and the person presenting it.  
IS IT THE SAME PERSON???

**Check the physical description:**

- Height
- Weight
- Eye and hair color

**Does the person match the description match their height, weight, and approximate age?**

If there is any doubt, the ask for the individual to

- Provide another form of identification.
- Sign his/her name (compare with signature on the I.D.)

### ***WHEN IN DOUBT, DO NOT MAKE THE SALE.***

It is against the law for a person to misrepresent their age. Using false identification is punishable by local and State law.

- \* Do you know what year a person would have to have been born in to be 21 years of age right now?

### **MANAGEMENT**

- De-emphasize excessive liquor sales in marketing and promotion efforts.
- Provide free non-alcoholic as appropriate.
- Provide food service at least 1 hour *prior* to closing.
- Evaluate intoxicated guests when requested by Staff.  
Terminate liquor service, when necessary, in a hospitable manner.
- Call cab for intoxicated guests.

### **RESPONSIBILITIES TO THE CUSTOMERS**

The company should take a firm stand on the responsibility they have to their customers in terms of alcohol consumption. We do not want our customers to drive home if they have had too much to drink!

If you think a customer should not be served, or if you think a customer has had too much to drink, servers should contact the manager immediately.

The company should have the interest of the individual and public safety in mind, and therefore, have the obligation to the community and to the individual to spot people who have over consumed alcohol. This applies to all customers. Anyone in the establishment is your responsibility. **Management** is responsible for actually "cutting off customers", but it takes a team effort from all employees to help spot these people and tell the manager on duty, rely on good judgement when someone in the establishment has had too much to drink. With your help, talk to the customer before anything bad happens, not after

## **LOCAL ORDINANCES YOU SHOULD KNOW**

### **LEGAL SERVING HOURS** (*Section 3-31*)

Another area where disregard of the law may bring stiff penalties concerns the hours when liquor may and may not be served. You should know when you must stop serving, when all glasses must be off the tables and bar, and when all guests must be out of the establishment. If it becomes necessary in upholding the law, remove glasses from the tables.

Day	Hours
Monday through Thursday	8:00 a.m. to 1:00 a.m., the following day
Friday and Saturday	8:00 a.m. to 2:00 a.m., the following day
Sunday	9:00 a.m. to 1:00 a.m., the following day
New Year's Eve	8:00 a.m. to 2:00 a.m., the following day
St. Patrick's Day	8:00 a.m. to 2:00 a.m., the following day
Thanksgiving Eve	8:00 a.m. to 2:00 a.m., the following day

It is unlawful to permit customers to consume alcohol on premises later than one hour after the applicable closing time. Food service for all restaurants must be available up until 1 hour prior to closing.

**HOTEL FOOD/ALCOHOL INTERNAL/OPERATIONAL SERVICE HOURS:**

Restaurant Breakfast area Mon- Fri: 6:30am - 9:30am, Sat & Sun: 7am - 10am; Manager Reception Wed: 5:30pm - 7:30pm throughout the Breakfast/Restaurant Lounge area; Restaurant/Lounge Sun - Thurs: 4pm - 10pm, Fri & Sat: 4pm - 12:00am

Sundry/Market Shop: 11 AM – 1:00 AM Daily

**MINIMUM AGE OF SELLERS** (Section 3-28)

Age of seller policies require that alcohol servers and clerks be a minimum age in order to legally serve or sell alcohol. Clerks must be at least 21 years of age to ring up any sale of alcoholic liquor.

**ADULTS SHARING DRINKS WITH MINORS** (Section 3-36)

All Staff members will make it clear to adults that sharing drinks with minors will not be tolerated. *No exception for parent permission.*

- Make it understood any alcoholic beverage in front of a minor will be immediately removed.
- If the party persists, the Manager will remove the alcoholic beverage from the adult and refuse to accept further orders.

**LOCAL ORDINANCES, Continued ....**

**LIQUOR PRODUCT IDENTIFICATION SIGNS** (Section 3-33.2)

The sale of alcoholic liquor for consumption on the premises within the Village shall be limited to restaurants, hotels and recreational facilities, with liquor sales incidental to the operation of any such establishments. Liquor product identification signs, (banner, placard, poster streamer, balloon or other attention getting device, which is designed or used to advertise, promote or identify a particular brand of liquor - including, but not limited to, "beer signs" that may involve electronic or neon displays) **shall not be permitted as any interior or exterior window sign or as any form of exterior sign** for any premises holding a license for on-premise consumption. Patio Umbrellas shall not constitute a sign.

**SERVING INTOXICATED INDIVIDUALS** (Section 3-25)

Serving an obviously intoxicated person is strictly a violation of policy and may lead to civil or criminal responsibility. If an obviously intoxicated person leaves the premises and gets into an accident, a civil suit or criminal proceedings may be brought against both the company and the

individual employee(s) responsible. Our best protection will come from the exercise of common sense by both management and employees. Employees serving alcoholic beverages should be aware of their responsibilities AND their potential personal liability.

**.08 is the Illinois Blood Alcohol Content (BAC) limit. Any person driving in the State of Illinois with a BAC of .08 or more risks being charged with Driving Under the Influence (DUI)**

**MANDATORY CERTIFIED TRAINING** *(Section 3-33.3)*

Every employee who serves, sells or distributes alcoholic liquor shall successfully complete a certified training program and maintain a current effective certification from said program. Servers at on-premise consumption licensed facilities will need to complete training every three (3) years. ***Any employee selling packaged goods from the Market/Sundry Shop shall also have a valid/current Basset certificate.*** Certificate(s) shall be made available upon the licensed premises for inspection by the Village.

**BOTTLE SERVICE** *(Section 3-33.1 (a)(6))*

Bottle service advertising, offer for sale or sale of distilled spirits by the bottle is prohibited. The sale of pre-mixed carafes (not exceeding 64 ounces) of no more than two distilled spirits mixed with a non-alcoholic beverage (i.e. margaritas) are allowed but must be delivered to two or more people.

**GIVING AWAY ALCOHOLIC LIQUOR** *(Section 3-33.J(c))*

At no time is a licensee allowed to give away liquor. This includes offering free or complimentary alcohol whether to regular patrons or to patrons in a private party or function. Licensees may also not advertise "free" or "complimentary" in regard to alcoholic liquor.

## **Village of Downers Grove Alcohol Awareness Programs**

### **COMPLIANCE TESTING (Control Buy Program)**

The Downers Grove Police Department periodically conducts tests on establishment to ensure that minors are not being served alcohol. An Under 21 agent is sent into each establishment to attempt to purchase liquor. If the event staff serves or sells alcohol to the minor, the individual involved in the service/sale is immediately issued an administrative citation (ticket) for serving the minor. In addition, the licensee will be required to attend a public hearing on the violation. A finding of guilty with regard to the violation will result in fines, penalties and/or suspension of the liquor license and possible mandatory certified training for all employees.

\*\$500 administrative citation to the individual involved in alcohol sales to a minor

\*Up to \$1,000 to cover costs of a disciplinary hearing

\*Up to \$15,000 in fines

\*Suspension and/or revocation of liquor license

***BE AWARE that the Illinois Liquor Control Commission has dual jurisdiction to enforce all laws governing Alcohol sales and can conduct their own Compliance check operations and impose additional penalties on both the licensee and the server if the circumstances warrant it.***

### **DUI Notification Program**

The Downers Grove Police Department will notify an establishment in the event an individual arrested for a DUI names their establishment as where they have been drinking prior to the arrest. Any establishment receiving numerous notifications will be subject to a license renewal hearing where the establishment's liquor serving policies will be reviewed.

## HANDLING INTOXICATED INDIVIDUALS

Bartenders, waiters and waitresses must not serve intoxicated persons. There is an obligation to help prevent intoxicated persons from leaving and subsequently injuring themselves and others.

### Preventive Measures

- \* Do NOT deliver two or more drinks to any one person at one time (this is a Village Ordinance) You may discourage intoxication and monitor guests by counting drinks & keep track of alcohol consumed over a specific period of time.

See the attached Happy Hours provisions.

While any one given individual reacts differently to over-consumption of alcohol, the following are a few points to keep in mind that could indicate an individual is, indeed, intoxicated. Be on the alert for these as signals for management intervention:

---

#### **CHANGES IN BEHAVIOR:**

Loud speech  
Annoying other customers Argumentative  
Foul language  
Carelessness with money  
Irrational statements  
Unable to sit on a chair  
Complaining about drink strength

#### **IMPAIRED COORDINATION:**

Stumbling  
Drowsy  
Slurred speech  
Spilling of drinks  
*Careless with Money*

When these characteristics are observed, the suspected intoxicated person should be targeted as a potential problem and the person's behavior **should be monitored**.

---

#### **If a noticeable change of behavior occurs:**

**Offer** non-alcoholic  
beverages Slow down  
**service of** alcohol  
Encourage food  
Bring water  
**Offer low proof alternative drinks**

---

If you observe that the customer needs to be cut off **managers** should be alerted, and a thorough evaluation should be carried out. If termination of liquor service is necessary, after management deems cut off, advise other service people so that this customer will not receive a drink from another employee.

**Remember:** An establishment or its employees are liable if an intoxicated guest causes injury to another person.

## **RECOGNIZING DRINKING LEVELS Green, Yellow, and Red Levels of Drinking**

A **Green** Level of drinking is reached after approximately one drink, at a green level most drinkers feel relaxed, comfortable, talkative, and happy. They are usually sociable and behave as they would if they were not drinking.

A **Yellow** Level is where the first sizable changes begin to occur. Though specific behaviors of individual drinkers may vary the progression of behavior is the same. This is because alcohol affects the body progressively.

First alcohol relaxes inhibitions, then it impairs judgement. Behaviors that exhibit relaxed inhibitions and/or impaired judgment may signal a yellow drinking level.

Drinkers who begin to talk or laugh louder are exhibiting a relaxation of inhibitions. These drinkers act with less restraint; possibly becoming overly talkative or over friendly. Some drinkers may become so relaxed that they get giddy. Desire to enjoy oneself is a large part of alcohol's appeal.

Relaxation of inhibitions causes some people to argue with or bait others around them. Some drinkers may start to use or increase their foul language. This type of behavior not only exhibits relaxed inhibitions but impaired judgment as well, for they cannot see that they are annoying other people.

Green = GO

Yellow = Slow

Down\_Red =

Stop

Alcohol can affect a person's judgment, and this includes judgments regarding personal abilities such as driving. That is why customers who exhibit impaired judgment are labeled at a yellow or "caution" level of drinking - a level at which driving is a definite risk.

After affecting inhibitions and judgment, alcohol progresses to affect reaction time and then motor coordination. Behaviors that exhibit slowed reactions and/or reduced motor coordination signal a **Red** Level of drinking - a level at which driving is a definite risk.

Alcohol can slow a person's reaction time to the point where they move as though in slow motion, or they need time to respond to questions.

Drinkers at a red level may look glassy-eyed. They may also lose their train of thought



and/or make irrational statements. Their clumsy actions may cause them to spill a drink or drop money.

Drinkers who cannot walk straight are exhibiting a reduction in motor coordination and are at a red level of drinking. Some drinkers may have such a reduction of motor coordination that they may stumble or fall down.

Alcohol affects a person's behavior progressively - inhibitions first, then judgment, then reactions, and finally coordination. Behavioral signals of these stages can be classified into green, yellow, or red levels of drinking to help determine which customers may be a driving risk.

## LIQUOR INFORMATION

The percentage of alcohol in a given liquor is usually expressed with the term "proof. Divide proof in half, and the result is the percentage of alcohol. The range is from 3% alcohol found in some beers, to more than 75% in some rums and liqueurs.

The percentage of alcohol can differ widely from drink to drink, but the volume of drink consumed is just as important. A drink with 1 ounce of 100 proof vodka, a 12-ounce bottle of beer, and a 4-ounce glass of wine all have the same amount of alcohol - ½ ounce.

Safe Limits of Alcohol Consumption First hour:

Small person	1-2 drinks
Medium person	2-3
Large person	3-4

Subsequent hours:

ONE drink per hour for each person, regardless of body size.

The following chart shows the approximate BAC which corresponds to each person's weight and how much they have consumed.

Blood Alcohol Content  
Body Weight in Pounds

#of Drinks	100	120	140	160	180	200	220	240
1	.04	.03	.03	.02	.02	.02	.02	.02
2	.08	.06	.05	.05	.04	.04	.03	.03
3	.10	.09	.08	.07	.06	.06	.05	.05
4	.15	.12	.11	.09	.08	.08	.07	.06
5	.19	.16	.13	.12	.11	.09	.09	.08
6	.23	.19	.16	.14	.13	.11	.10	.09
7	.26	.22	.19	.16	.15	.13	.12	.11
8	.30	.25	.21	.19	.17	.15	.14	.13
9	.34	.28	.24	.21	.19	.17	.15	.14
10	.38	.31	.27	.23	.21	.19	.17	.16

\*\*\*\*\*

ONE DRINK = 1 1/4 oz. of 80 proof liquor, one 12 oz. beer, or 4 oz. of wine.



MISCELLANEOUS FORMS



# INCIDENT REPORT

Date of incident: //      Time of incident: pm\_(or) \_\_\_\_ am

Type:

Name(s) or description of person(s) involved in incident: (indicate telephone numbers if possible)

---

Name(s) and telephone number(s) of staff on duty:

---

---

Names and telephone numbers of witnesses:

---

---

How many drinks had been served to the Person(s) involved (if applicable) ?      \_\_\_\_\_

Did they appear intoxicated? Yes No If yes, Describe (Attach Photos if available)

---

Was anyone injured? Yes No IF yes, describe:

---

Explain, in detail, what occurred: (use back of this page if necessary)

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Name of person completing incident report:

Date report completed:      -----

Position:

**ACKNOWLEDGMENT FORM**

Employee Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Employee Classification \_\_\_\_\_

I, the undersigned, have read my employers Liquor License Guidelines and acknowledge being advised of the Downers Grove Municipal Code, Chapter 3, specifically Section 3-25, which deals with the sale of alcoholic beverages to minors, etc., and agree to comply with its specifications.

I acknowledge that I personally have the discretionary right to refuse sales of alcoholic beverages to anyone I feel is underage or intoxicated, and I, therefore, accept full responsibility for my actions.

As of today, I **am at least 21 years of age** and understand that I may take orders for alcoholic beverages, as well as serve/sell the product to customers for on premise consumption and ring up sales for off-premise consumption, only after determining that person placing the order is of legal drinking age - 21 years of age or older. I have read and understand the I.D. guidelines as outlined in the Downers Grove Liquor License Guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OR

As of today, I **am at least 19 years of age** and understand that I may serve alcoholic beverages to customers for consumption on the premises only, after another employee at my place of employment (over the age of 21) determines that person placing the order is of legal drinking age - 21 years of age or older. I understand that I may not attend bar; draw, pour or mix any alcoholic beverages. I understand that I may not register (ring up) by mechanical means the sale of alcoholic liquor at any time at an off-premise licensed establishment. I have read and understand the I.D. guidelines as outlined in the Downers Grove Liquor License Guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# GOVERNMENT WARNING

**ACCORDING TO THE SURGEON  
GENERAL, WOMEN SHOULD NOT  
DRINK ALCOHOLIC BEVERAGES  
DURING PREGNANCY BECAUSE  
OF THE RISK OF BIRTH DEFECTS.**

IF YOU NEED ASSISTANCE FOR SUBSTANCE ABUSE, PLEASE CALL THE ILLINOIS DEPARTMENT  
OF HUMAN SERVICES DIVISION OF ALCOHOLISM AND SUBSTANCE ABUSE AT 1-866-213-  
0548.

#### ILLINOIS LIQUOR CONTROL COMMISSION

This sign is required to be posted in plain view by all Illinois retail liquor licensees, pursuant to Section  
5/6-24a(b) of the Illinois Liquor Control Act. [235 ILCS 5/6-24a(b)].

Replacement signs can be picked up at the ILCC Springfield and Chicago offices, or  
downloaded for print at [ILCC.illinois.gov](http://ILCC.illinois.gov).



# Illinois Liquor Control Commission

**Be prepared to show PROOF OF AGE.**

To be sold or served alcoholic beverages on these premises,  
your birthday must be on or before today's date in

# 2003

TO BE DISPLAYED DURING 2024

It is **ILLEGAL** to provide alcohol to a person under age 21,  
or for a minor to use a fake ID.



# GOVERNMENT NOTICE

If you, or someone you know, is being forced to engage in any activity and cannot leave, whether it is commercial sex, housework, farm work, construction, factory, retail, or restaurant work, or any other activity call the **NATIONAL HUMAN TRAFFICKING RESOURCE CENTER.**

# 1-888-373-7888

**Victims of slavery and human trafficking are protected under United States and Illinois Law!**

**This Hotline is:**

Available 24 hours a day, 7 days a week - Toll Free - Operated by nonprofit nongovernmental organizations - Anonymous and Confidential - Accessible in more than 160 languages.

Able to provide help, referral services, training, and general information.



# Firearms Prohibited

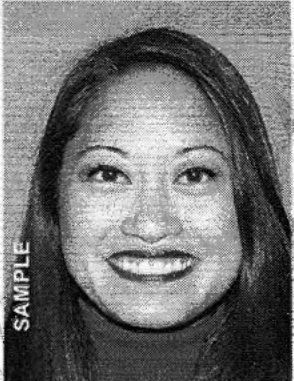


## Section 5/10-1(c-5) of the Liquor Control Act

Any owner of an establishment that serves alcohol on its premises, if more than 50% of the establishment's gross receipts within the prior 3 months is from the sale of alcohol, who knowingly conceals firearms on its premises or who knowingly makes a false statement or record in violation of the prohibition of concealed firearms on its premises under the Firearm Concealed Carry Act [66/65(a)(9)] shall be guilty of a business offense with a fine up to \$5,000.

**ILLINOIS** Alexi Giannoulias • Secretary of State **USA**

**DRIVER'S LICENSE**



SAMPLE

4a LIC NO: **A123-4567-8910**

3 DOB: **11/31/2000**

4b EXP: **05/31/2025** 4a ISS: **01/09/2023**

1 **CUSTOMER**

2 **JANE SAMPLE**

8 **1234 LINCOLN AVENUE**  
**SPRINGFIELD, IL 62723**


9 CLASS: **AEIOU** 9a END: **NONE**

12 REST: **NONE**


15 SEX: **F** 16 HGT: **5'-07"**

17 WGT: **120 lbs** 18 EYES: **XYZ** TYPE: **ABC**

5 DD **87654321910TX9999** **VETERAN**



DONOR

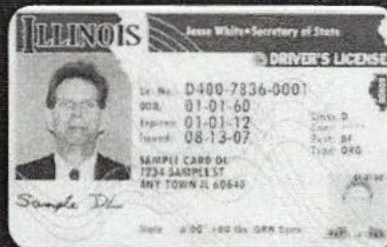


# ILLINOIS

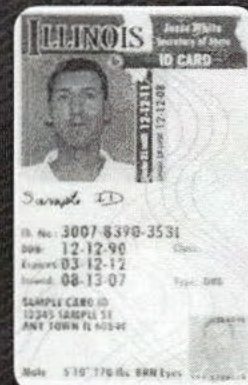
## NEW DRIVER'S LICENSE/ID CARD DESIGN



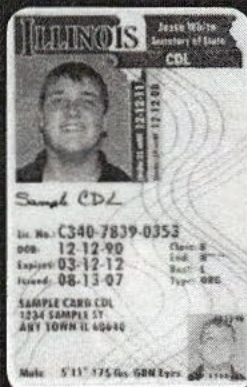
Under 21 Driver's License



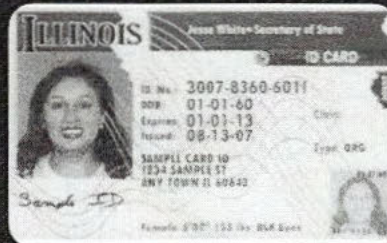
Driver's License



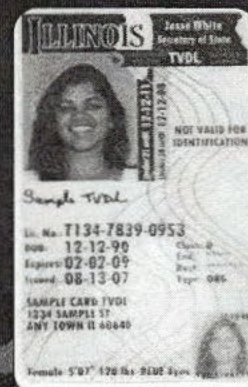
Under 21 ID Card



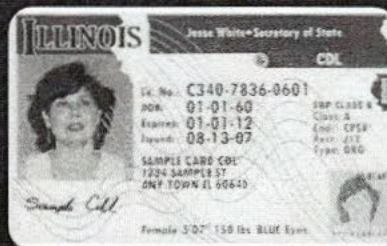
Under 21 Commercial Driver's License



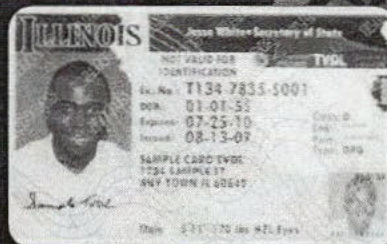
ID Card



Under 21 Temporary Visitor Driver's License (TVDL)



Commercial Driver's License (CDL)



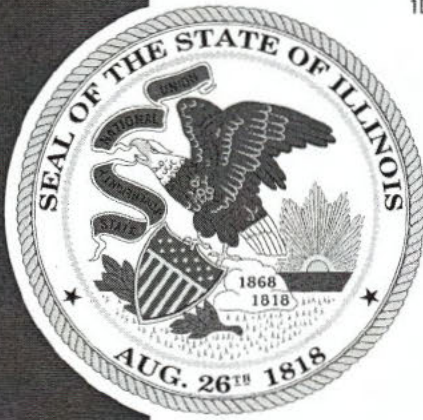
Temporary Visitor Driver's License (TVDL)

Illinois Secretary of State Jesse White

1868

1818

# Features on Back of Driver's License/ID Card



1D barcode with DL or ID number

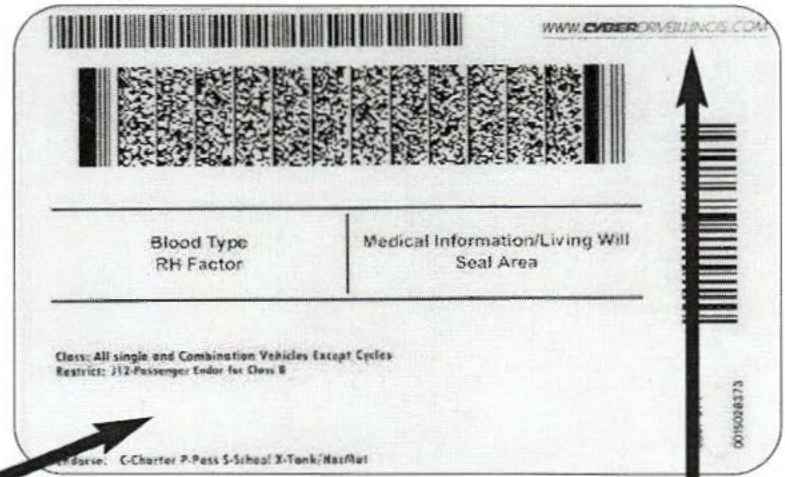
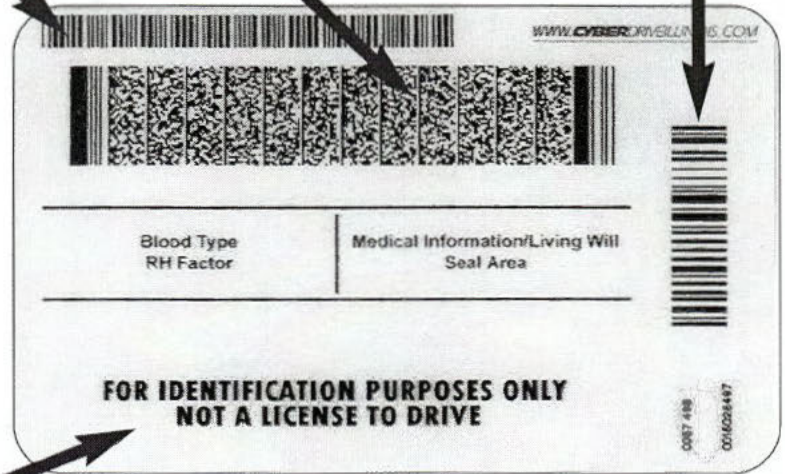
Barcode used for inventory tracking

2D barcode with text from card front

Text on ID cards

Area for literal text (class, restrictions, endorsements)  
Area may be covered by safe driver renewal sticker

Web site address



## Features on Back of Driver's License and ID Cards

- Existing medical information areas relocated
- Existing 2D and 1D barcodes relocated
- New 1D barcode for internal materials tracking
- Web Site address — [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)
- New text on ID cards (Not for driving purposes)
- Organ Donor signature area no longer needed due to new Organ/Tissue Donor Registry (witnesses or family consent no longer necessary)

# Valid Under 21 Driver's Licenses/ID Cards

## NEW to be phased in Fall 2007




**ILLINOIS** Jesse White Secretary of State  
**DRIVER'S LICENSE**

*Sample DL*

Lic. No. D400-7839-0953  
DOB: 12-12-90  
Expires: 03-12-12  
Issued: 08-13-07

Female 5'05" 125 lbs BRN Eyes

**Under 21 Driver's License, issuance phased in Fall 2007**



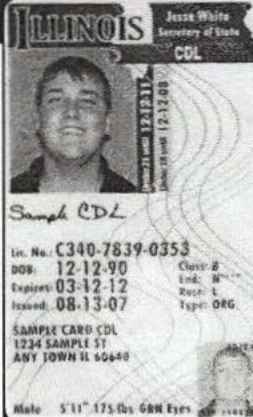
**ILLINOIS** Jesse White Secretary of State  
**ID CARD**

*Sample ID*

ID No. 3007-8390-3531  
DOB: 12-12-90  
Expires: 03-12-12  
Issued: 08-13-07

Male 5'10" 170 lbs BRN Eyes

**Under 21 ID card, issuance phased in Fall 2007**



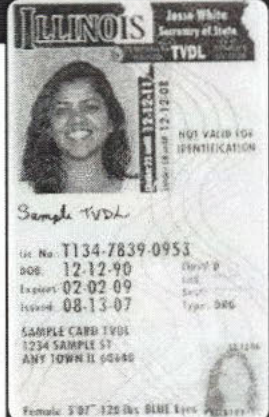
**ILLINOIS** Jesse White Secretary of State  
**CDL**

*Sample CDL*

Lic. No. C340-7839-0353  
DOB: 12-12-90  
Expires: 03-12-12  
Issued: 08-13-07

Male 5'11" 175 lbs GRN Eyes

**Under 21 CDL, issuance phased in Fall 2007**



**ILLINOIS** Jesse White Secretary of State  
**TVDL**


*Sample TVDL*

Lic. No. T134-7839-0953  
DOB: 12-12-90  
Expires: 02-02-09  
Issued: 08-13-07

Female 5'07" 120 lbs BLU Eyes

**Under 21 TVDL, issuance phased in Fall 2007**

## OLD to be phased out upon individual expiration dates



**Illinois** Jesse White Secretary of State  
**DRIVERS LICENSE**


*Sample DL*

ORG Class D  
Restrictions: NONE  
Male  
BLUE Eyes  
5'00"  
120 lbs

No. U536-7848-6001  
Issued: 12-09-04  
Expires: 04-01-07

Birthdate 01-01-86

**Under 21 Driver's License, Issuance began 1/1/05**



**Illinois** Jesse White Secretary of State  
**ID CARD**


*Sample ID*

ORG Class B  
Restrictions: NONE  
Female  
BLUE Eyes  
5'05"  
115 lbs

No. 5367-8986-601U  
Issued: 12-09-04  
Expires: 04-01-07

Birthdate 01-01-86

**Under 21 ID Card, Issuance began 1/1/05**



**Illinois** Jesse White Secretary of State  
**CDL**

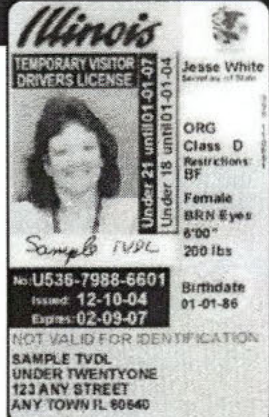
*Sample CDL*

ORG Class B  
Restrictions: B  
Endorsements: X\*\*\*  
Female  
GRN Eyes  
5'08"  
120 lbs

No. U536-7838-6601  
Issued: 12-09-04  
Expires: 04-01-07

Birthdate 01-01-86

**Under 21 CDL, Issuance began 1/1/05**



**Illinois** Jesse White Secretary of State  
**TEMPORARY VISITOR DRIVERS LICENSE**


*Sample TVDL*

ORG Class D  
Restrictions: BF  
Female  
BRN Eyes  
5'00"  
200 lbs

No. U536-7988-6601  
Issued: 12-10-04  
Expires: 02-09-07

Birthdate 01-01-86

**Under 21 TVDL, Issuance began 1/1/05**



**Illinois** Jesse White - Secretary of State

*Jane O Sample*

DOB: 01-01-86  
Male  
5'00" 120 lbs  
Restrictions: NONE  
Type: ORG  
Class: B  
Endor: X\*\*\*

CDL Under 21 until 01-01-04  
Under 18 until 01-01-04

No. 4788-8901-12-13-04  
Issued: 04-01-07

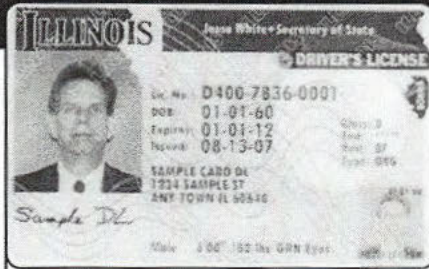
JANE O SAMPLE  
1234 ANY STREET  
HOME TOWN IL 60050

Birthdate 01-01-86  
Male 5'00" 120 lbs GRN Eyes  
Restrictions: NONE Type: ORG Class: B Endor: X\*\*\*

**Under 21 Driver's License Style, 12/30/02-12/31/04**

# Valid Over 21 Driver's Licenses/ID Cards

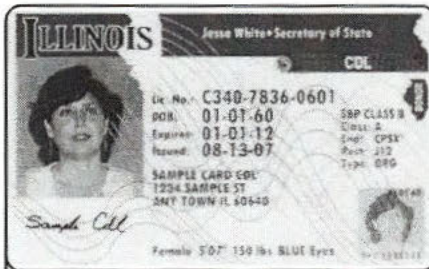
## NEW to be phased in Fall 2007



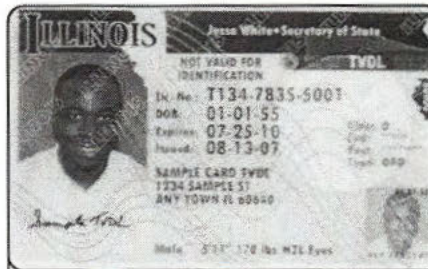
Driver's License, issuance phased in Fall 2007



ID card, issuance phased in Fall 2007



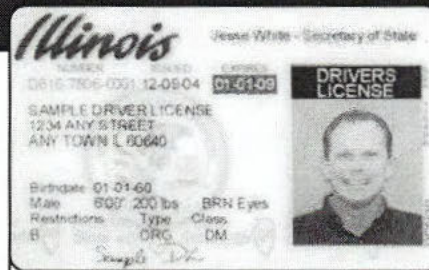
CDL, issuance phased in Fall 2007



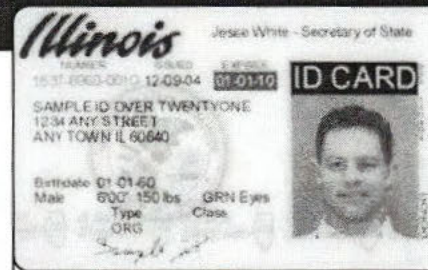
Temporary Visitor Driver's License (TVDL), issuance phased in Fall 2007

## OLD

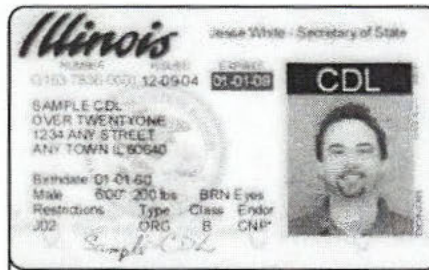
to be phased out upon individual expiration dates



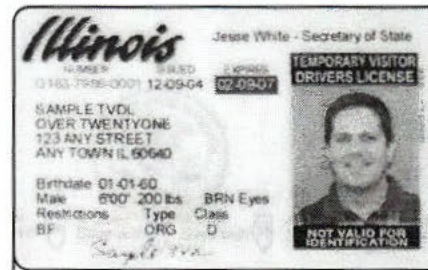
Driver's License



ID card

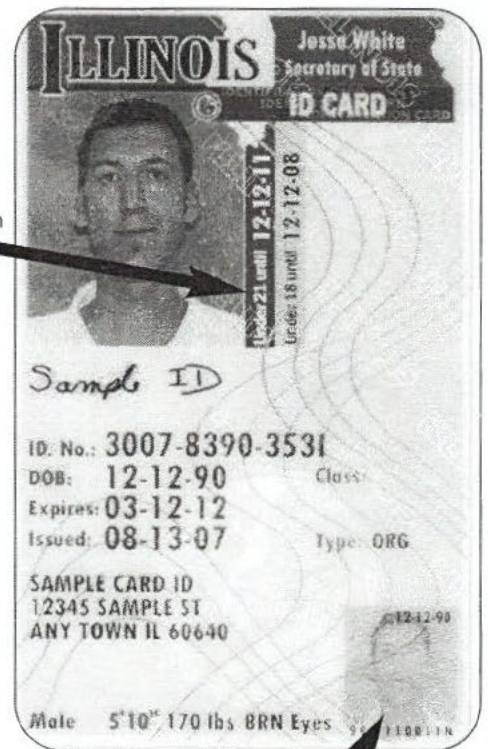
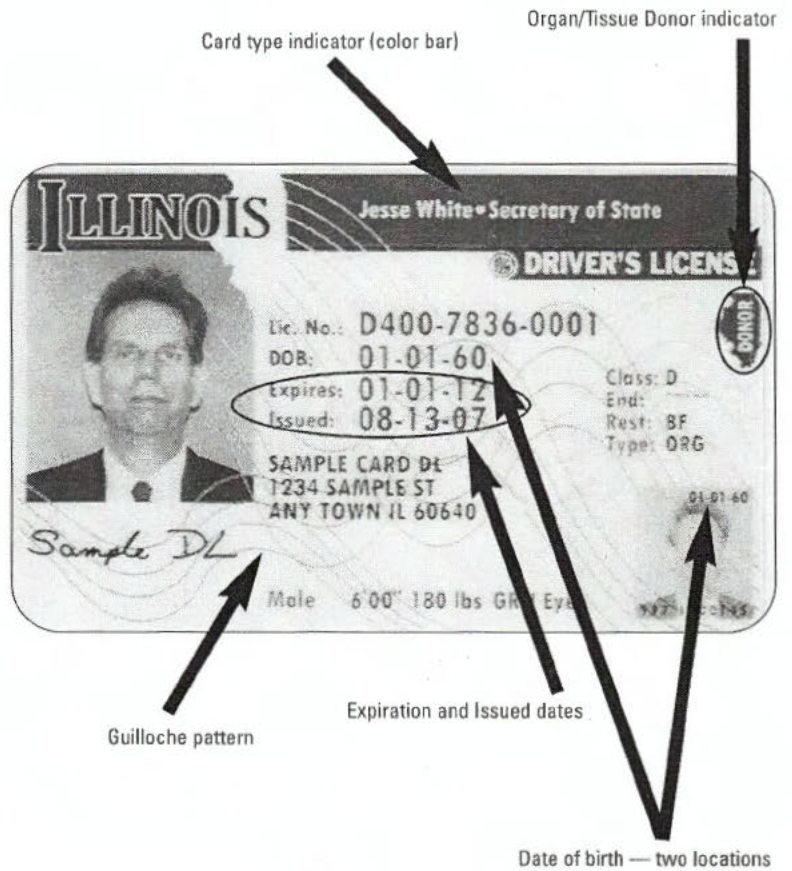


CDL



TVDL

# Driver's License/ID Card Security Features



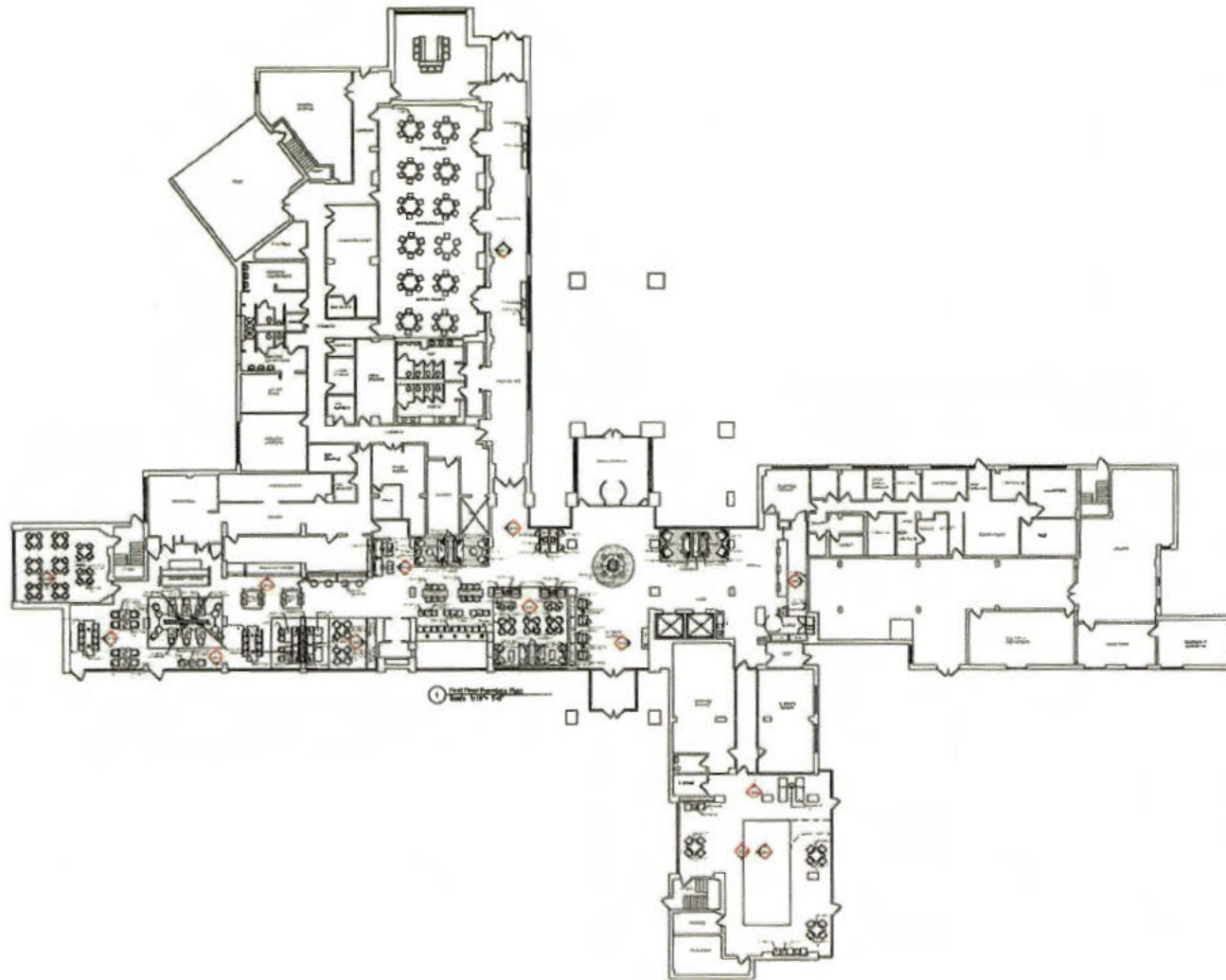
## Driver's License Features

- Card type indicator  
 Red — Driver's License and CDL  
 Green — ID Card  
 Purple — TVDL
- Guilloche pattern in background
- Date of birth in two locations
- Ghost image of photo
- Organ/Tissue Donor indicator
- UV, hologram, microtext and more

## Additional Features — Under 21 Driver's License

- All security features listed above
- Under 21/18 dates
- Vertical design





General Notes



Q&A Hospitality Services, Inc.

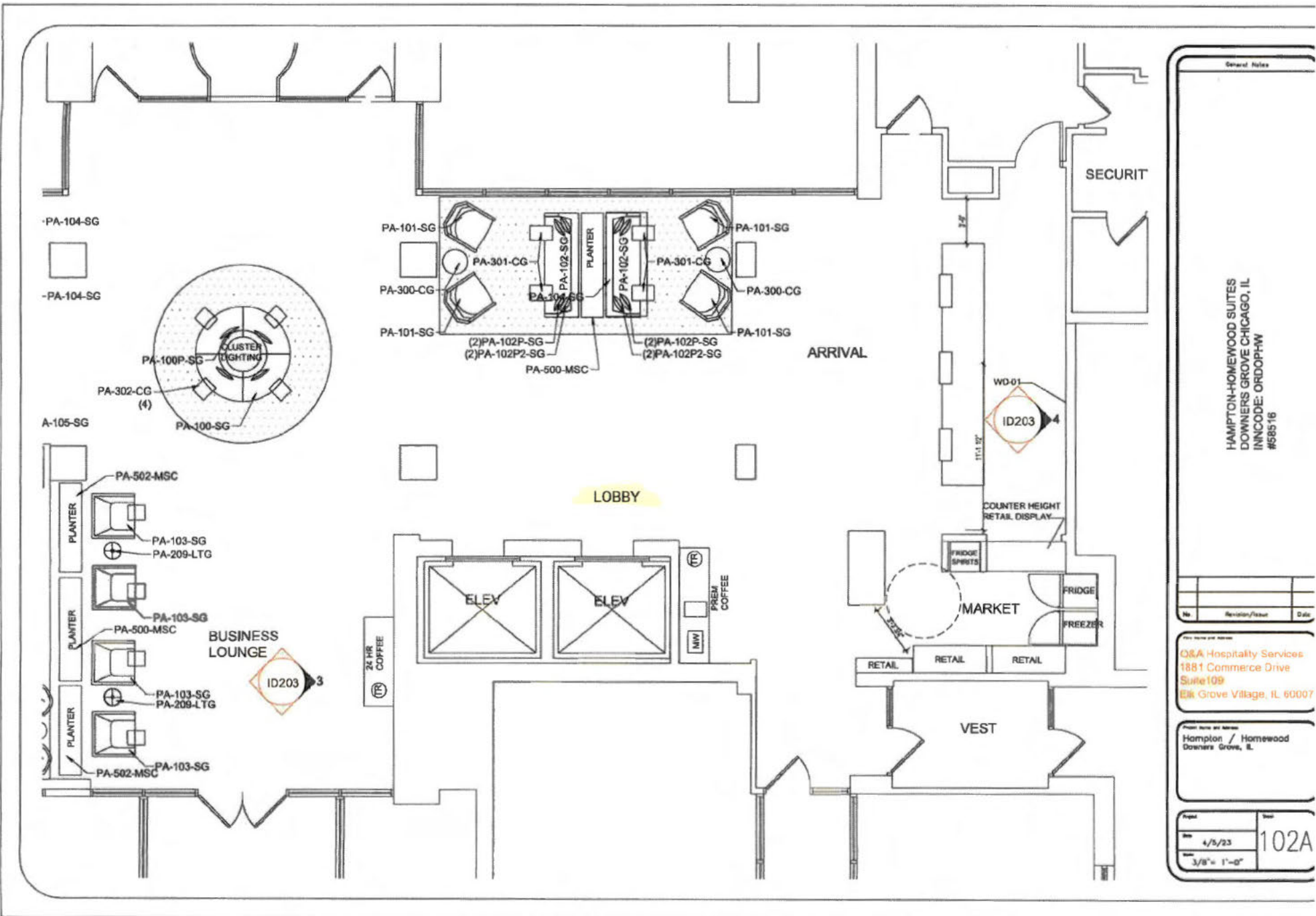
HAMPTON-HOMEWOOD SUITES  
 DOWNERS GROVE CHICAGO, IL  
 INN CODE: ORDOPHW  
 #68616

No.	Revision/Issue	Date

Q&A Hospitality Services  
 1681 Commerce Drive  
 Suite 109  
 Elk Grove Village, IL 60007

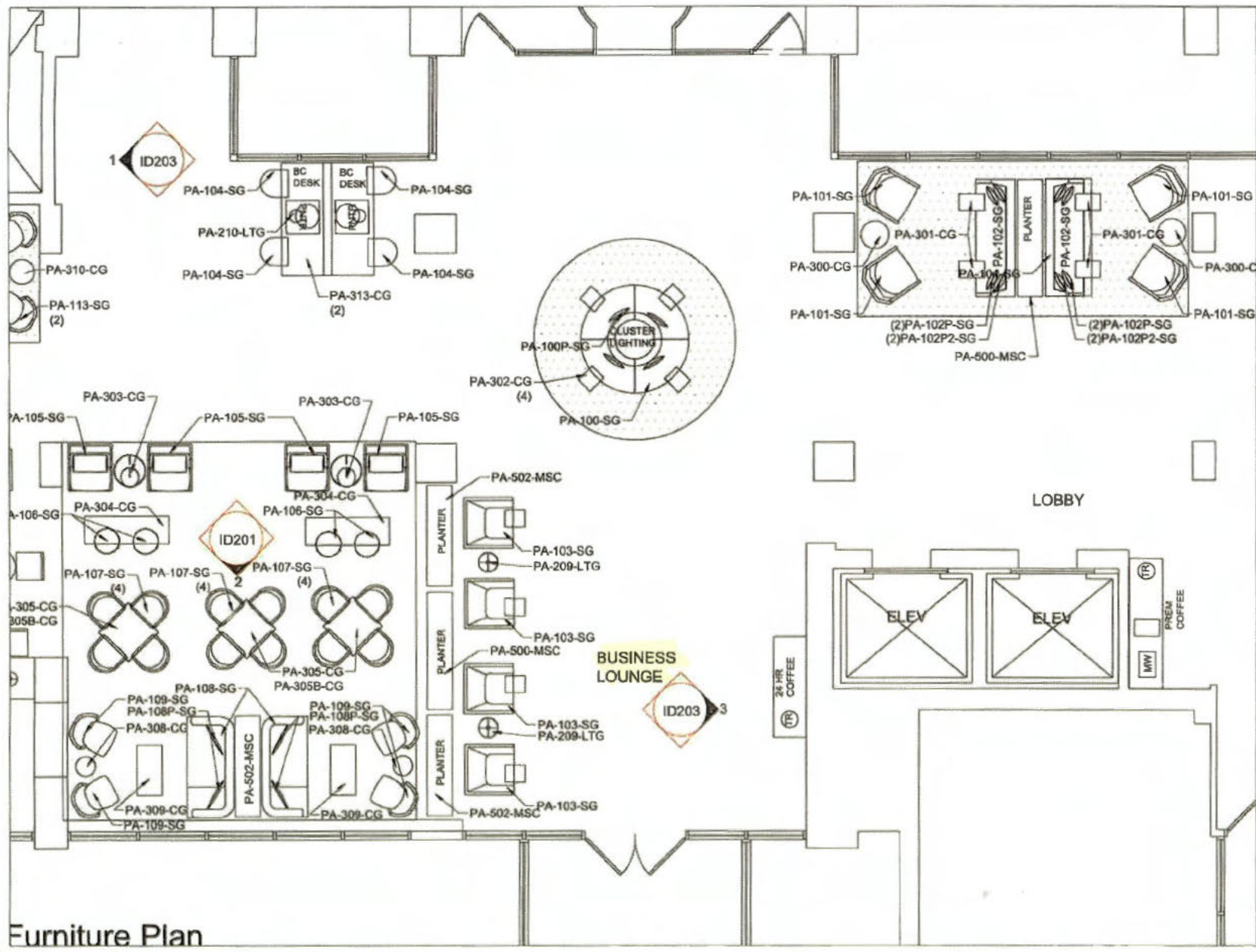
Hampton / Homewood  
 Downers Grove, IL

Date 4/3/23 As Noted	102
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General Notes

HAMPTON-HOMEWOOD SUITES  
 DOWNERS GROVE CHICAGO, IL  
 INNOCODE: ORDOPHW  
 #58516



Furniture Plan

General Notes

HAMPTON-HOMEWOOD SUITES  
 DOWNERS GROVE CHICAGO, IL  
 INNCODE: ORDOPHW  
 #58516

No.	Revision/Status	Date

Plan Scale and Notes  
**Q&A Hospitality Services**  
 1881 Commerce Drive  
 Suite 109  
 Elk Grove Village, IL 60007

Project Name and Location  
 Hampton / Homewood  
 Downers Grove, IL

Project	102B
Date	4/5/23
Scale	3/8" = 1'-0"

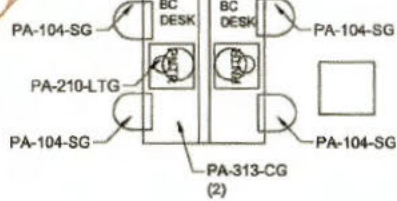
MANAGER

OFFICE

LAUNDRY

ELEV

PA-112P-SG  
PA-112P2-SG



PA-212-LTG

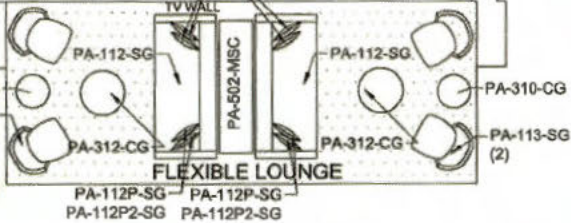
PA-114-SG (2)

PA-115-SG (2)

PA-310-CG

PA-113-SG (2)

PA-311-CG (2)



PA-112P-SG PA-112P-SG  
PA-112P2-SG PA-112P2-SG

PA-111-SG (6)

PA-111-SG (6)

PA-105-SG

PA-303-CG

PA-105-SG

PA-303-CG

PA-105-SG

PA-302-CG (4)

PA-318-CG  
PA-318B-CG (4)



PA-502-MSC

PA-110-SG (6)

PA-306-CG  
PA-306B-CG

PA-106-SG

PA-304-CG

PA-106-SG



PA-107-SG (4)

PA-107-SG (4)

PA-107-SG (4)



PA-110-SG (10)

PA-306-CG  
PA-306B-CG

PA-305-CG  
PA-305B-CG

PA-107-SG (4)

PA-107-SG (4)

PA-107-SG (4)

PA-305-CG  
PA-305B-CG



COFFEE STATION  
SERVING COUNTER

PA-315-CG  
PA-315B-CG

PA-315-CG  
PA-315B-CG

PA-122-SG

PA-315-CG  
PA-315B-CG

PA-122-SG

PA-122-SG (4)



PA-122-SG

PA-109-SG  
PA-108P-SG

PA-308-CG

PA-109-SG  
PA-108P-SG

PA-309-CG  
PA-109-SG

PA-109-SG

PA-309-CG

PA-109-SG

PA-109-SG

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PA-109-SG

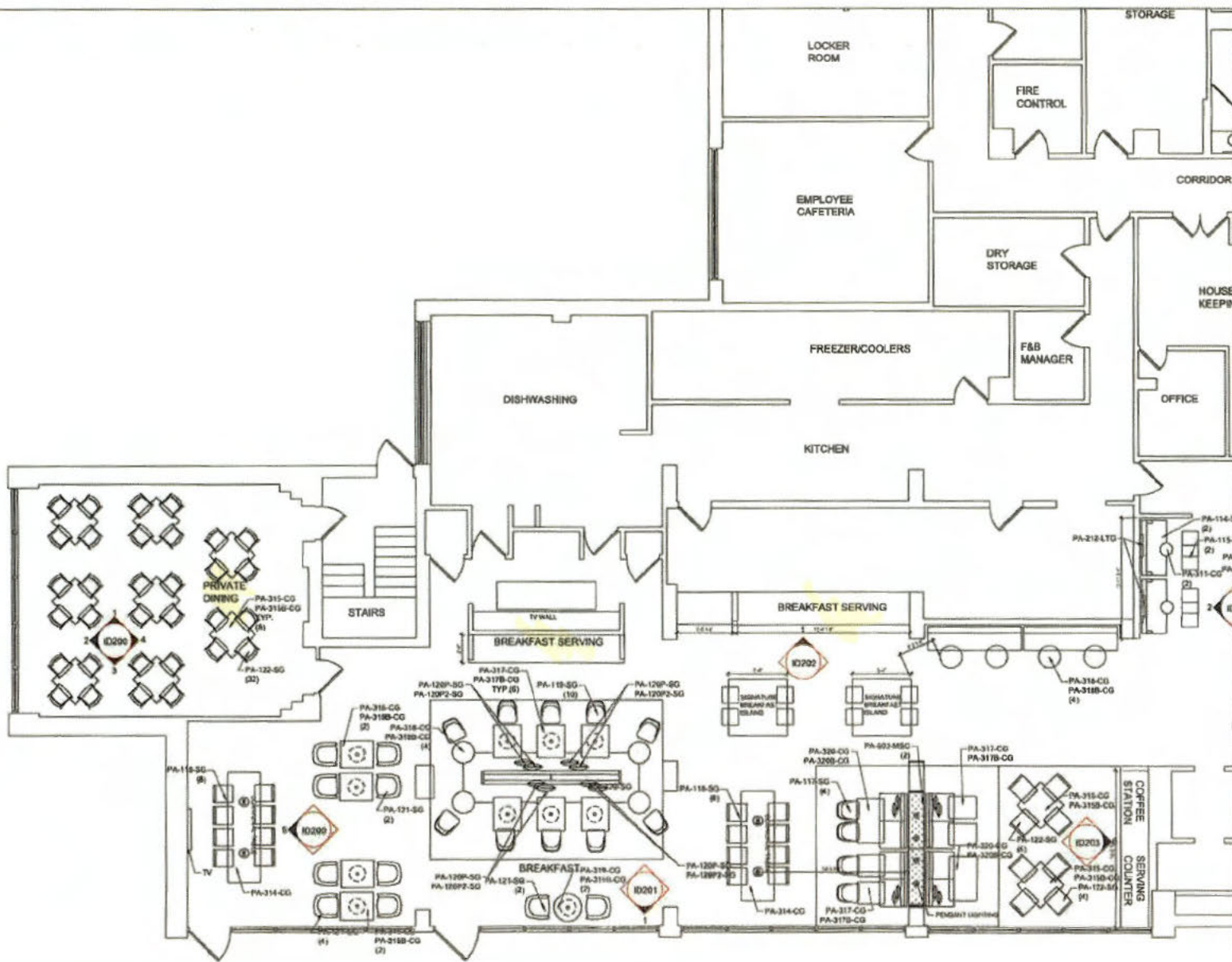
HAMPTON-HOMEWOOD SUITES  
DOWNERS GROVE CHICAGO, IL  
INNOCODE: ORDOPHW  
#58616

Mod.	Revision/Person	Date

Q&A Hospitality Services  
1881 Commerce Drive  
Suite 105  
Elk Grove Village, IL 60007

Project Name and Number  
Hampton / Homewood  
Downers Grove, IL

Date	4/2/23	102C
Scale	3/8"=1'-0"	



HAMPTON-HOMEWOOD SUITES  
 DOWNERS GROVE CHICAGO, IL  
 INN CODE: ORDOPHW  
 #66516

No.	Revision/Drawn	Date

Q&A Hospitality Services  
 1881 Commerce Drive  
 Suite 109  
 Elk Grove Village, IL 60007

Hampton / Homewood  
 Downers Grove, IL

Project	102D
Date	4/5/23
Scale	1/4" = 1'-0"



VILLAGE OF DOWNERS GROVE  
REPORT FOR THE LIQUOR COMMISSION  
JUNE 6, 2024 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Licensee: 5101 Main, LLC D/B/A: Entourage Address: 5101 Main Street	Application for Class R-1/O liquor license	Carol Kuchynka Liaison to the Liquor Commission

**REQUEST**

The applicant is requesting a Class R-1/O liquor license for Entourage located at 5101 Main Street.

**NOTICE**

The request has been filed in conformance with applicable procedural and public hearing requirements.

**GENERAL INFORMATION**

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Officer(s): Michael Vai, Managing Partner  
Anthony Vai, Managing Partner  
Sandy Georganas, General Partner  
Peter Georganas, General Partner  
Scott Wegener, General Partner

Stockholder(s): Michael Vai - 24.41%  
Anthony Vai - 21.85 %  
Sandy Georganas - 9.83%  
Peter Georganas - 10.02%  
Scott Wegener - 20%  
Paperless Group, LLC 13.89%

Manager: Ms. Catherine Jackson

Licensee: 5101 Main, LLC d/b/a Entourage  
5101 Main Street  
Downers Grove, IL 60515

**PROPERTY INFORMATION**

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EXISTING LAND USE: Commercial  
PROPERTY SIZE: (3,015 square feet)

**ANALYSIS**

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Submittals

This report is based on the following documents, which are on file with the Legal Department:

1. Application for Liquor License
2. Application for Outdoor Liquor License
3. Lease
4. Menus
5. Liquor Handling Manual
6. Floor Plan

### **Project Description**

The applicant is requesting a Class R-1/O liquor license for the operation of a restaurant located at 5101 Main Street.

### **Compliance with the liquor ordinance**

The establishment is defined as:

Restaurant. A place kept, used, maintained, advertised or held out to the public as a place with the service of food and drink, and where meals are regularly served, without sleeping accommodations, and where adequate provision is made for sanitary kitchen and dining room equipment and capacity and a sufficient number of employees to prepare and serve food for its customers. It being the intent of this paragraph that the primary business conducted on premises to be licensed as restaurants hereunder shall be the service of food and drink. Food service shall be available at all times liquor sales are being conducted. Menus shall be on the table, presented to each patron as they are seated or be posted in such a manner to be easily readable by the patrons of the restaurant. Provided, the kitchen may not cease operating prior to one (1) hour before closing. Bar/lounge seating shall be no more than twenty percent (20%) of the total seating provided for patrons of the establishment.

### **License conditions**

"R-1" Restaurant licenses shall authorize the sale of alcoholic liquor for consumption on the licensed premises and the retail sale of beer, wine and mixed drinks for consumption off the licensed premises pursuant to DGMC Section 3.33.6 herein, where the primary business is that of a restaurant, as defined herein. Such licensees may provide delivery service pursuant to DGMC Section 3.33.4.

"O" Outdoor licenses shall authorize the sale and consumption of alcoholic liquor in an outdoor seating area. This license may only be issued to establishments holding a valid Class B, BF, BYO, C, H, P-O, REC, RF, R or WB license and shall be limited to the conditions of the respective license classification issued to the establishment. Except for Class BF and Class C, food must be available in the outdoor dining area at all times and shall be subject to the provisions set forth in DGMC Section 3.30. Operation of the outdoor area for a Class C license is limited to private party rentals and shall be subject to the provisions set forth in DGMC Section 3.32.

### **Public Safety Requirements**

Fire Prevention and Community Development Department will need to conduct a walkthrough of the facility. A Certificate of Occupancy for remodel has been applied for and is pending. Health Department approval is required.

### **Factors Affecting Finding or Recommendation**

Certificate of Occupancy, insurance, annual fee, satisfactory background checks and employee certifications.

### **Recommendation**

---

Based upon testimony presented at the June 6, 2024 application hearing, if said application is consistent with the Liquor Code and meets the criteria of the classification, staff requests the following:

A recommendation from the Commission concerning its finding of "qualified" or "not qualified" with regard to their Class R-1 liquor license application, along with any conditions and/or restrictions with respect to this applicant.

A recommendation from the Commission concerning its finding of "qualified" or "not qualified" with regard to their Class O liquor license application, along with any conditions and/or restrictions with respect to this applicant



downers.us

May 22, 2024

**Village Hall**  
801 Burlington Ave.  
Downers Grove, IL  
60515-4782  
630.434.5500

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**Fire Department  
Administration**  
5420 Main St.  
Downers Grove, IL  
60515-4834  
630.434.5980

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**Police Department**  
825 Burlington Ave.  
Downers Grove, IL  
60515-4783  
630.434.5600

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**Public Works**  
5101 Walnut Ave.  
Downers Grove, IL  
60515-4046  
630.434.5460

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Mr. Anthony Vai  
5101 Main, LLC  
5101 Main Street  
Downers Grove, IL 60515

Via Email  
anthony@vaisnaperville.com

RE: *Application for Class N/A Liquor License  
Entourage  
5101 Main Street, Downers Grove, IL 60515*

Dear Mr. Vai:


The Liquor Commission of the Village of Downers Grove will meet on Thursday, June 6, 2024, at 6:30 p.m. in the Village Hall Council Chambers to consider applications for liquor licenses. A public hearing will be held on your application as a part of this meeting.

I encourage you to attend this public hearing at which time you will have an opportunity to comment in support of your application. In addition, the Liquor Commission will be particularly interested in examining your liquor handling manual and in hearing about your floor plan and training procedures as they relate to the sale of alcoholic beverages.

You may withdraw your application at any time prior to the public hearing.

If you have any questions, please contact me at (630) 434-5542.

Very truly yours,

  
Carol Kuchynka  
Liaison to the Liquor Commission

VILLAGE OF DOWNERS GROVE

a\Entourage\app-lrg.ms





# VILLAGE OF DOWNERS GROVE, ILLINOIS

## APPLICATION FOR LIQUOR LICENSE

Date: 5/21/24

Application is hereby made to the Local Liquor Commissioner of the Village of Downers Grove for issuance of a Class R1/A liquor license, pursuant to the ordinances of the Village and laws of the State of Illinois. In support of said application the following is submitted:

### 1. GENERAL INFORMATION

#### 1.1 Applicant:

Name: 5101 Main, LLC Phone: 630-521-5212  
Address: 5101 Main St. Downers Grove, IL 60515

#### 1.2 Status:

- Individual(s) or Sole Proprietorship  
 Corporation  
 Limited Liability Corporation  
 Partnership  
 Club  
 Other (explain) \_\_\_\_\_

#### 1.3 Liquor Manager:

Name: Catherine Jackson Phone: [REDACTED]  
Address: [REDACTED]  
Driver's License No. [REDACTED] Social Sec. No. [REDACTED]  
Date of Birth 1972 Place of Birth [REDACTED]

### 2. PREMISES

Doing Business As Entourage Restaurant Phone: 630-521-5212  
Address: 5101 Main St Downers Grove, IL 60515

2.2 Does Applicant beneficially own the premises for which a license is sought?  Yes  No

a. If yes, Applicant must attach proof of ownership. (i.e. title policy)

b. If Applicant is not the beneficial owner of the premises, does Applicant have a lease thereon for the full period for which the license is to be issued?  Yes  No - If yes:

- i. A copy of lease must be attached; and,  
ii. Identify the owner or rental agent for the property:

Name: Acadra Retail, LLC Phone: 847-826-4159  
Address: 1175 Spruce St, Winnetka, IL 60077

2.3 Are the premises located within one hundred feet of any church, school, hospital, home for aged or indigent persons or for veterans, their spouses or children or any military or naval stations.  Yes  No

2.4 State the anticipated date of occupancy. May 2024

### 3. CORPORATION

This section must be completed by authorized agent of any corporate Applicant. If Applicant is a partnership, skip section 3 and go to section 4. If Applicant is neither a corporation nor a partnership, skip sections 3 and 4 and go to section 5.

- 3.1 Applicant was incorporated under the laws of the State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_.
- 3.2 If Applicant was not incorporated under the laws of the State of Illinois, is Applicant a foreign corporation qualified under the "Business Corporation Act of 1983" to transact business in the State of Illinois? Yes \_\_\_ No \_\_\_
- 3.3 **Registered Agent:**  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
- 3.4 ~~Corporate Applicants must complete~~ and attach DG LIQ-FORM 2/OFFICERS and DG LIQ-FORM 3/SHAREHOLDERS.

### 4. PARTNERSHIP/LIMITED LIABILITY CORPORATION

This section must be completed by authorized agent of any partnership or limited liability corporation Applicant. If Applicant is not a partnership or limited liability corporation, skip to Section 5.

- 4.1 Applicant was formed under the laws of the State of IL on the 7<sup>th</sup> day of November, A.D., 2023
- 4.2 Is Applicant a limited partnership pursuant to the Illinois Revised Uniform Limited Partnership Act? Yes \_\_\_ No \_\_\_
- 4.3 If Applicant was not formed under the laws of the State of Illinois, is Applicant a foreign partnership qualified under the Illinois Uniform Partnership Act or the Illinois Uniform Limited Partnership Act, as now or hereafter amended, to transact business in the State of Illinois? Yes \_\_\_ No \_\_\_
- 4.4 Registered Agent: Not Applicable \_\_\_  
Name: John N Skoubts Phone: \_\_\_\_\_  
Address: 1990 E ALGONQUIN Rd Ste 230 Schaumburg 60173
- 4.5 **General Partner:** Not Applicable \_\_\_ (Note: if there is more than one general partner, include that general partner who is to be primarily responsible for operation of the licensed premises.)  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
- 4.6 **Managing Partner:** Not Applicable \_\_\_ (Note: if there is more than one managing partner, include that managing partner who is to be primarily responsible for operation of the licensed premises.)  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
- 4.7 Partnership Applicants must complete and attach DG LIQ-FORM 3/SHAREHOLDERS and DG LIQ-FORM 4/PARTNERSHIP/LIMITED LIABILITY CORPORATION.

### 5. SOLE PROPRIETORSHIP *Skip to Section 6.*

*NOTE: Pursuant to 235 ILCS 5/6-2 (1) Sole proprietor must be resident of the Village in which the premises covered by the license is located. Pursuant to 235 ILCS 5/6-2 (3) Sole proprietor must be a citizen of the United States.*

6. QUALIFICATIONS (This section to be completed by all applicants.)

6.1 Has any liquor license issued to the applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS, or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION ever been fined, revoked or suspended?

No

If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

Yes

- a. Jurisdiction revoking or suspending license: N/A
- b. Date of revocation or suspension: N/A
- c. Reason given by revoking jurisdiction for revocation or suspension: N/A
- d. Additional explanatory information, if desired: N/A

6.2 Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, ever been convicted of violating any Federal or State law concerning the manufacture, possession or sale of alcoholic liquor, or forfeited their bond for failure to appear in court to answer charges for any such violation?

No

If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

Yes

- a. Jurisdiction revoking or suspending license: N/A
- b. Date of revocation or suspension: N/A
- c. Reason given by revoking jurisdiction for revocation or suspension: N/A
- d. Additional explanatory information, if desired: N/A

6.3 Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, ever been convicted of a felony under Federal or State law?

No

If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

Yes

- a. Jurisdiction revoking or suspending license: N/A
- b. Date of revocation or suspension: N/A
- c. Reason given by revoking jurisdiction for revocation or suspension: N/A
- d. Additional explanatory information, if desired: N/A

6.4 Is Applicant the beneficial owner of the business to be operated?

Yes  No

6.5 Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, been convicted of a gambling offense in violation of Sections 28-1(a)(3) through (a)(10), or Section 28-3, of the Illinois Criminal Code (ILL. REV. STAT., ch. 38), as heretofore or hereafter amended.

No

Yes  
If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

a. Jurisdiction revoking or suspending license: N/A

b. Date of revocation or suspension: N/A

c. Reason given by revoking jurisdiction for revocation or suspension: N/A

d. Additional explanatory information, if desired: N/A

6.6 Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, been issued a federal wagering stamp by the federal government for the current tax period?  Yes  No If yes, provide details:

N/A

6.7 Has a federal wagering stamp has been issued by the federal government for the current tax period for the premises for which a license is sought?  Yes  No If yes, provide details:

N/A

6.8 Is applicant a citizen of the United States?

Yes  No  Not Applicable - Applicant is a corporation or partnership

6.9 Is applicant a resident of Downers Grove?

Yes  No  Not Applicable - Applicant is a corporation or partnership

7. SUBMITTALS

7.1 In addition to this application form the following are submitted as applicable:

- ✓ DG LIQ-FORM 1/Liquor Manager
- N/A DG LIQ-FORM 2/Officers & Directors (for each Officer/Director, a Background Check Waiver form must be submitted)
- N/A DG LIQ-FORM 3/Stockholders (for each Stockholder, a Background Check Waiver form must be submitted)
- ✓ DG LIQ-FORM 4/Partnership/Limited Liability Corporation (for each Partner, a Background Check Waiver form must be submitted)
- ✓ DG LIQ-FORM 5/Declaration
- ✓ DG LIQ-FORM 6/Outdoor Sales Application (If applicable)
- ✓ DG LIQ-FORM 7/Certifications
- Articles of Incorporation (If applicable)
- Proof of ownership of premises (i.e. title report)
- ✓ Lease-If premises not beneficially owned by Applicant (for the full period for which the license is to be issued)
- ✓ Floor Plan, as required for any premises to be licensed for sale of alcoholic liquor for consumption on the premises, drawn to scale, and with sufficient detail to depict types of seating, location of bars and other design features.
- ✓ Employee liquor handling training manual
- ✓ Application fee
- ✓ Certificate of Insurance
- ✓ Menu (If applicable)
- N/A Reduced Menu -after regular menu hours (If applicable)

7.2 Applicant understands and agrees that additional information and material may be required during the processing of this application related to applicant's qualifications, the information provided herein, including attachments, and the class of license involved. Applicant agrees to provide such additional information and material and that failure to do so may delay the processing of this application or result in its denial.

7.3 In the event Applicant is made aware that any information or document submitted as part of this application process is inaccurate or incomplete, Applicant agrees to immediately notify the Village and provide appropriate corrections. Applicant understands and agrees to provide such additional information and material, and that failure to do so may delay the processing of this application or result in its denial.

THE UNDERSIGNED, BEING DULY SWORN, DOES STATE AS FOLLOWS:

- A. THAT THE UNDERSIGNED IS EMPOWERED TO PREPARE AND SIGN THIS APPLICATION ON BEHALF OF THE APPLICANT.
- B. THAT THE UNDERSIGNED HAS REVIEWED THIS APPLICATION, AND ALL ATTACHMENTS AND SUBMITTALS, AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE.

APPLICANT:

5101 Main, LLC  
Name of Corporation/Partnership/LLC/Sole Proprietorship

BY: Anthony Vai  
Print Name

[Signature]  
Sign Name

TITLE: Managing Member

Subscribed and sworn to before me this 22<sup>nd</sup> day of May, 2024.

[Signature]  
Notary Public





### VILLAGE OF DOWNERS GROVE, ILLINOIS LIQUOR MANAGER APPLICATION

1. Name of Liquor License Applicant/Holder: 5101 Main LLC  
 Doing Business As: Entourage Restaurant  
 Address: 5101 Main St. Downers Grove, IL 60515  
 Phone: (630) 521-5212 Liquor License Number: \_\_\_\_\_

2. Manager: Catherine Elizabeth Jackson Phone: [REDACTED]  
 (First) (Middle) (Last)  
 Residence Address: [REDACTED]  
 (Street Address) (City) (State) (Zip)

If less than one year, previous residence: \_\_\_\_\_

Citizenship: US If naturalized, date/place of naturalization: \_\_\_\_\_

Date of Birth: [REDACTED] 1972 Place of Birth: [REDACTED]

Social Sec [REDACTED] Driver's License # and State: [REDACTED]

Number of hours per week of employment (35 minimum) 50

3. **Liquor Handling Experience**  
*Name and address (city, state) of any other liquor establishment in which you have been employed, position held and dates of employment experience:*

- Entourage Naperville, IL, AGM, 3/23-5/24
- Vai's Naperville, IL, Manager, 6/21-3/23
- The Foxtail, Downers Grove, IL, 9/19-11/20, GM
- Devon Seafood, Oakbrook Terrace, IL, GM, 8/13-9/19

I certify I have never been convicted of a felony, misdemeanor or licensing ordinance violation.

SIGNATURE OF MANAGER [Signature] Date 4/30/24

Return to: Liaison to the Liquor Commission  
 VILLAGE OF DOWNERS GROVE  
 801 Burlington Avenue  
 Downers Grove, IL 60515



VILLAGE OF DOWNERS GROVE, ILLINOIS
LIQUOR LICENSE APPLICATION
PARTNERSHIP/LIMITED LIABILITY CORPORATION FORM

Applicant: 5101 Main, LLC DBA Entourage Restaurant

The following is a listing of:

- a. All general partners of any Applicant partnership formed or authorized to transact business as a foreign limited partnership, pursuant to the Illinois Revised Uniform Limited Partnership Act, as now or hereafter amended; and,
b. All limited partners owning, directly or indirectly, five (5%) or more of the aggregate limited partnership interest of any Applicant partnership formed or authorized to transact business as a foreign limited partnership, pursuant to the Illinois Revised Uniform Limited Partnership Act, as now or hereafter amended; and,
c. All general or managing partners of any Applicant partnership which is not formed or authorized to transact business as a foreign limited partnership, pursuant to the Illinois Revised Uniform Limited Partnership Act, as now or hereafter amended.

Applicant: 5101 Main, LLC
By: Anthony Vai
Corporate Title: Managing Member
Date: 5/2/2024

Name: Michael Vai
Address: [Redacted]
Social Sec. # [Redacted] Driver's License [Redacted] Date of Birth: [Redacted] 57
General Partner [ ] Limited Partner [ ] Managing Partner [X] Ownership Interest: 24.41%

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

Vai Hospitality Group, LLC License #1A-1138582 exp. 05/31/24 issued: 2018
796 Hospitality, LLC License #1A-1154582 exp. 05/31/24 issued: 06/29/23 (Attach completed Background Check Waiver)
My Buddies Dough, LLC License #1A-0104118 exp. 03/31/24 issued: 2012

Name: Anthony Vai
Address: [Redacted]
Social Sec. # [Redacted] Driver's License # [Redacted] Date of Birth: [Redacted] 485
General Partner [ ] Limited Partner [ ] Managing Partner [X] Ownership Interest: 21.85%

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

Vai Hospitality Group, LLC
796 Hospitality, LLC (Attach completed Background Check Waiver)
My Buddies Dough, LLC

Name: Sandy Georgaras  
Address: [REDACTED]  
Social Sec. # [REDACTED] Driver's License # [REDACTED] Date of Birth: [REDACTED] 1967  
General Partner  Limited Partner \_\_\_\_\_ Managing Partner \_\_\_\_\_ Ownership Interest: 9.83%

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

Vai Hospitality Group, LLC  
796 Hospitality, LLC

(Attach completed Background Check Waiver)

Name: Peter Georgaras  
Address: [REDACTED]  
Social Sec. # [REDACTED] Driver's License # [REDACTED] Date of Birth: [REDACTED] 1966  
General Partner  Limited Partner \_\_\_\_\_ Managing Partner \_\_\_\_\_ Ownership Interest: 10.02%

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

796 Hospitality, LLC

(Attach completed Background Check Waiver)

Name: Scott Wegener  
Address: [REDACTED]  
Social Sec. # [REDACTED] Driver's License # [REDACTED] Date of Birth: [REDACTED] 71  
General Partner  Limited Partner \_\_\_\_\_ Managing Partner \_\_\_\_\_ Ownership Interest: 20%

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

Vai Hospitality Group, LLC  
796 Hospitality, LLC

(Attach completed Background Check Waiver)

Name: Paperless Group, LLC  
Address: 11650 West Grand Avenue, Northlake, IL 60164  
EIN Social Sec. # 99-0591899 Driver's License # N/A Date of Birth: 01/2024  
General Partner  Limited Partner \_\_\_\_\_ Managing Partner \_\_\_\_\_ Ownership Interest: 13.89%

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

(Attach completed Background Check Waiver)





# VILLAGE OF DOWNERS GROVE, ILLINOIS BUSINESS ACTIVITY DECLARATION

1. Name of Liquor License Applicant/Holder: 5101 Main, LLC  
 Doing Business As: Entourage Restaurant  
 Address: 5101 Main St., Downers Grove, IL 60515  
 Email (corporate): anthony@entouragerestaurant.com Email (site): \_\_\_\_\_  
 Phone: 630-521-5212 License Class: R1/O

2. Main or Principal Business to be conducted by the Applicant: Full service Restaurant  
 wherein the following is devoted to the sale/service of:  
 \_\_\_\_\_ ( 75 %) Food \_\_\_\_\_ ( 25 %) Alcohol  
 \_\_\_\_\_ ( \_\_\_\_\_ %) Non-alcoholic beverages \_\_\_\_\_ ( \_\_\_\_\_ %) Other - List:  
 \_\_\_\_\_

3.

HOURS	OPEN	CLOSE
Monday	closed	closed
Tuesday	11:30	9:30
Wednesday	11:30	9:30
Thursday	11:30	9:30
Friday	11:30	10:30
Saturday	11:00	10:30
Sunday	11:00	9:00

**THE UNDERSIGNED, BEING DULY SWORN, DOES STATE AS FOLLOWS:**

- A. THAT THE UNDERSIGNED IS EMPOWERED TO PREPARE AND SIGN THIS APPLICATION ON BEHALF OF THE APPLICANT.
- B. THAT THE UNDERSIGNED HAS REVIEWED THIS DECLARATION AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE.

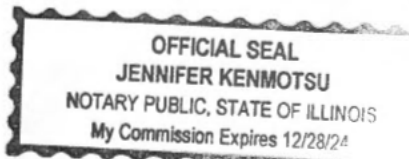
APPLICANT:

5101 Main, LLC  
Name of Corporation/Partnership/LLC/Sole Proprietorship

BY: \* Anthony Vai

NAME: Anthony Vai

TITLE: Managing Member



Subscribed and sworn to be me this 22nd day of

May, 20 24

Jennifer Kenmotsu  
Notary Public



### Village of Downers Grove Outdoor Sales Application

DATE: 5/2/24

Application is hereby made to the Village of Downers Grove for the sale, service and consumption of alcoholic liquor in an outdoor seating area adjacent to premises licensed to sell alcoholic liquor for consumption on the premises. In support of said application the following is submitted:

1. Name of Applicant 5101 Main, LLC

Address 5101 Main St., #

City Downers Grove State IL Zip 60515 Phone 630-521-5212

2. Doing Business As Entourage Restaurant

Address 5101 Main St.

City Downers Grove State IL Zip 60515 Phone 630-521-5212

Class of License 0 Liquor License Number \_\_\_\_\_

3. Name of Manager Catherine Jackson

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

4. In addition to this application form the following shall be submitted:

**Site Plan** - This shall be drawn to scale, and with sufficient detail to depict the proposed outdoor seating area. This should include, but is not limited to, the location and area surrounding as well as the location and dimension. This shall depict the location of ingress, egress, tables, decorations, furnishings, equipment, entertainment/sound amplifying equipment, perimeter barriers, the total square footage to be occupied by the area and the maximum seating capacity.

**Operation Plan** - This shall describe the proposed outdoor area detail. This should include, but is not limited to, the dates, days and hours of operation, liquor service manuals, staff, security, maintenance personnel and proposed menu, and such other items as may be appropriate.

**Improvement Plan** - Detailed plans showing all proposed changes or improvements related to the outdoor seating area.

**Application Fee** – See Administrative Regulation entitled "User-Fee, License and Fine Schedule".

5. Applicant understands and agrees that additional information and material may be required during the processing of this application related to this application, the information provided herein, including attachments. Applicant agrees to provide such additional information and material and that failure to do so may delay the processing of this application or result in its denial. In the event Applicant is made aware that any information or document submitted as part of this application process is inaccurate or incomplete, Applicant agrees to immediately notify the Village and provide appropriate corrections. Applicant understands and agrees to provide such additional information and material, and that failure to do so may delay the processing of this application or result in its denial.

**THE UNDERSIGNED, BEING DULY SWORN, DOES STATE AS FOLLOWS:**

- A. THAT THE UNDERSIGNED IS EMPOWERED TO PREPARE AND SIGN THIS APPLICATION ON BEHALF OF THE APPLICANT.**
- B. THAT THE UNDERSIGNED HAS REVIEWED THIS APPLICATION AND ALL ATTACHMENTS AND SUBMITTALS, AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE.**
- C. THAT THE UNDERSIGNED HAS REVIEWED AND SHALL COMPLY WITH THE PROVISIONS OF THE DOWNERS GROVE MUNICIPAL CODE AS IT RELATES TO OUTDOOR SALES.**

APPLICANT: 5701 Main, LLC

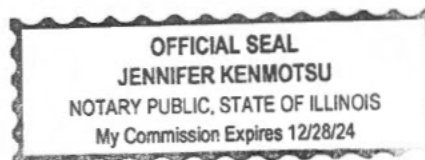
PRINT NAME: Anthony Vai

SIGNATURE: *Anthony Vai*

TITLE: Managing member

Subscribed and sworn to before me this 22<sup>nd</sup> day of May, 2024.

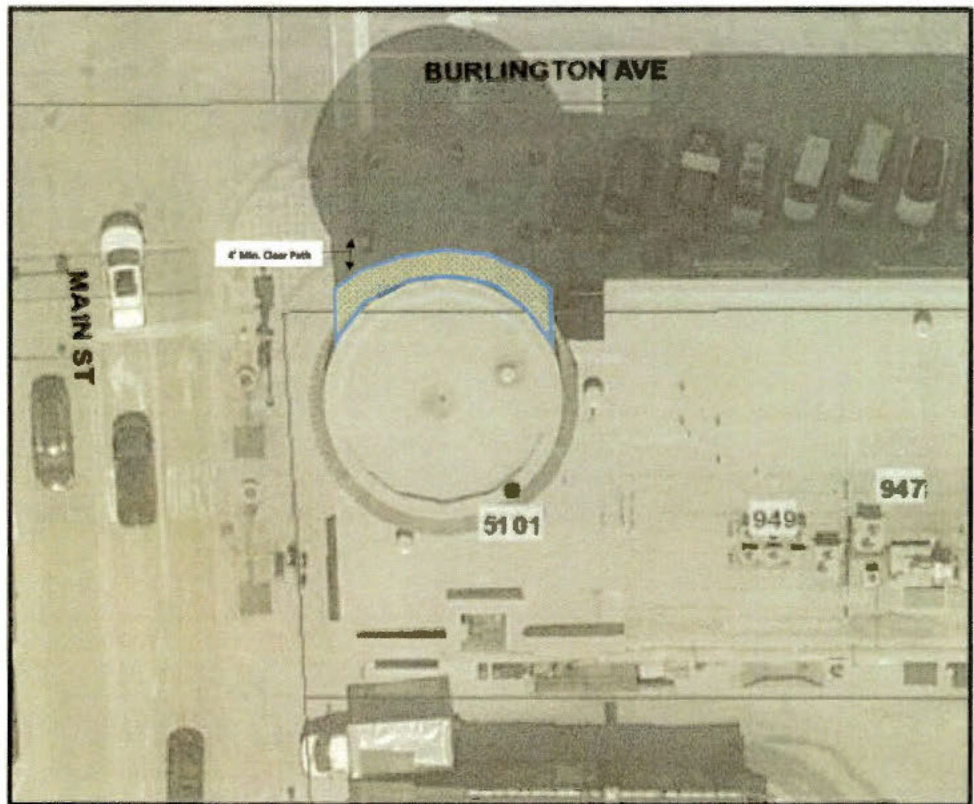
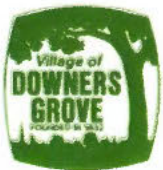
*Jennifer Kenmotsu*  
Notary Public



Entourage: 5101 Main

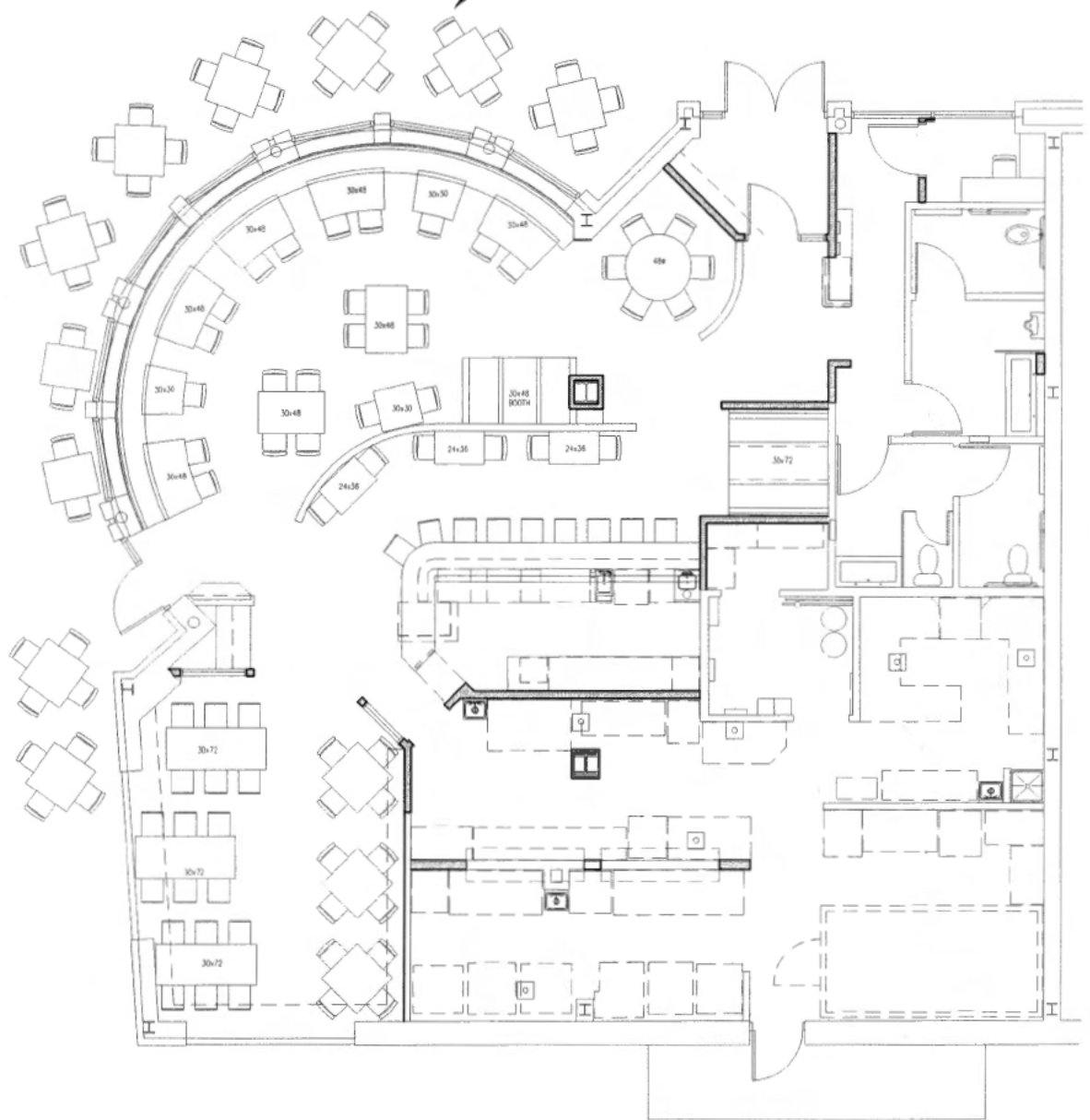
— Sidewalk Café Limits  
■ Café Area

Sidewalk Area: 329 SF



N

(8) 36"x36" TABLES  
(2) 30"x36" TABLES  
TOTAL OCCUPANCY = 36



**5101 MAIN ST. - OUTDOOR DINING**

3/32" = 1'-0"

0' 2' 4' 8' 16'



VILLAGE OF DOWNERS GROVE, ILLINOIS  
CERTIFIED EMPLOYEE DECLARATION

I, Anthony Vai, DO HEREBY CERTIFY THAT I am the  
Print Name  
Managing Member of 501 Main, LLC and I DO  
Corporate title/Position Corporation

HEREBY FURTHER CERTIFY THAT the attached document is a true, correct and complete  
list of current employees who serve, sell or distribute alcoholic liquor of Entourage Restaurant  
d/b/a  
located at 501 Main St., Downers Grove, Illinois.  
Business Address

I DO HEREBY FURTHER CERTIFY THAT the attached copies of training certificates are true,  
correct and valid copies of the training certifications for each of the employees.

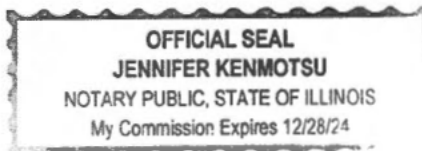
Date: 5/2/24

Anthony Vai  
Signature

Subscribed and sworn to before me this 2<sup>nd</sup> day of May, 2024.

Jennifer Kenmotsu  
Notary Public

Attachments:  
*Employee list*  
*Certifications*





City of Naperville  
Certificate of Training  
Online BASSET Certificate



Catherine Jackson

Successfully Completed the Online Course  
**B.A.S.S.E.T. Recertification**  
5/8/2024

*Expires 3 Years from Date of Issue*

B.A.S.S.E.T. Instructor 5A-0070464

**ACADIA ON THE GREEN  
SHOPPING CENTER LEASE**

THIS LEASE is made as of the 8th day of November, 2023, by and between ACADIA RETAIL, LLC, an Illinois limited liability company ("Landlord") and 5101 MAIN LLC, an Illinois limited liability company ("Tenant").

WITNESSETH THAT, in consideration of the rents, covenants and agreements hereinafter set forth, such parties enter into the following agreements:

ARTICLE I

BASIC LEASE PROVISIONS AND EXHIBITS

Section 1.1. Basic Lease Provisions.

The following references furnish data to be incorporated in the specified Sections of this Lease. Each of the sections of this Lease referred to in this Section 1.1 shall be deemed incorporated by reference as if fully set forth herein; each of the basic lease provisions of this Section 1.1 shall be deemed incorporated into the sections noted in this Section 1.1, as if fully set forth in said section.

- (A) Section 2.1: Premises: 5101 Main St., Downers Grove, Illinois containing approximately (3,015) square feet
- (B) Section 2.3: Term: The term of this Lease ("Lease Term") shall commence on the Possession Date, as defined in Section 3.4 below. The obligation of Tenant to pay Base Rent, Tenant's Proportionate Share of Taxes and Landlord's Operating Costs and Landlord Key Money Rent shall commence and accrue as of and on February 1, 2024 (the "Commencement Date"). The Lease Term shall expire on January 31, 2034 (the "Expiration Date").
- (C) Section 2.5: Permitted Use: Full-service restaurant and bar with the right to serve and dispense alcoholic beverages, subject to obtaining all necessary and/or required licenses and permits, and for no other purpose whatsoever without Landlord's prior written consent which shall not be unreasonably withheld, conditioned or delayed.
- (D) Section 3.4: Five (5) business days after Landlord notifies Tenant in writing that Landlord has recovered possession of the Premises from the prior tenant and delivers possession of the Premises to Tenant in accordance with Exhibit D attached hereto and incorporated herein by this reference.
- (E) Section 4.1: Base Rent:

<u>Period</u>	<u>Annual</u>	<u>Monthly</u>	<u>Sq. Ft.</u>
Possession Date - Commencement Date	[REDACTED]		
Lease Year 1			
Lease Year 2			
Lease Year 3			
Lease Year 4			
Lease Year 5			
Lease Year 6			
Lease Year 7			
Lease Year 8			
Lease Year 9			
Lease Year 10			
<u>Option Period 1</u>	<u>Annual</u>	<u>Monthly</u>	<u>Sq. Ft.</u>
Lease Years 11-15	[REDACTED]		
<u>Option Period 2</u>	<u>Annual</u>	<u>Monthly</u>	<u>Sq. Ft.</u>
Lease Years 16-20	[REDACTED]		

- (F) Section 4.1: Intentionally Omitted
- (G) Section 8.2: Trade Name: TBD
- (H) Section 24.14: Broker: Katherine P. Rintz for Landlord, who shall receive its compensation from Landlord pursuant to separate agreement.



# ENTOURAGE

MINDFULLY CRAFTED AMERICAN KITCHEN + COCKTAILS

## SMALL PLATES

- V** **Rosemary Focaccia - 9**  
Made Fresh Daily • Mediterranean Olives • Sea Salt Butter
  
- gf** **ve** **Vietnamese Summer Rolls - 14**  
Roasted Shiitake Mushroom • Assorted Fresh Veggies • Rice Noodles • Basil • Cilantro • Sweet Chili Sauce • Spicy Peanut Sauce
  
- V** **Tempura Fried Cheese Curds - 14**  
Wisconsin Sharp White Cheddar Cheese Curds • Crispy Battered • Giardiniera • Chipotle Aioli
  
- Sweet Chili Calamari - 17**  
Flash Fried • Cherry Peppers • Banana Peppers • Shishito • Sweet Chili Firecracker Sauce
  
- Jumbo Lump Maryland Crab Cake - 23**  
Corn Relish • Smoked Pepper Butter Sauce • Basil Oil • Rainbow Micro Greens
  
- gf** **Spicy Shrimp & Jalapeno Grits - 17**  
Blackened Wild Shrimp • Andouille Sausage • Charred Jalapeno • Charred Corn • Baby Peppers • Creole Cream
  
- gf** **Hot Pepper Chicken Wings - 17**  
Johnny Vai's Hot Pepper Mix • Charred Jalapeno • Habanero Marinade • Roasted Garlic + Herb Butter • Blue Cheese Crumbles • Danish Blue Cheese Dip
  
- gf** **Entourage Deviled Eggs - 15**  
Traditional Deviled Eggs • Kona Coffee + Brown Sugar Glazed Bacon • Maple Syrup
  
- Spicy Ahi Tuna + Crispy Rice - 17**  
Crispy Sushi Rice • Avocado • Spicy Aioli • Wasabi Crema • Eel Sauce • Micro Greens
  
- Prime Cheeseburger Sliders - 17**  
Three Each • White American Cheese • Roma Tomato • Lettuce • Pickle • Onion • Secret Sauce • Mini Brioche
  
- Filet Mignon Sliders - 16 add slider - 8**  
Two 2oz. Filet Medallions • Horseradish Cream • Pickled Onion • Oven Roasted Roma Tomato • Arugula • Mini Brioche

## SOUPS + SALADS

- Maine Lobster Bisque - 13**  
Jumbo Lump Crab Meat • Brioche Crouton • Sherry • Basil Oil • Micro Greens
  
  - Classic French Onion - 10**  
Caramelized Sweet Onions • Brioche Crouton • Gruyere Al Forno
  
  - V** **gf** **Roasted Beets + Whipped Goat Cheese - 15**  
Arugula • Baby Gem • Spicy Pecans • Fennel • Hot Honey • Blood Orange Vinaigrette
  
  - Entourage Wedge Small - 10 Large - 14**  
Romaine • Kona Coffee + Brown Sugar Bacon • Egg • Campari Tomato • Cucumber • Crispy Onions • Danish Blue • Creamy Blue Cheese Dressing
  
  - Classic Caesar Small - 11 Large - 15**  
Baby Gem • Focaccia Crostini • Creamy Caesar • Reggiano • EVOO
- Add to any Salad**

  - Grilled Chicken - 6**
  - Salmon - 12**
  - Crab Cake - 15**
  - 4pc Grilled Shrimp - 6**
  - 5oz Long Island Steak - 15**
  - Blackened Ahi Tuna - 13**
- gf** **Seafood Green Goddess Cobb**  
**Small - 17 Large - 29**  
Shrimp • Bay Scallops • Jumbo Lump Crab • Egg • Avocado • Campari Tomato • Grilled Corn • Bacon • Blue Cheese • Creamy Green Goddess Dressing
  
  - gf** **Long Island Steak Salad - 25**  
5oz. Dry-Aged • Campari Tomatoes • Cucumber • Goat Cheese • Deviled Egg • Artichoke • Roasted Peppers • Local Greens • Bacon • Avocado Vinaigrette

## KIDS

Ages 10 & Under

- Crispy Panko Chicken Tenders + Fries - 12**
- gf** **Wood Grilled Salmon + Broccolini - 15**
- Prime Cheeseburger + Fries - 13**
- gf** **Filet Mignon + Broccolini - 19**
- V** **Mac + Cheese - 12**
- V** **Spaghetti Alfredo - 11**

# SIGNATURES

## Chicken Giardiniera - 27

Pan Roasted Chicken Breast • Artichoke • White Wine • Hot Giardiniera • Herb Chicken Glacé • Arugula • Tomatoes • Campanelle Pasta • Parmesan Cream

## Bavette Steak Frites - 37

8oz. Linz Heritage • Tempura Cheese Curds • Crispy Garlic • Herb Garlic Butter • Parmesan • Fresh Cut Fries

## **V** Wild Mushroom Sacchetti - 23

Seasonal Wild Mushrooms • Garlic • Chili Flake • White Wine • Fresh Herbs • Reggiano Cream • Truffle Oil • Garlic Toast

## Manchego Chicken + Tortellacci - 27

Manchego + Panko Crusted Chicken Breast • Arugula • Blistered Tomato • Spinach • Shaved Prosciutto • Tortellacci • Pesto + Parmesan Cream

## Entourage Burger - 19

8oz. Prime • White Cheddar • Herb Aioli • Lettuce • Tomato • Onion • Brioche Bun • Fresh Cut Fries

## **gf** Baby Back Ribs Half Slab 23 • Full Slab 37

Smoked Slow + Low • BBQ Glazed • Sandy's Slaw • Fresh Cut Fries

## Classic Chicken Pot Pie - 25

Chicken Tenderloin • Mushroom • Peas • Corn • Peppers • Carrot • Thyme • Sherry • Cream • Flaky Pie Crust

## Lobster + Shrimp Galletti - 39

Tomato • Spinach • Charred Jalapeño • Lemon • White Wine • Parmesan Cream • Garlic Toast

## Dry-Aged Wagyu Bolognese - 23

Westholme Wagyu Bolognese Sauce • Fresh Pappardelle • Parmesan • Garlic Toast

# SEAFOOD

*sustainably sourced*

## **gf** Orange Basil Salmon - 31

Orange Glazed • Parmesan Risotto • Shishito • Charred Peppers • Orange + Basil Butter Sauce

## **gf** Miso Marinated Chilean Seabass - 43

Broccolini • Charred Peppers • Wild Mushrooms • Black Truffle Risotto • Lemon Butter Sauce

## Pistachio Crusted Whitefish - 29

Parmesan Risotto • Asparagus • Butternut Squash • Arugula • Shaved Fennel • Lemon Beurre Blanc

## **gf** North Atlantic Jumbo Scallops - 37

Vegetable Risotto • Smoked Bacon • Corn Lemon Butter • Charred Jalapeño Chimichurri

# Linz Heritage Angus Steaks

Served with Truffled Crispy Potato Pavé • Pickled Onions • Oven Dried Tomato • EVOO

## DRY-AGED

### **gf** Long Island - 35

10oz. Cut • 28 Days Dry-Aged • Lean

### **gf** Delmonico Ribeye - 55

12oz. Cut • 35 Days Dry-Aged • Excellent Marbling

### **gf** New York Strip - 55

12oz. Center Cut • 35 Days Dry-Aged • Heavily Marbled

### **gf** Tomahawk Chop - MKT

38oz. Cut • Bone-In • 42 Days Dry-Aged • Sliced for the Table

## WET-AGED

### **gf** Twin Filet Medallions - 43

(2ea) 4oz. Center Cut • Tender • Lean

### **gf** Filet Mignon - 55

8oz. Center Cut • Tender • Lean

### **gf** Skirt Steak - 45

10oz. Cut • Tender • Excellent Marbling

### Steak Additions:

**Signature Crusts** - Wild Mushroom Truffle • Parmesan • Blue Cheese • Horseradish - 4

**Classic Sauces** - Au Poivre • Wagyu Bone Marrow Butter • Black Truffle Butter - 4

**Add** - Jumbo Lump Crab Cake - 19 Jumbo Scallop - 11 Shrimp Scampi - 12

South African Lobster Tail - 27 Wagyu Bone Marrow - 13

# SIDES

## Lobster Mac + Cheese - 25

Campanelle Pasta • Butter Poached Lobster • Lobster + Gouda Cream

## **V gf** Wood Grilled Asparagus - 11

Truffle Butter • Lemon • Sea Salt

## **gf** Crispy Brussels Sprouts - 11

Smoked Bacon • Apple Vinaigrette • Parmesan

## **V gf** Parmesan Risotto - 11

Reggiano • EVOO

## **V gf** Fresh Cut Truffle Fries - 11

Parmesan • Sea Salt • Black Truffle Oil

## **gf** Twice-Baked Potato - 9

House Smoked Bacon • Cheddar + Jack • Chives

# ENTOURAGE

MINDFULLY CRAFTED AMERICAN KITCHEN + COCKTAILS

## SMALL PLATES

- V** **Rosemary Focaccia - 9**  
Made Fresh Daily • Mediterranean Olives •  
Sea Salt Butter
- gf** **V** **Vietnamese Summer Rolls - 14**  
Roasted Shiitake Mushroom • Assorted Fresh  
Veggies • Rice Noodles • Basil • Cilantro •  
Sweet Chili Sauce • Spicy Peanut Sauce
- V** **Tempura Fried Cheese Curds - 14**  
Wisconsin Sharp White Cheddar Cheese Curds •  
Crispy Battered • Giardiniera • Chipotle Aioli
- Sweet Chili Calamari - 17**  
Flash Fried • Cherry Peppers • Banana Peppers •  
Shishito • Sweet Chili Firecracker Sauce
- Jumbo Lump Maryland Crab Cake - 23**  
Corn Relish • Smoked Pepper Butter Sauce •  
Basil Oil • Rainbow Micro Greens
- gf** **Spicy Shrimp & Jalapeno Grits - 17**  
Blackened Wild Shrimp • Andouille Sausage •  
Charred Jalapeno • Charred Corn •  
Baby Peppers • Creole Cream
- gf** **Hot Pepper Chicken Wings - 17**  
Johnny Vai's Hot Pepper Mix • Charred Jalapeno •  
Habanero Marinade • Roasted Garlic + Herb Butter •  
Blue Cheese Crumbles • Danish Blue Cheese Dip
- gf** **Entourage Deviled Eggs - 15**  
Traditional Deviled Eggs • Kona Coffee + Brown  
Sugar Glazed Bacon • Maple Syrup
- Spicy Ahi Tuna + Crispy Rice - 17**  
Crispy Sushi Rice • Avocado • Spicy Aioli •  
Wasabi Crema • Eel Sauce • Micro Greens
- Prime Cheeseburger Sliders - 17**  
Three Each • White American Cheese •  
Roma Tomato • Lettuce • Pickle • Onion •  
Secret Sauce • Mini Brioche
- Filet Mignon Sliders - 16 add slider - 8**  
Two 2oz. Filet Medallions • Horseradish Cream •  
Pickled Onion • Oven Roasted Roma Tomato •  
Arugula • Mini Brioche
- gf** **Crispy Brussels Sprouts - 11**  
Smoked Bacon • Apple Vinaigrette • Parmesan
- V** **gf** **Fresh Cut Truffle Fries - 11**  
Parmesan • Sea Salt • Black Truffle Oil

## SOUPS + SALADS

- Maine Lobster Bisque - 13**  
Jumbo Lump Crab Meat • Brioche Crouton •  
Sherry • Basil Oil • Micro Greens
- Classic French Onion - 10**  
Caramelized Sweet Onions • Brioche Crouton •  
Gruyere Al Forno
- V** **gf** **Roasted Beets +  
Whipped Goat Cheese - 15**  
Arugula • Baby Gem • Spicy Pecans • Fennel •  
Hot Honey • Blood Orange Vinaigrette
- Entourage Wedge Small - 10 Large - 14**  
Romaine • Kona Coffee + Brown Sugar Bacon •  
Egg • Campari Tomato • Cucumber • Crispy Onions •  
Danish Blue • Creamy Blue Cheese Dressing
- Classic Caesar Small - 11 Large - 15**  
Baby Gem • Focaccia Crostini •  
Creamy Caesar • Reggiano • EVOO
- Add to any Salad**

**Grilled Chicken - 6**

**Salmon - 12**

**Crab Cake - 15**

**4pc Grilled Shrimp - 6**

**5oz Long Island Steak - 15**

**Blackened Ahi Tuna - 13**
- gf** **Seafood Green Goddess Cobb**  
**Small - 17 Large - 29**  
Shrimp • Bay Scallops • Jumbo Lump Crab • Egg •  
Avocado • Campari Tomato • Grilled Corn • Bacon •  
Blue Cheese • Creamy Green Goddess Dressing
- gf** **Long Island Steak Salad - 25**  
5oz. Dry-Aged • Campari Tomatoes • Cucumber •  
Goat Cheese • Deviled Egg • Artichoke •  
Roasted Peppers • Local Greens •  
Bacon • Avocado Vinaigrette
- Crispy Hot Chicken Chopped - 17**  
Fried Chicken Tenders • Calabrese Hot Sauce •  
Crisp Lettuce • Campari Tomato • Red Onion •  
Danish Blue Cheese • Grilled Corn • Cucumber •  
Creamy Parmesan Dressing • Crispy Fried Onions
- Blackened Ahi Tuna + Avocado Salad - 19**  
Crisp Greens • Avocado • Carrots • Snap Peas •  
Baby Peppers • Cilantro • Crispy Wontons •  
Spicy Thai Peanut Vinaigrette

# SIGNATURES

## Manchego Chicken + Tortellacci - 23

Manchego + Panko Crusted Chicken Breast • Arugula • Blistered Tomato • Spinach • Shaved Prosciutto • Tortellacci • Pesto + Parmesan Cream

## Classic Chicken Pot Pie - 21

Chicken Tenderloin • Roasted Mushroom • Peas • Grilled Corn • Charred Peppers • Roasted Carrot • Thyme • Sherry • Cream • Flaky Pie Crust

## Dry-Aged Wagyu Bolognese - 23

Westholme Wagyu Bolognese Sauce • Fresh Pappardelle • Parmesan • Garlic Toast

## Orange Basil Salmon - 29

Orange Glazed • Parmesan Risotto • Shishito • Charred Peppers • Orange + Basil Butter Sauce

## Korean BBQ Steak Bowl - 21

Wood Grilled + Marinated Filet Medallions • Avocado • Sweet + Sour Cucumber • Sugar Snap Peas • Roasted Mushrooms • Carrot • Furikake Sticky Rice

## Chicken Giardiniera - 23

Pan Roasted Chicken Breast • Artichoke • White Wine • Hot Giardiniera • Herb Chicken Glacé • Arugula • Tomatoes • Campanelle Pasta • Parmesan Cream

## Wild Mushroom Sacchetti - 23

Seasonal Wild Mushrooms • Garlic • Chili Flakes • White Wine • Fresh Herbs • Reggiano Cream • Truffle Oil • Garlic Toast

## Jumbo Shrimp Galletti - 23

Tomato • Spinach • Charred Jalapeño • Lemon • White Wine • Parmesan Cream • Garlic Toast

## Pistachio Crusted Whitefish - 27

Parmesan Risotto • Asparagus • Butternut Squash • Arugula • Shaved Fennel • Lemon Beurre Blanc

## Ahi Tuna Dynamite Bowl - 21

Spicy Kewpie Mayo • Avocado • Carrot • Sweet + Sour Cucumber • Sugar Snap Peas • Roasted Mushrooms • Furikake Sticky Rice

## Baby Back Ribs Half Slab 23 • Full Slab 37

Smoked Low + Slow • BBQ Glazed • Sandy's Slaw • Fresh Cut Fries

# MODERN AMERICAN CUTS

## Dry-Aged Long Island - 35

10oz. Cut • 28 Days Dry-Aged • Lean • Truffled Crispy Potato Pave • Pickled Onion • Oven Dried Tomato • EVOO

## Bavette Steak Frites - 37

8oz. Linz Heritage • Tempura Fried Wisconsin Cheese Curds • Crispy Garlic • Herb Garlic Butter • Parmesan • Fresh Cut Fries

# CRAFTED HANDHELDS

All Sandwiches Come with Choice of Fresh Cut Fries or Side Salad  
Sub Fresh Fruit - 3 • Sub Truffle Fries - 4

## Entourage Burger - 19

8oz. USDA Prime • White Cheddar • Herb Aioli • Lettuce • Tomato • Onion • Brioche Bun

## El Diablo Burger - 19

8oz. USDA Prime • Provolone • Avocado • Johnny Vai's Hot Pepper Mix • Tomato • Lettuce • Chipotle Aioli • Brioche Bun

## Wood Grilled Mahi Tacos - 17

Veggie Slaw • Spicy Aioli • Pico de Gallo • Cilantro Crema • White Corn Tortillas

## Smoked Brisket Grilled Cheese - 19

LHA Reserve • Smoked Low + Slow • Gouda • BBQ Ranch Aioli • Pickled Onion • Sourdough

## New England Lobster Roll - 28

Butter Poached • Chilled Lobster • Baby Gem • Calabrese + Lemon Aioli • Brioche Roll

## Crispy Hot Chicken + Avocado - 17

Fried Chicken Breast • Calabrese Hot Sauce • Blue Cheese • Arugula • Tomato • Avocado • Aioli • Brioche Bun

## Entourage Cheesesteak - 18

Shaved Ribeye • Provolone • Giardiniera • Carmelized Onion • Baby Gem • Roasted Tomato • Aioli • French Baguette

## New York Style Reuben - 19

Premium Corned Beef • Roasted Low + Slow • Caramelized Sauerkraut • Louie Dressing • Swiss Cheese • Rustic Rye

## Natural Turkey Smash Burger - 18

Two 4oz Ground Turkey Patties • Spices • Provolone • Charred Pepper • Caramelized Onion • Lettuce • Tomato • Chipotle Aioli • Brioche Bun

# KIDS

## Crispy Panko Chicken Tenders + Fries - 12

## Wood Grilled Salmon + Broccolini - 15

## Prime Cheeseburger + Fries - 13

## Filet Mignon + Broccolini - 19

## Mac + Cheese - 12

## Spaghetti Alfredo - 11

# ENTOURAGE

MINDFULLY CRAFTED AMERICAN KITCHEN + COCKTAILS

## Desserts

*(with Suggested Pairings)*

### Key Lime Pie - 10

Graham Cracker Crust • Italian Meringue • Raspberry Sauce • Seasonal Berries • Key Lime Gelato  
*add 2015 Castelnau de Suduiraut Sauternes, France - 13*

### Banana Cream Pie - 10

Fresh Bananas • Graham Cracker Crust • Banana Custard • Whipped Cream •  
Foster's Caramel Sauce • White Chocolate  
*add Quinta do Infantado 20yr Tawny Port, Portugal - 16*

### **gf** Classic Crème Brulee - 9

Burnt Turbinado Sugar • Tahitian Vanilla Bean Custard • Seasonal Berries  
*add Pierre Ferrand 1840 Cognac - 10*

### Chocolate Heath Bar Crunch Cake - 11

Dark Chocolate Ganache • Toffee Crunch • Whipped Cream • Chocolate Sauce • Caramel •  
Seasonal Berries • Cocoa  
*add Affogato "Martini" - 14*

### Wild Berry Cheesecake - 9

Graham Cracker Crust • Whipped Cream • Fresh Berry Compote •  
Seasonal Berries • Mint  
*add French Silk Martini - 14*

### Red Velvet Bundt Cake - 9

Sweet Cream Cheese Frosting • Vanilla Bean Gelato • Seasonal Berries • Raspberry Sauce  
*add Banana Cream Martini - 14*

### **gf** Flourless Chocolate Cake - 9

Vanilla Bean Gelato • Chocolate Sauce • Whipped Cream • Seasonal Berries • Mint  
*add 2015 Ferreira Late Bottle Vintage Port, Portugal - 12*

### **gf** House Made Premium Ice Creams

Ash you server for today's crafted selections  
1 scoop - 4    2 scoops - 7

### **vg gf** House Made Sorbets

Mango • Raspberry  
1 scoop - 4    2 scoops - 7

**v** vegetarian   **vg** vegan   **gf** gluten free

18% gratuity added to parties of 7 or more  
(we are not a flour free kitchen-all ingredients not listed on the menu)  
nuts / tree-nuts / wheat / soy / dairy are used in our kitchen and may have come in contact with other products  
\*consuming raw or undercooked meats / poultry / seafood / shellfish / eggs, may increase your risk of foodborne illness

# ENTOURAGE

MINDFULLY CRAFTED AMERICAN KITCHEN + COCKTAILS

## After Dinner Drinks

### Cocktails

#### French Silk Martini - 13

360 Chocolate Vodka • ChocoLat Triple Chocolate •  
Dark Crème de Cacao • Sweet Cream Cheese Frosting

#### Banana Cream Martini - 13

Vanilla Vodka • Banana Cream Liqueur • Licor 43 •  
Crème de Banana • Angostura Bitters • Graham Cracker

#### Affogato "Martini" - 14

Rock Town Vodka • Songbird Coffee Liqueur • Kamora Mexican Coffee Liqueur •  
Vanilla Bean Gelato • Espresso Whipped Cream • A Spoon

### Dessert Wines

Castelnaud de Suduiraut 2015 Sauternes, France	13
Taylor Fladgate 10yr Tawny Portugal	13
Quinta do Infantado 20yr Tawny Portugal	16
Ferreira Late Bottled Vintage 2015 Portugal	12
Dow's Vintage 2000 Portugal	25

### Cognac

Pierre Ferrand 1840 1er Cru	10
Courvoisier VS	8
Remy Martin VSOP	12
D'Usse VSOP	12
Hardy XO	28
Castarede XO Armagnac	16
Bhakta 1996 Armagnac	42

### Amaro

Angostura	7
Aperol	8
Averna	8
Braulio	8
Campari	8
Cardamaro	9
Daytrip Strawberry	9
Fernet-Branca	9
Lo-Fi Gentian	9
Meletti Fernet	9
Montengro	9
Mr Black Coffee	10
Rossa Amara d'Arancia	9

### Liqueurs

Buffalo Trace Bourbon Cream	9
Fabrizia Limoncello	9
Fabrizia Pistachio Cream	9
Frangelico	9
Grand Marnier	9
Green Chartreuse	12
Jeppson's Barrel Aged Malort	9
Jeppson's Malort	7
Kamora Coffee	8
Licor 43	8
Lorenzo Inga Grappa di Barolo	10
Luxardo Amaretto	8
Meletti Coffee	9
Meletti Sambuca	10
Yellow Chartreuse	12

# ENTOURAGE

MINDFULLY CRAFTED AMERICAN KITCHEN + COCKTAILS

## WEEKEND BRUNCH

### SPECIALTIES

#### **Crispy Hot Chicken + Waffles - 19**

True Belgian Waffle • Crispy Chicken Tenders •  
Calabrian Chili Hot Sauce • Maple Syrup •  
Candied Bacon • Whipped Cream • Fresh Berries

#### **Smoked Brisket Hash Scramble - 19**

Hickory Smoked Beef Brisket • Crispy Potatoes •  
Wild Mushrooms • Baby Peppers • Caramelized Onions •  
Cheddar + Jack • 2 Farm Fresh Eggs Any Style

#### **Huevos Rancheros Tostada - 17**

2 Farm Fresh Eggs • Stacked Crispy Corn Tortillas •  
Refried Black Beans • Aged Cheddar + Jack •  
Roasted Poblano Peppers • Avocado Crema •  
Pico de Gallo • Avocado Salsa • Ranchero Sauce

#### **Burrata + Avocado Toast - 18**

Grilled Country Bread • Smashed Haas Avocado •  
Wood Grilled Campari Tomato • Basil Pesto •  
Balsamic Syrup • Micro Greens • 2 Eggs Any Style

#### **V Blueberry Pancakes - 17**

Fresh Seasonal Berries • Wild Berry Compote •  
Whipped Cream • Powdered Sugar • Maple Syrup

#### **Lobster + Avocado Omelet - 27**

Butter Poached Lobster Meat • Tomato • Spinach •  
Avocado • Provolone • Crispy Potatoes • Sourdough

#### **Egg White Omelet - 16**

Egg Whites • Asparagus • Grilled Corn •  
Charred Baby Peppers • Onions • Spinach •  
Goat Cheese • Crispy Yukon Potatoes • Sourdough

#### **Steak + Farm Fresh Eggs - 23**

6oz Linz Heritage Angus • Flat Iron • 2 Eggs Any Style •  
Crispy Potatoes • Sourdough

#### **Loco Moco - 19**

Wood Grilled Prime Burger • Crispy Sticky Rice •  
Furikake Salt • Wild Mushroom + Truffle Pan Gravy •  
2 Eggs Any Style

### BRUNCH LIBATIONS

#### **Apio Collins - 12**

Ford's Gin • Prolijo Mezcal • Cocchi Americano •  
Lime • Celery Syrup • Tonic

#### **Rhubarb Fizz - 12**

Ha'Penny Rhubarb Gin • Strawberry Amaro •  
Lime • Sugar • Sparkling Rosé

#### **Gotta Have My Pops - 12**

Mellow Corn Whiskey • Corn Pop Maple Syrup •  
Lemon • Egg White • Bitters

#### **Entourage Cobbler - 12**

Fino Sherry • Crème de Cassis •  
Lime • Peychaud's Bitters

#### **Entourage Mimosa or Bloody Mary - 6 / Peach Bellini - 7**

**V** vegetarian **vg** vegan **gf** gluten free

*18% gratuity added to parties of 7 or more  
(we are not a flour free kitchen-all ingredients not listed on the menu)  
nuts / tree-nuts / wheat / soy / dairy are used in our kitchen and may have come in contact with other products  
\*consuming raw or undercooked meats / poultry / seafood / shellfish / eggs, may increase your risk of foodborne illness*

# ENTOURAGE

MINDFULLY CRAFTED AMERICAN KITCHEN + COCKTAILS

## Draft Cocktails

**The Old Fashioned - 13**  
Old Forester 100 + Further Bourbons •  
Demerara Syrup • All Day Bitters •  
Orange Peel

**The Espresso Martini - 13**  
Rock Town Vodka • Songbird Coffee  
Liqueur • Borghetti Espresso  
Liqueur • Cold Brew Foam

Ask about today's frozen cocktail

## Handcrafted Cocktails

**The Smoking Gun - 14**  
Rittenhouse Rye • Songbird Coffee Liqueur •  
Meletti Amaro • Orange Bitters •  
Cherry Wood Smoke

**Weeping Angel - 14**  
Confianza Blanco Tequila • Lo-Fi Gentian Amaro •  
Agave Nectar • Lime • Egg White •  
Rosemary Bubble

**The Re-VAl-ver - 14**  
Prolijo Mezcal • Cocchi Americano • Italicus •  
Lemon • Sugar • Bitters • Absinthe

**Mad Rose - 14**  
Malfy Blood Orange Gin • Aperol •  
Sorel Hibiscus • Thai Basil Syrup •  
Lemon • Sparkling Rosé

**The Chameleon - 14**  
Rock Town Vodka • Singani 63 •  
Velvet Falernum • Lemon • Bitters •  
Butterfly Pea Syrup

**Silence Falls - 14**  
10 to 1 White + Plantation Dark Rums •  
Angostura Amaro • Orgeat •  
Lime • Blood Orange Ginger Beer

## N/A Cocktails

**In the Air Tonight - 12**  
Seedlip 94 Gin Alternative • Lemon •  
Cranberry • Club Soda • Black Walnut Bitters

**Kitty Hawk - 12**  
Lyre's Whiskey Alternative • Lime •  
Giffard N/A Aperitivo • Sugar

## Beer, Cider, Seltzer bottles + cans

**Miskatonic Vox - 8**  
Pilsner, Darien IL, 4.9% abv

**Cruz Blanca Mexico Calling - 6**  
Light Lager, Chicago IL, 4.7% abv

**Skeleton Key Shoot the Glass - 8**  
Oktoberfest, Woodridge IL, 6.5% abv

**Solemn Oath Midwest Dawn - 9**  
Wheat Ale, Naperville IL, 4.2% abv

**Off Color Beer for Golf - 8**  
Lemon/Tea Wit, Chicago IL, 4.5% abv

**Miskatonic West Coast Wizard - 7**  
West Coast IPA, Darien IL, 6.3% abv

**Half Acre Bodem - 8**  
IPA, Chicago IL, 6.7% abv

**Skeleton Key My Shoes Hurt - 9**  
Double IPA, Woodridge IL, 8.3% abv

**Belhaven - 8**  
Scottish Ale, Scotland, 5.2% abv

**Right Bee Semi-Dry - 6**  
Apple Cider, Chicago IL, 6.0% abv

**Suntory -196 Lemon - 6**  
Vodka Seltzer, LaCrosse WI, 6.0% abv

**Miller Lite - 5**

**Coors Light - 5**

**Miller High Life - 5**

**N/ABrews**

**Go Suspended in a Sunbeam - 7**  
Pilsner, Naperville IL

**Go Sunshine State - 7**  
Tropical IPA, Naperville IL

## Spirits 1.5 oz / 2.5 oz (ask for a complete list of selections)

### Whiskey

Bardstown Fusion #9	10/13
Basil Hayden's	9/12
Further	8/11
Jameson Irish	7/10
Journeyman Corsets, Whips & Whiskey	10/13
Koval Bottled-in-Bond Rye	11/14
Knob Creek 9yr	9/12
Knob Creek Rye	9/12
Maker's Mark	8/11
Mellow Corn	7/10
Michter's US-1 Small Batch	10/13
Nelson Bros.	8/11
Noah's Mill	9/12
Old Forrester 100 Proof	7/10
Resilient Bottled-in-Bond	9/12
Rowan's Creek	9/12
Sazerac Rye	8/11
Smoke Wagon Uncut	12/15
Whiskey Acres Bottled-in-Bond	11/14
WhistlePig Piggyback Bourbon 6yr	8/11
WhistlePig Rye 10yr	13/16
Willett Pot Still	10/13
Willett Rye	10/13
Woodford Reserve	9/12

### Scotch

Ardbeg 10yr - Islay	11/14
Balvenie Caribbean Cask 14yr - Speyside	10/13
Bank Note 5yr	7/10
Bruichladdich Port Charlotte 10yr - Islay	11/14
Cadenhead Glenrothes-Glenlivet 18yr - Speyside	15/18
Compass Box "Peat Monster" - Islay	11/14
Dalmore 12yr - Highlands	12/15
Glenlivet 12yr - Speyside	8/11
Macallan 12yr Sherry Oak - Highlands	12/15

### Tequila & Mezcal

Agave Trails Anejo	11/14
Casamigos Blanco	9/12
Confianza Blanco	8/11
Confianza Reposado	9/12
G4 Blanco	10/13
Patron Silver	9/12
Tequila Ocho Plata	10/13
Prolijo Espadín Mezcal	8/11
Vago "Elote" Mezcal	10/13

796 S. Rt 59, Naperville, IL  
630.999.8980



# ENTOURAGE

MINDFULLY CRAFTED AMERICAN KITCHEN + COCKTAILS

## WINES Sparkling + Pink

	6oz/9oz/Bottle
<i>Avisi Prosecco DOC, Veneto, Italy NV</i> .....	9/13/34
<i>Pierre Sparr Brut Rosé, Alsace, France NV</i> .....	13/19/49
<i>Collet Brut, Champagne, France NV</i> .....	22/33/86
<i>LaNerthe "Le Cassagnes" Rose, Côtes-du-Rhône, France 2021</i> .....	11/16/42
Vazart-Coquart Grand Cru Reserve Blanc de Blancs, Champagne, France NV .....	116

## Whites

	6oz/9oz/Bottle
<i>Shades of Blue Riesling, Mosel, Germany NV</i> .....	8/12/32
Monchoff Kabinett Riesling, Mosel, Germany 2021 .....	59
Emile Beyer Gewürztraminer, Alsace, France 2019 .....	49
<i>Pasqua Pinot Grigio, Verona, Italy 2022</i> .....	9/13/34
Roots "Autre Monde" Pinot Gris, Willamette Valley, Oregon 2022 .....	45
<i>Ocean Road Sauvignon Blanc, South Australia 2021</i> .....	8/12/32
<i>Elizabeth Spencer Sauvignon Blanc, Mendocino, CA 2021</i> .....	12/18/44
Foucher-Lebrun "Le Mont", Sancerre, France 2022 .....	59
Rombauer Sauvignon Blanc, Napa Valley, CA 2022 .....	65
<i>Nortico Alvariño, Vinho Regional Minho, Spain 2021</i> .....	10/15/38
<i>Broadside Chardonnay, Central Coast, CA 2020</i> .....	11/16/42
<i>Kokomo "Peter's Vineyard" Chardonnay, Russian River Valley, CA 2021</i> .....	16/24/62
Domaine Gilles Noblet Chardonnay, Pouilly-Fuissé, France 2021 .....	69
Plumpjack Reserve Chardonnay, Napa Valley, CA 2021 .....	85
Shafer "Red Shoulder Ranch" Chardonnay, Carneros, CA 2021 .....	115

## Reds + Red Blends

	6oz/9oz/Bottle
<i>Tassajara Pinot Noir, Monterey, CA 2020</i> .....	8/12/32
<i>Brave Pinot Noir, Willamette, OR 2017</i> .....	13/19/48
<i>Foxen Pinot Noir, Santa Maria Valley, CA 2019</i> .....	18/28/72
Vireton Pinot Noir, Willamette Valley, OR 2021 .....	62
Domaine Drouhin Pinot Noir, Dundee Hills, OR 2021 .....	95
DuMOL "Wester Reach" Pinot Noir, Russian River Valley 2020 .....	130
<i>Catena "Vista Flores" Malbec, Mendoza, Argentina 2019</i> .....	10/15/38
<i>Bernard Baudry Cabernet Franc, Chinon, France 2021</i> .....	13/19/48
<i>Blackboard Merlot, Columbia Valley, WA 2019</i> .....	10/15/38
Plumpjack Merlot, Napa Valley, CA 2019 .....	105
Bell'Aja Merlot / Cabernet Sauvignon, Bolgheri, Italy 2020 .....	57
Fontanafredda Barolo, Serralunga d'Alba, Italy 2018 .....	85
<i>Nevio Montepulciano d'Abruzzo, Abruzzo, Italy 2019</i> .....	14/21/54
<i>Silk &amp; Spice Red Blend, Portugal 2020</i> .....	9/13/34
<i>Borsao Cabriola Red Blend, Campo de Borja, Spain 2017</i> .....	11/16/42
<i>Merkin Chupacabra GSM Blend, Cochise, AZ 2021</i> .....	14/21/54
Mas d'En Gil, Priorat, Spain 2017 .....	59
<i>Spice Trader Shiraz, Langhorne Creek, Australia 2021</i> .....	13/19/48
Mas de Flauzieres "Four Dangua", Gigondas, France 2020 .....	60
Terre Rouge "Sentinel Oak Vineyard" Syrah, Shenandoah Valley, CA 2015 .....	92
Anaperenna Shiraz/ Cabernet, Barossa Valley, Australia 2018 .....	110
<i>Seghesio "Angela's Table" Zinfandel, Sonoma, CA 2021</i> .....	12/18/44
Easton "Rinaldi Vineyard" Zinfandel, Fiddletown, CA 2015 .....	89
¿Por Qué No? Zinfandel Blend, Napa Valley, CA 2020 .....	75
Ch. Ladouys, Saint-Estèphe, Bordeaux, France 2018 .....	73
Arcanum "Valadorna" Bordeaux-Style Blend, Tuscany, Italy 2016 .....	89
Long Shadows Collection Red Blend "Chester Kidder", Columbia Valley, WA 2017 .....	125
<i>Twenty Acres Cabernet Sauvignon, Clarksburg, CA 2020</i> .....	9/13/36
<i>Serial Cabernet Sauvignon, Paso Robles, CA 2020</i> .....	13/18/48
<i>Routestock Cabernet Sauvignon, Napa Valley, CA 2020</i> .....	16/24/62
<i>Iconoclast Cabernet Sauvignon, Napa Valley, CA 2020</i> .....	19/28/72
Cade Cabernet Sauvignon, Howell Mountain, CA 2019 .....	150
Shafer "One Point Five" Cabernet Sauvignon, Napa Valley, CA 2021 .....	165
Darioush Cabernet Sauvignon, Napa Valley, CA 2019 .....	195

# ENTOURAGE

## EMPLOYEE HANDBOOK

*"The Experience is in the Simplicity of it all."*

*"Cuisine is only about making foods taste the way they are supposed to taste."*

*-Charlie Trotter*

**THIS EMPLOYEE HANDBOOK IS NOT A CONTRACT. IT DOES NOT ALTER YOUR  
STATUS AS AN EMPLOYEE AT-WILL**

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This Handbook is not an employment agreement or contract. It does not guarantee any fixed terms and conditions of employment. Your employment is "at will" and is not for any specific length of time. You may resign at any time, without prior notice, and for any reason. In addition, **Entourage** may terminate your employment at any time, without prior notice, and for any reason (except as prohibited by applicable law).

If a provision of this Handbook conflicts with a federal, state or local law, the provisions of the law will apply. Contact management if you have questions on specific laws.

The policies, procedures, practices, and benefits contained herein may be modified or discontinued at any time. This Handbook supersedes any previous handbooks or policies relating to the subject matter covered in this Handbook.

## Welcome

First of all, we're excited you've decided to be a part of the **Entourage** team! We look forward to the opportunity to work with you and want you to know that we recognize our employees as our most valuable resource. Our continued success in providing Naperville's & Downers Grove's highest quality food, beverages, and service to our customers depends on having top talent like yourself and your fellow employees. We want your employment here to be a positive start of a new career, not just a job. We are extremely passionate about our brand, and it is essential our employees will feel that same passion about where they work, who they work for, their job responsibilities and duties, being part of a great team, and the opportunity for personal and career growth in an organization that puts people first. We understand that the best profitable strategy to stay ahead is to out-do our competition in attracting, hiring, training, coaching, mentoring, motivating, and developing people. We want you to enjoy your time here and are committed to helping you succeed in your new job.

We have prepared this handbook to answer some of the questions that you may have concerning **Entourage** Restaurant and its policies. This handbook is intended solely as a guide, it is not intended to be a binding contract. Read it thoroughly, if you have any questions, contact a member of the management team for assistance.

We hope you find your time with us to be an enjoyable and rewarding experience.

Congratulations, good luck and welcome!

Sincerely,

Michael Vai, Anthony Vai, Sandy Georganas, Pete Georganas, Scott Wegener and Paperless Group, LLC (partners)

## How it all started...

Michael Vai grew up in an Italian family in Carle Place, NY, a small town outside of Manhattan. Since he was a kid, nothing was more satisfying than a big bowl of Pasta and Meatballs! Michael learned at just 13 years old that *great service* was an easy and rewarding way to make people happy. His first job was working at a pretzel stand on the sidewalk of a shopping center by his house. Little did he know, it would turn into the beginning of an incredible career in the restaurant industry that he would progress in for the rest of his life.

Michael attended the Culinary Institute of America as well as Florida International University to develop and pursue his passion for food, beverage, and hospitality. After receiving his culinary and business degrees, he moved around the country developing some of the best restaurants and concepts in the big-name markets. Michael's big break, along with Scott Wegener, came while overseeing the growth, conceptualization and operations of Entourage in Schaumburg, IL. Entourage went on to be named "Chicagoland's Best New Restaurant of 2007". Although they had much success in hospitality development, the desire for opening their own Italian restaurant with unparalleled food and hospitality never dwindled. From there, Michael founded **fire+wine in Glen Ellyn**, in 2012, which he developed with his son Anthony Vai at his side. **fire+wine** became one of the most buzzed about restaurants in all of Chicagoland, boasting a wonderful atmosphere and experience for his guests.

Part of Michael's entrepreneurial dreams has always been to share his passion by opening and operating a location with his family. Inspired by his father's teachings, Michael's son Anthony grew up learning and seeing first-hand about the hardships of restaurant operations. After attending Florida State University, Anthony received his business degree in Hospitality Administration. He then attended The University of South Florida to where he obtained his Masters in Business Administration. Though his studies laid out many career opportunities, Anthony's desire and dream was to work by his father's side. When the opportunity to create **fire+wine** came along, Anthony was ready to take the leap and join Michael in the family business.

You can't have a great restaurant without great food, and Entourage is proud to have Culinary Partner Chef Scott Wegener on their team. Scott and Michael first joined forces at The Clubhouse Restaurant in Oak Brook, IL, in 1998. Quickly becoming one of the most successful and highest grossing independently owned restaurants in the country with Michael and Scotty leading the charge. It was also there where Sandy Georganas became a close friend with them while overseeing the janitorial company that was responsible for maintaining the highest level of cleanliness on a daily basis at the restaurant. While a friendship started, it would be another 20 years before the "dream" of owning a restaurant company together. In addition to working at The Clubhouse, Scott held numerous prestigious positions with highly respected companies in the industry, including overseeing food and beverage operations at multiple Levy Restaurants and concepts, a partnership with Ditka's Restaurant Group where he served as Executive Vice President of Culinary Operations, and many others. Scott was self-trained and been working in restaurants since 1986.

Together with Michael, his sons Anthony and Nicolas, Culinary Partner Scott Wegener and Administrative Partner Sandy Georganas, **VAI's Italian Inspired Kitchen + Bar** opened on July 14<sup>th</sup>, 2018 with the goal to create a unique dining experience for the great town of Naperville. With the incredible success of VAI's came the idea to bring the concept of Michael and Scott's first restaurant, Entourage, back to life in the town of Naperville.

Entourage opened in July of 2023 with the same partners as VAI's, and just one year later, we bring you the newest addition to the (restaurant) family as we present Entourage Downers Grove.

With your support and dedication to doing what we all love to do, taking care of people, there's no limit as to how special or how far reaching **Entourage** can be!

## THE MENU

Explanation of Entourage menu.

## How We Treat Our Customers

**Entourage** number one goal is to *create the ultimate experience*. Everyone who steps through the door of **Entourage** is considered V.I.P. and is to be treated that way from start to finish. The idea behind **Entourage** was to create a restaurant that would make all its customers feel comfortable and well taken care of throughout their time with us.

A guest's experience at **Entourage** begins the moment they approach our windows and front door. No detail should be overlooked to ensure a dining experience that will be second to none. Warm, comfortable and inviting décor set the ambiance. Casual, friendly (*yet attentive*) service paves the way for the guest experience. Add in some creative and tasty foods, worldly wines, crafted beers, and fresh *Crave-able* cocktails and all 5 senses are activated at **Entourage**.

Entering the restaurant, visitors are personally welcomed with a warm and genuine greeting by our staff as they begin their experience. Warm and inviting stone and dark wood accents throughout the dining room provide a cozy and natural feeling to those who enter.

## Touches of Great Customer Service

Hospitality encompasses the traditions and heritage of great customer service, done one guest at a time. At **Entourage**, we aim to engage each of our guests' senses and add one that is uniquely our own:

The comfort and certainty of traditions. We want to know our guests name, remember their preferences, special occasions, personal needs, and offer great service. Our employees are to engage with the guests, see to their needs, and keep them posted on activities such as outings, guest nights, wine tasting outings, and community events. We encourage our team to find unique opportunities to provide a unique experience with our guests, such as offering to brush snow from a car's windows, escorting guests under big umbrellas on rainy days. We do what the guest wants, the way they want it, and without hassle or excuses!

We work very hard to keep our promises to them, but if we should happen to stray, we get back on track with accountability and sincerity. Even when we make a mistake, we acknowledge the mishap with HONESTY and ACCOUNTABILITY. Never, ever mislead a guest in an effort to cover up a problem.

## CAREFREE HOSPITALITY

We control and contribute to the details of a dining experience. Sharing, genuine warmth, and belonging make guest experiences that much better. You are greeted everywhere you go in **Entourage**. We are many Staff Members with one thing in mind: The Guests total indulgence. We

anticipate their needs and see to their wants. The style and pace of service is exactly as they want it—we ask and then do it your way.

“I’d love to take care of that, just for you!”

### **GREAT FOOD & DRINK**

Our culinary team are amongst the hardest working in the restaurant. They take the meal preparation seriously starting with the finest of fresh ingredients delivered daily. Careful and thorough menu planning is at the forefront of our minds in order to provide exciting new dishes and continuing the same quality on old favorites as well. We have excellent wines, premium martinis, signature cocktails, crafted beers & and other libations—always picked with our guests in mind.

“Food is our Common Ground, a universal Experience.”

-James Beard

## **Company Details & Hours of Operation**

**Corporate Name:** 5101 Main, LLC

**Doing Business As:** Entourage Restaurant

### **Partners & Members:**

Michael Vai	- Managing Member / Partner (630-865-9096)
Anthony Vai	- Managing Member / Operating Partner (815-530-5304)
Sandy Georganas	- Operating Partner / Administration (630-399-7948)
Peter Georganas	- Operating Partner / Maintenance (630-235-4528)
Scott Wegener	- Operating Partner / Culinary Development (847-612-7552)

### **Management:**

General Manager	- Catherine Jackson (816-668-8758)
Front of House Manager	- Samantha Spreckles (630-404-4931)
Private Dining Coordinator	- Tara Tyson (630-392-5881)
Executive Chef	- John Heenie (630-846-0333)
Sous Chef	- Rito Alvarez (need phone number)
Human Resources Manager	- Meghan Maas (224-363-1968)

### **Location:**

**Address:** 5101 Main Street, Downers Grove, IL 60515

**Telephone:** (630) 521-5212

**Web Site:** [www.Entouragerestaurant.com](http://www.Entouragerestaurant.com)

**Facebook:** [Need FB/IG info](#)

### Hours of Operation:

- Monday: closed
- Tuesday – Thursday: 11:30 am to 9:30 pm
- Friday: 11:30 am to 10:30 pm
- Saturday: 11:00 am to 10:30 pm (dinner starts at 3:00)
- Sunday: 11:00 am to 9:00 pm (dinner starts at 3:00)

Closing Time: (Kitchen closes at listed time, Bar last call 45 minutes after kitchen closes)

***\*\*\*Note: The hours of operation may vary according to the needs of the business and are subject to change. The hours listed are simply a guideline! Please be prepared to happily serve guests later than the posted hours.***

## Overview

No single document can give employees an answer for every situation or dilemma that may arise. If your judgment and this document do not provide the answer, use other resources that are available, such as your supervisor, a manager, General Manager, training materials provided upon hire, or contact the owners of the company.

If you are ever uncertain about something you intend to do while conducting business at **Entourage**, you should seek advice before acting. It is also your responsibility to let us know if you see or learn of something that suggests any law or policy of **Entourage** has been violated. **Entourage** does not tolerate retaliation against any employee who raises concerns or questions regarding a potential violation of any laws or **Entourage** policies that he or she reasonably believes to have occurred.

We have the Employee Handbook (“Handbook”) because our reputation for integrity flows from our commitment to our values. **Entourage** depends on its employees to follow the law and to make the right decisions. **Entourage** operates in a dynamic world and what’s “right” may not always be obvious. This Handbook provides practical overviews of some of the legal and ethical code that we all must follow on a day-to-day basis.

**Entourage** takes seriously reports of possible violations of any of its policies or the law. As appropriate, we will investigate and take action, including taking steps to prevent a recurrence of any problems. Your cooperation will be required in any investigation.

**Entourage** requires all employees to follow the law and to act honestly and ethically in conducting our business. We are each responsible for our own conduct. No one has the authority to approve illegal acts, and an illegal act cannot be justified because a superior “ordered it”. **Entourage** does not permit an employee to direct or encourage another employee to violate the law or to otherwise act improperly.

Failure to comply with the law, **Code of Conduct**, or any of **Entourage** policies can have severe consequences for our restaurant and the employees involved. Any employee who fails to meet the



obligations set forth in this Handbook or the law will be subject to discipline, up to and including dismissal. Discipline also may be imposed if an employee fails to report violations of policies, or the law; if an employee retaliates against another employee for reporting a violation or cooperating in an investigation; if an employee lies or deliberately withholds relevant information in making a report or in an investigation; if an employee directs others to violate any policies, or the law; or if the circumstances indicate a supervisor has failed to adequately or properly perform their supervisory duty.

All employees are required to acknowledge upon hire that they have read, understand, and are in compliance with the Handbook. Abiding by the Handbook is a condition of continued employment with **Entourage** Restaurant.

### Employment at Will

Your employment with **Entourage** is considered to be “at-will” and does not guarantee any specific terms or length of employment. It is important you consult with an attorney before signing any forms, and we encourage you to do so if you have any apprehension accepting this handbook.

The “at-will” employment relationship is one that is voluntarily entered into. This means that you, the employee, are free to resign at will at any time, with or without cause; and similarly, **Entourage** may terminate the employment relationship at will, at any time, with or without notice or cause. However, we cannot terminate you for any reasons that would violate local, state, or federal law.

### Open Door Policy

**Entourage** has an obligation to ensure that you are treated fairly. Everyone, from time to time, has an idea, question, or occasional problem relating to his/her job or to the company in general. We encourage you to communicate these thoughts. If there is something about your job you feel needs to be discussed, we want to know about it. Remember, unless you bring it to our attention, it may go unnoticed – and unresolved.

When you have an idea, problem, or concern, please follow these steps immediately:

- Talk with your immediate supervisor.
- If you are not satisfied after meeting with your immediate supervisor, schedule an appointment with Anthony Vai, Sandy Georganas, or Scott Wegener. We encourage you to present your ideas and solve your problems with your supervisor.

### Equal Opportunity Policy

**Entourage** policy of equal opportunity includes the following: We recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, national origin, sex, age, disability, or any other protected status.

We ensure that decisions regarding compensation, promotions, benefits, transfers, and any social or recreational programs will be administered in accordance with the principals of equal opportunity.

**Entourage** will not tolerate any form of harassment on the basis of race, color, religion, national origin, sex, age, disability or any other protected status.

## Diversity

**Entourage** actively creates and promotes an environment that is inclusive of all people and their unique abilities, strengths, and differences. We respect and embrace diversity in each other, our customers, suppliers, and all others with whom we interact as an essential component in the way we do business.

## Anti-Harassment and Non-Discrimination Policy

### Statement of Policy

It is the policy and practice of Entourage to provide and promote equal employment opportunities for all applicants and employees. Entourage is firmly committed to maintaining a workplace based on our collective values, which stress the quality of our products and services, the importance of teamwork, and the need for all employees to treat each other professionally, with dignity, fairness, and respect. Therefore, it is the responsibility of all employees to ensure that the concepts of equal employment opportunity, non-harassment, and non-discrimination are understood, abided by, and carried out by everyone.

### Prohibition on Discrimination and Harassment

The company's policy on discrimination and harassment is part of its overall affirmative action efforts pursuant to federal and state laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability and gender. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act.

Harassment of employees or applicants because they are members or affiliated with members of any of the foregoing protected groups is also prohibited and will not be tolerated. Entourage will take appropriate measures in response to any such incidents which are reported. Every good faith effort will be taken by Entourage to fulfill the objectives of this policy.

Entourage believes that every employee has the right to work in an environment totally free of harassment and discriminatory conduct, joking, or epithets. Such behavior does not advance the purposes of Entourage; it is also morally wrong, and may subject Entourage to legal exposure in certain circumstances. Entourage policy sets a standard of conduct that is higher than what federal, state, and local laws may require, as it forbids discriminatory or harassing conduct of the kind described in this policy even if the conduct does not rise to the level of a violation of applicable law. Consequently, any employee who engages in these types of prohibited conduct will be subject to disciplinary action, up to and including termination.

### Conduct Constituting Prohibited Sexual or Discriminatory Harassment

Sexual harassment is one of the forms of harassment forbidden by this policy. Entourage also prohibits inappropriate and unprofessional as well as sex-related conduct regardless of whether it

amounts to unlawful sexual harassment, as such conduct is deemed to be inconsistent with Entourage policy of promoting tolerance, respect, and dignity in the workplace.

For example, and without compiling an exhaustive list, the following are illustrative of conduct that Entourage condemns and prohibits under this policy regardless of whether the conduct is based on gender or results in an adverse employment action and regardless of whether the conduct is severe or pervasive enough to create an unlawful hostile environment:

- a) It is prohibited for any person to condition a benefit such as a certain salary, job, shift, schedule, or promotion on the granting of sexual favors or the establishment or continuance of a personal relationship, or to imply to an employee that an award of such a benefit is conditioned upon the granting of sexual favors or the establishment or continuance of a personal relationship;
- b) It is also prohibited for any employee to state or imply that another employee's performance is attributable in whole or in part to the employee's sex or membership in any protected-group categories under federal, state, or local laws;
- c) It is also prohibited for any employee to state or imply that a fellow employee's promotion in the corporate hierarchy has resulted from the granting of a sexual favor or relationship; and,
- d) It is also prohibited for any person to engage in any type of conduct which has the effect of unreasonably interfering with another employee's work or creates an intimidating, hostile, or offensive work environment.

As an employee of Entourage, you should be aware that the issue of whether behavior constitutes inappropriate, unprofessional harassment or discriminatory conduct might depend on how that behavior is viewed by the employee who is subjected to the behavior. Any employee who initiates or persists in such prohibited behavior assumes the risk of violating this policy in the event that the person who is the object of the behavior views it as offensive; accordingly, such an employee may be subject to discipline even if his or her conduct might not have been intended as offensive.

#### **Conduct Constituting Sexual or Discriminatory Conduct, Joking, or Epithets**

For example, and without compiling an exhaustive list, the following are illustrative of conduct that Entourage condemns and prohibits under this policy:

- a) It is prohibited for any employee to bring any item to the work premises that is sexually offensive or discriminatory even if it is intended as a joke;
- b) It is also prohibited for any employee to post any material that is discriminatory, offensive or sexual, even as a joke, on Company property, bulletin boards, documents, or e-mail or voicemail systems;
- c) It is also prohibited for any employee to deface Company property or the personal property of anyone else, especially if sexually offensive or discriminatory even if intended as a joke;
- d) It is also prohibited for any employee to utter or utilize any offensive sexual or discriminatory jokes or epithets at work, or when referring to or about any other person, whether or not they are an employee;
- e) It is also prohibited for any employee to harass anyone else due to their sex, sexual orientation, race, color, ethnic background, age, national origin, religion, marital status, disability, or other protected-group status; and,
- f) It is also prohibited for any employee to bring to or display in the workplace any materials having an offensive content (such as pornography or due to a demeaning reference to another's protected-group status), or to circulate or disseminate any such materials through Entourage internal mail, voice mail, or e-mail systems.

### **Application of the Policy to Non-Company Employees**

The Entourage policy also applies to the dealings of any employee with non-employees such as customers, vendors and members of the public. Furthermore, the policy also applies to individuals who do business with Entourage who are present on Entourage's premises, or who interact with any employee of Entourage while the employee is on duty.

### **Procedure Upon Occurrence of Prohibited Contact**

Employees who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy, have the right to have any such activity terminated immediately. Every employee has a role in preventing discrimination and harassment. Every employee must avoid any conduct that could reasonably be interpreted as discrimination or harassment under this policy, and every employee should indicate when another person's conduct in the workplace is unwelcome. In addition, every employee should endeavor to protect other employees from discrimination and harassment. Employees are expected and encouraged to inform others in the workplace whenever their conduct is unwelcome, offensive, inappropriate, or in poor taste. Therefore, employees are required to come forward promptly and report any problems pursuant to this policy before the alleged behavior becomes severe or pervasive. In addition, employees should come forward with complaints about alleged problems or violations of the Company's policy at any time. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also encouraged to report it to the company.

### **Reporting Procedures**

If any employee witnesses any conduct that he or she believes is inconsistent with this policy, Entourage expects the employee to notify immediately one or more of the people designated below. Entourage has convenient and reliable mechanisms in place for reporting alleged violations of the policy. Complaints will be accepted in writing only. Complaints can be directed to multiple people within Entourage, including:

- Any Assistant Manager or General Manager
- Any member of ownership
- Human Resources (hr@entouragerestaurant.com)

All complaints shall be treated with the utmost seriousness and discretion. Upon receipt of the complaint alleging a violation of this policy or in circumstances where [Insert Company Name] becomes aware of alleged offending conduct, a prompt, thorough, and impartial investigation will be made concerning any alleged offending conduct. Upon determination of said investigation, Entourage will notify the complainant, as to its result. If the investigation leads to a determination that an individual engaged in conduct in violation of Entourage policy, appropriate corrective action will be taken promptly, including the possible termination of the offending party. Entourage may impose discipline for inappropriate conduct that comes to the Company's attention, without regard to whether the conduct constitutes a violation of law.

### **Resolution Outside of the Company**

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. Where the employer has a policy in place and the complaining employee fails to take advantage of the policy and allow an employer an opportunity to address the problem, the employee may, in certain cases,

lose the right to further pursue the claim against the employer. Therefore, we encourage employees to report claims internally so they can be handled properly.

### **Administrative Contacts**

Illinois Department of Human Rights (IDHR) Chicago: 312-814-6200 or 800-662-3942

Chicago TTY: 866-740-3953

Springfield: 217-785-5100

Springfield TTY: 866-740-3953

Marion: 618-993-7463

Marion TTY: 866-740-3953

Illinois Human Rights Commission (IHRC) Chicago: 312-814-6269

Chicago TTY: 312-814-4760

Springfield: 217-785-4350

Springfield TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000

Chicago TTY: 800-869-8001

### **False and Frivolous Complaints**

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

### **No Retaliation**

Entourage will not tolerate adverse treatment of any employee because he or she reports harassment or discrimination in good faith, or provides information related to such complaints. As this policy strictly prohibits retaliation of any form against anyone who complains of alleged violations of this policy, the prohibition against retaliation also applies to any employee involved in or cooperating with any investigation of alleged offending conduct under this policy. Thus, a supervisor is prohibited from making any personnel decision or taking any other adverse action against any employee because the employee complained or cooperated in good faith with an investigation of alleged conduct prohibited by this policy. Any material acts of retaliation will be considered a violation of this policy, and corrective action will be taken promptly, including the possible termination of any individual who engages in retaliation of any form.

### **Annual Training**

All employees will be required to participate in annual sexual harassment prevention training. Details regarding this training will be provided by Human Resources and/or your supervisor.

Any questions regarding this policy can be directed to Human Resources at [hr@entouragerestaurant.com](mailto:hr@entouragerestaurant.com) or 224-363-1968.

## Immigration Law Compliance

**Entourage** is committed to employing only individuals who are authorized to work in the United States. However, it is the policy of **Entourage** not to unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with **Entourage** within the past three years, or if their previous I-9 is no longer retained or valid. Employees with questions or seeking more information on immigration law issues are encouraged to contact of the General Manager.

## Employee Privacy and Personal Activities

Treating each other with respect and dignity includes respecting one another's privacy. Of course, you may keep your legal, personal activities outside of the workplace confidential. However, you should always keep in mind that you are a representative of our restaurant! Further, if you use the equipment or resources of **Entourage** for any communication from or to anyone, you have consented to the right of **Entourage** to intercept such communication and to monitor your use of **Entourage** equipment and resources. Do not use the equipment or resources of **Entourage** if you intend a communication to be private. For example, any use of **Entourage** equipment or its network to send or receive email communication or for connecting with the Internet is never to be considered a private communication and is subject to search at the discretion of **Entourage** restaurant.

### Internet Usage

Internet access is provided by **Entourage** to assist employees in exchanging work-related data and technology. All Internet data that is composed, transmitted, or received via company computer communications system is considered to be part of the official records of **Entourage** and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. Further, employees should take reasonable precautions to protect the security of confidential information.

The equipment, services, and technology provided to access the Internet remain at all times the property of **Entourage**. As such, we reserve the right to monitor Internet traffic, and retrieve and read any data composed; sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious

or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet.

Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization.

Abuse of the Internet access provided by **Entourage** in violation of law or our policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

### Workplace Monitoring

Workplace monitoring may be conducted by **Entourage** to ensure quality control, employee safety, security, and customer satisfaction. Computers furnished to employees are the property of **Entourage**. As such, computer usage and files may be monitored or accessed.

Additionally, **Entourage** may conduct video surveillance.

### Availability, Shifts and Scheduling

#### AVAILABILITY

A consistent and regular shift schedule will help to keep you current with the happenings in the restaurant, namely menu changes, and policy/practice changes. Therefore, we require all Staff Members to be available to work a minimum of three days per week. Staff Members may not repeatedly give away or trade shifts which may keep them away from the restaurant for repeated periods of time. Changes to availability must be discussed with management and requested via HotSchedules at least 2 weeks in advance. Changing availability without notice is not acceptable and will not be acknowledged, you will be responsible for working scheduled shifts or getting them covered. If you cannot provide three days of availability, management can approve a modified schedule based on both tenure and need of the restaurant at their discretion.

\*\*\*People who typically have a set day off will be expected to work said day on occasion when needed, especially holidays. You are responsible for checking your schedule every week regardless. Part time employees are hired to be put on the schedule when needed. There are no set or permanent schedules. We will work to accommodate preferences but cannot guarantee any specific schedule.

#### ONLINE SCHEDULER

**Entourage** organizes its schedules through [www.sevenshifts.com](http://www.sevenshifts.com), and will post schedules on this platform for all Server, Bartender, Busser, Host, Cook, Dishwasher, Prep, and Management positions in the restaurant. Initial login information will be sent to you via email. *All request off or request to work days are submitted for approval through 7shifts.*

## TIME OFF & SCHEDULE REQUESTS

Schedules are written on a weekly basis and posted at least 10 days in advance.

In order to write an effective schedule that works for the needs of our Guests and Staff, you must submit schedule requests through 7shifts online or the 7shifts app. It is recommended that you put in your request at least *2-4 weeks in advance*. Any requests made through other mediums, such as text, email, or written on paper, will not be considered.

*\*\*\*Upon hire, if you know of, and have communicated, specific days that you know you need off (besides your normal availability), they still need to be put into HotSchedules for approval.*

All time off requests must be made via 7shifts via the following classifications and timelines:

● **“Unpaid Time Off”:** This covers requests that have *urgent need in determining if time off will be granted*. Urgent need is defined as “a time period that you request to have off and *need to know in advance if it will be approved or not*” and must be requested at least 4 weeks in advance unless otherwise discussed with management and documented in writing. Examples are if purchasing tickets and need to know that you will have time off approved prior to purchase. *\*\*\*If you have accrued paid time off, it can still be used towards this type of request off.*

**“Request Off”:** This covers all other requests that are not considered “urgent”. Time off requests must be submitted at least 2 weeks in advance. For example, if you have family or friends visiting from out of town, a “request off” will be made and we will review the request when the schedule is being made. *\*\*\*If you have accrued paid time off, it can still be used towards this type of request off.*

*\*\*\*While management will do its best to be sensitive to scheduling needs, a request for time off is only a request, you are not guaranteed time off without management approval. Please do not purchase airline tickets until your request has been approved. Should your request be denied, you are responsible for working that shift or getting it covered.*

Absolutely no verbal, text, or email requests for time off or availability changes will be honored.

**All Entourage Staff Members are to make themselves available for all holidays such as Mother’s Day, Father’s Day, New Year’s Eve, Valentine’s Day, etc. These types of days can be exceptionally busy and we will need “all hands on deck.” Plan to work them, even if they are not part of your weekly availability!\*\*\***

## SCHEDULED SHIFTS

The success of **Entourage** depends on delivering the ultimate experience for our guests, which begins by appropriately staffing the restaurant at all times. **Entourage** reserves the right to extend or shorten previously scheduled shifts based upon the needs of the restaurant.

Once the schedule is posted, you “own” the shifts next to your name and are responsible for being in your assigned station at the assigned time ready to work as stated. This includes having all necessary items for your position for the shift, being in the correct uniform clean and pressed, and being mentally prepared to have a great shift for you and those around you.

## SWITCHING & COVERING SHIFTS

If, for any reason, you are unable to work a scheduled shift, it is YOUR responsibility to arrange for a qualified replacement. Both you and your replacement must follow the procedures for switching



shifts along with a manager/owner. The change is not considered valid until all the appropriate steps have been followed. Same day changes require you and your replacement to call a Manager, asking permission for the change. You may only execute a schedule change through a Manager. If you are unable to report for work for any reason, you must inform a manager at least 4 hours prior to the start of your scheduled shift. **ALWAYS CALL THE RESTAURANT!** Text messages and cell phones are only a convenience and to be used AFTER calling the restaurant.

### **ON CALL SHIFTS/CALLING IN SICK**

If you are scheduled "on call" you must call the restaurant at your scheduled "on call" time (usually 1 hour prior to opening) and speak to management. *\*\*\*You should consider yourself working until informed otherwise.*

If you are sick/have an emergency and must call off work, you must do so at least 4 hours before your scheduled start time by calling the restaurant. *If there is no answer you must leave a message.* You should also text management through the 7shifts app, but only after calling the restaurant and leaving a message. Always call the restaurant first.

### **SENIORITY**

**Entourage** values people who stay with us for long periods of time. Our operation is geared towards promoting employment longevity. However, at **Entourage**, we work on the basis of what is fair for the entire group. Seniority counts only for requested days off and the benefits associated with length of service. Certain benefits, such as vacation, increase with tenure, stations, shifts, raises, and promotions are given out on a merit basis only. Those who take care of themselves and seek out to help those around them will only gain from doing so in the long run.

## **Pay Day and Paychecks**

We are on a bi-weekly payroll. Every two weeks you will receive a paycheck. Our weeks start on Monday and end on the following Sunday. Paychecks will be issued on the Tuesday one week following the Sunday in which the pay period ends, not before. Direct deposit is available upon requests with funds posting directly to your bank account every other Friday. No paper stub will be provided, but you will have access to them through our payroll company website, [www.rsishifts.com](http://www.rsishifts.com). Paychecks can be picked up between 1:00 pm and 4:00 pm on any day that the restaurant is open for business.

When you receive your paycheck, be sure to review it to make sure all information is accurate. If there are any errors, notify your manager immediately so that it can be corrected.

- If payday falls on a holiday, you will receive your check on the working day before the holiday.
- **Entourage** cannot mail your check or release it to anyone else without written authorization.

### **PAYCHECKS AND W2'S**

We use a "Back Office by Buyers Edge Platform" as our payroll company. Paycheck stubs and W2's can be printed by your supervisor. Login information will be emailed to you upon hire so that you may access your check stubs and W2's at your discretion. All physical checks will receive a paycheck stub with all of the relevant payroll information for that pay period, as well as Y-T-D, listed. If you do not receive a physical check, either because you have direct deposit or because your "Net pay" was \$0, you can look it up online.

## **OVERTIME**

All overtime work must receive a supervisor's prior authorization for all employees. Overtime assignments will be distributed as equitably as practical to all employees who are interested in and qualified to perform the required work.

Overtime compensation is paid to all employees in accordance with federal and state wage and hour restrictions. Unless otherwise required by law, overtime pay shall be calculated based on actual hours worked at the rate of one-and-one-half (1.5) times regular wages. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of overtime.

Overtime is paid only when an employee works over 40 hours in his/her workweek. Hours worked in excess of 8 hours per day and those worked on Saturdays, Sundays, holidays, or regular days of rest, are not eligible for overtime pay unless the 40-hour requirement has been met.

## **TIPPING**

Under Federal law, all employees have a legal obligation to report 100% of their tips – including cash and charge tips – and pay applicable taxes, including Social Security (FICA) on these earnings. **Entourage** will include the total amount of tips reported by each Staff Member on their respective annual W-2 form as income and withhold appropriate FICA taxes. Failure to report tips is against company policy and the law and is subject to disciplinary action up to and including termination. Your tips are reported on your paycheck. The company helps track and record your earnings. If you wish to view daily tip logs, a manager can make them available to you upon request.

In order to comply with the law, you must accurately and honestly record all tips you receive and all tips that you choose to pay to other Staff Members each shift. Please review the Tip Declaration Procedures, and ask your manager about anything that requires clarification. Tip declarations will be reviewed on a regular basis. The two most important things to remember are:

- Report 100% of your net tip amount (the amount you personally take home) at the end of every shift you work. Don't leave work without doing it!
- Keep a copy of your accurate records of your tips. You may need them when you file your tax returns or if you are audited.

If you are newly hired, you will learn about tip reporting procedures as part of your orientation. Additional educational opportunities on tip reporting and tracking will be offered during the course of your employment.

*Tip Pooling:* The company will notify tipped employees of any required tip pool contribution amount.

*Tip Credits:* The company has the right to take a tip credit toward its minimum wage obligation for tipped employees equal to the difference between the required cash wage and the legal minimum wage. The company will notify employees of the amount of the cash wage that it is paying the employee and the additional amount claimed by the company as a tip credit. A tip credit cannot

exceed the amount of tips actually received by the tipped employee. All tips received by the tipped employee are to be retained by the employee except for a valid tip pooling arrangement.

*Tip Share Guidelines:* All tips received directly from Guests are considered to belong to the server and make up the server's "Gross Tips." The gross tip given by the Guest is a gratuity to reward all of the Staff Members who assisted in the dining experience in total, including services provided by the bartender, food runner, server assistant, and/or bar back. As a Staff Member of our team, you are encouraged to share a reasonable percentage of your tips to the other team Staff Members who assisted in the service to the Guest who provided the tip.

Servers and Bartenders will tip out 4.0% of their total sales to the busser/food runner pool to be distributed evenly between members of the pool. Servers will tip out 5.0% of alcohol sales to the bartender.

After tipping out, the remainder of the tips is your "net tip amount." This is the amount you are required to declare for tax income reporting purposes. Keep in mind, that service charges for banquet events are not considered "tips" because these are mandatory charges for such services and not gratuities left by the Guests.

Managers are prohibited from collecting, taking, or receiving under any circumstances, any portion of a gratuity given directly to an employee Staff Member by a Guest.

*When tip is included in bill:* When serving a larger party where tips are included in the total bill, it is the employee's responsibility to inform the guest that the tip is already included for their party. Failure to disclose this verbally to the guest will lead to disciplinary action, up to and including termination.

### **LOST CHECK**

If you are issued a live check and you lose it, it is very important that you tell your supervisor immediately. He/she will contact payroll to put a stop payment on the check and make arrangements for another check to be issued. A fee may incur for reprinting a lost check.

### **EXPENSE REIMBURSEMENT**

Depending on your roll with **Entourage**, you may be required to incur travel and other business expenses in the course of conducting company business. The company will provide reimbursement for all usual and reasonable business expenses. All expenses must be approved in advance and in writing by a supervisor whenever reasonably possible. Failure to obtain advance approval may result in the denial of your request for reimbursement.

If you must use your personal vehicle to conduct company business, you will be reimbursed at the most recent rate allowed by the IRS. Commuting to and from work is not considered company business and costs incurred to commute are not reimbursable expenses. Business lunches and dinners with other company employees will not be reimbursed unless for documented business purposes. You are expected to limit expenses to reasonable amounts.

All expense reports and receipts eligible for reimbursement as business expenses must be

submitted to a supervisor in a timely matter, and in no event may they be submitted—later than 30 days after the expense was incurred.

Abuse of this business expenses policy, including falsifying expense reports to reflect costs not actually incurred, is ground for disciplinary action, up to and including termination.

## Employment Policies, Procedures & Rules

### PERSONAL INFORMATION & IDENTITY PAYROLL DATES

You are required to report any change of status, including address, phone number or marital status to your manager or restaurant controller. If you leave **Entourage** and have a change of address, please let us know so we can get your W-2 forms to you at the end of the year.

### EMPLOYMENT AUTHORIZATION

In compliance with the Immigration Reform and Control Act of 1986, **Entourage** must collect certain information and review certain documentation concerning the employment authorization of all Staff Members. **Entourage** requires that every individual provide satisfactory documentation of his or her legal authority to work in the United States on or before your hire date, but in no case later than the third day of employment. If the status of your employment authorization changes or terminates after the start date of your employment, please inform your Manager immediately.

### INTRODUCTORY PERIOD OF EMPLOYMENT

Your first ninety (90) days of employment at **Entourage** are considered an introductory period, and during that period you will not be eligible to enroll in medical benefits described in this Handbook unless otherwise required by law. This does not include the bonus paid time off, which will begin accrual at hire. This introductory period will be a time for getting to know your fellow Staff Members, your manager and the tasks involved in your job position, as well as becoming familiar with **Entourage's** products and services.

Your manager will be able to work closely with you to help you understand the needs and processes of your job. Feel free to ask him/her for such guidance.

This introductory period is a try-out time. During this period, **Entourage** will evaluate your suitability for employment, and you can evaluate **Entourage** as well. At any time during these first ninety (90) days, you may resign without any detriment to your employment record.

If, during this period, your work habits, attitude, attendance or performance or behavior does not measure up to our standards, we may release you.

Please understand that completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that a Staff Member be discharged only for "cause." Employment with **Entourage** is "at will", that is, Staff Members are free to resign at any time and **Entourage** may choose to terminate an employment relationship when it deems it is in the Company's best interest.

### NO SOLICITATION

The conducting of non-**Entourage** business, such as canvassing, collection of funds, pledges, circulation of petitions, solicitation of Memberships, or any other similar types of activity is not

permitted during the working time of either the Staff Member doing the soliciting or being solicited, or at any time in working areas, as well as in customer and public areas.

The distribution of non-**Entourage** literature, such as leaflets, letters, or other written materials, by a Staff Member is not permitted during the working time of either the Staff Member distributing the materials, or the Staff Members to whom the non-company literature is being distributed, or at any time in working areas or in customer and public areas.

### **CELL PHONES**

Cell phones are to be kept out of view of our Guests, and should not be used while on the floor or on the clock. There is no reason, unless discussed with a manager, that anyone should be texting or talking on his or her phone during the shift. We prefer that these devices not be seen or heard at any time in **Entourage**. If you need to have these devices on you, they must be kept on silent mode, and not visible. We will ask anyone caught using a cell phone to keep it away until after the shift. If the action continues, further disciplinary action will be taken at the discretion of management. Please notify any family or significant persons in your life that they can call the restaurant in the case of an emergency, so make sure they have the phone number of the restaurant. Personal phone calls will not be accepted during the course of the shift otherwise.

### **COMPLIMENTARY FOOD & DRINK POLICY**

No bartenders, servers, or cocktail servers are authorized to "COMP" or give away any food or beverage without permission first from management. In Downers Grove, no alcohol is permitted to be given away for free. We will have a very liberal "COMP & DISCOUNT" policy which will be granted on a case-by-case basis and at the discretion of the manager or chef on duty. It is our way when giving food and beverage away, we will send an "EXTRA" item to the guest, not COMP what they have intended to purchase through ordering directly with the restaurant.

Special Occasions such as Birthdays, Anniversaries, or any other special celebration can be acknowledged by **Entourage** with a complimentary dessert *IN ADDITION TO* what they ordered.. We want to make sure that we are showing our appreciation for guests choosing to dine with us for their special occasion beyond our normal course of operating. They could have chosen anywhere else, but they chose to share their special evening at **Entourage**... We will ALWAYS appreciate that! We will have a "specific" dessert to use as a "birthday" dessert.

*\*\*\*We will not give a birthday dessert if the guest has a "birthday coupon" from us.\*\*\* it is either one or the other, NOT BOTH.*

Under no circumstances should employee comp meals for themselves. A comp can only be applied by management. Any other improper use of comping will result in termination.

### **COUPON USAGE**

We will strategically send out coupons for donations, birthdays, good will reason, contests on social media and more. It will be a strict house policy to only accept "one coupon" per table and all coupons are not to be used with any other offers. We expect the service staff to inform the customer when they ask if they can use multiple coupons that they cannot. Please do not come and ask management if it's ok to accept multiple coupons.

### **PARKING**

**NEED TO DETERMINE PARKING FOR STAFF IN DOWNERS GROVE - AV**

### **ALCOHOL BEVERAGE SERVICE & CONSUMPTION**

The responsible service of alcohol is everyone's responsibility. It is our intention to be a prominent member of the community for a long time, so we take the responsible service of alcoholic beverages very seriously. We will not serve minors at any time. We will not serve Guests alcoholic beverages in excess or intentionally allow people to drink to the point of observable drunkenness or past Legal Limits of Consumption.

Under the majority of state tavern laws, it is the employee who is serving who gets fined and sometimes imprisoned for an intoxicated person's actions, not just the drinker. Many local municipalities have "scout" programs in place in order to entrap people into serving minors. Downers Grove has a "Controlled Buy" program where the Police Department periodically conducts tests on establishments to determine if they are serving alcohol to minors. An under 21 year old patron is sent into the establishment to attempt to purchase liquor. The server/seller is subject to an administrative citation (\$500) and the establishment is subject to suspension, revocation, and/or fines up to \$15,000 and disciplinary hearing costs of up to \$1,000. If an employee violates the law serves an underaged patron, knowingly or unknowingly, they will be terminated immediately. There is a zero tolerance policy towards this. Don't do it!!!

Alcoholic beverages are meant to compliment a fantastic meal. Therefore, when Staff Members join us as diners, they must consume food in order to order and drink alcoholic beverages. With regard to alcoholic beverage consumption by Staff Members, the rules are as follows:

- No one under the age of 21 may buy or consume alcohol at **Entourage** at any time. This includes no consumption during training of alcoholic beverages. No "tastes"
- No Staff Member may consume alcoholic beverages while on duty.
- No Hourly Staff Member may sit at the bar at any time for any reason.
- All Staff Members must be completely out of uniform prior to being served an alcoholic beverage. The Staff Member must be seated at a table in the bar or our dining rooms.
- No Staff Member may consume more than three (3) alcoholic beverages at **Entourage** in a twenty-four hour period.
- Staff Members will not receive their 30% off employee discount for alcoholic beverages.
- A valid ID will be required during all Alcoholic Beverage Training Programs, including Pre-shift meetings. You must be 21 years old to consume alcohol.

## Alcohol Training and Serving

Information for Illinois Properties & DOWNERS GROVE:

### **Alcohol Awareness Certification & Compliance Policy**

**Entourage** requires Alcohol Awareness Certification for ALL employees who serve or dispense beverages containing alcohol to our Guests. Certification is obtained by attending a certified BASSET class through the local ordinance or online.

**All Front of House Managers and Bartenders** are required to receive Alcohol Awareness Certification **prior to the start of Entourage in-house training program** (before their work function begins). This will only be a policy if local ordinances require it.

**Servers AND Bar Tenders:** Alcohol Awareness Certification may be required by local ordinances.

- **Current Employees:** All current servers have received Alcohol Awareness Certification, and are responsible for maintaining certification every three years. In the event that one's certification lapses, the employee will be suspended until certification is renewed.
- **New Hires:** All newly hired servers and bar tenders must receive Alcohol Awareness Certification prior to their first day of training for their service position. You may obtain certification completing a training course online. If the employee is unable to attend the next available class, that employee will be responsible for scheduling an alternative training session that provides BASSET Certification. If an employee does not do so, they will be unable to work until they are certified. Every newly hired employee will receive notification of this policy.
- Policies related to alcohol service and consumption will be reviewed periodically through staff messaging, pre shifts, staff meetings, and any time that an infraction in relation to said service occurs by a staff member.

**For All Employees:** All employees must provide management with proof of certification, including a Bartender's License for bartenders (if/where required, not required in Naperville or Downers Grove) and BASSET certification for servers from the State of Illinois, and maintain current certification status. Management will monitor certification and employees with expired certifications will not be allowed to work until new certification is achieved.

**Bartender License Required to Service Alcohol - (if required by local ordinances, NOT REQUIRED IN DOWNERS GROVE OR NAPERVILLE)**

- It shall be unlawful for any person to serve or sell alcoholic liquor in a licensed liquor establishment unless the person shall have on his person a current valid bartender's license. It shall further be unlawful for any liquor licensee to permit any person to serve or sell alcohol without having proof of a valid bartender's license. The person shall be required to display said bartender's license to any police officer, upon request. The liquor licensee shall maintain a copy of the license upon the premises for display to any police officer, upon request.
- Any holder of a liquor license, or his agent, employee or bartender, who shall violate the provisions above, shall, upon conviction, be subject to a fine.
- The fee for the bartender's license required by this subchapter will be as set forth in the schedule according to the City or Village, and is the responsibility of the Staff Member. (if required by local ordinances).

**Mandatory Alcohol Awareness Training**

All persons applying for a bartender's license shall have successfully completed a mandatory alcohol awareness training program approved by the village prior to issuance of a bartender's license. (if required by local ordinances).

**Application for Bartender License**

Any person applying for a bartender's license shall submit a written application to the Village Collector requesting the issuance of a bartender's license for the purpose of being employed in a licensed liquor establishment in the village. (if required by local ordinances).

**Expiration of Bartender License**

A bartender's license shall be current from the date of issuance and shall expire on December 31 of each year, and shall be renewed annually. (if required by local ordinances).

**Employment Of Minors**

It shall be unlawful for any licensee or any officer, associate, member, representative, agent or employee of such licensee, to engage or employ or permit any person under the age of 21 to tend bar and/or to draw, pour or mix any alcoholic liquor in any licensed premises; provided, that the provisions of this section shall not be construed to prevent the employment of persons who are at least 19 years of age as waiters or waitresses for the purpose of serving alcoholic liquor on licensed retail premises.

It shall be unlawful for any licensee or any officer, associate, member of representative agent or employee of such licensee to engage or employ or permit any person under the age of 21 years to pour or mix any alcoholic liquor in any licensed premises.

#### **Identification - Carding**

It is required that someone over the age of 21 years old do the initial carding, or make the determination if the patron needs to be carded, to verify the guest is of legal age to consume alcohol. At Entourage, we ask that any server under the age of 21 to get a manager to card their guest prior to serving them alcohol. If you ask for ID and the customer cannot present a valid form, they are not to be served alcohol. As a rule of thumb, anyone who appears to be under the age of 30 should be carded.

#### **Acceptable forms of Identificaiton**

Valid Illinois Driver's License (primary)

Valid State of Illiois Identification Card

*\*\*Vertical ID/License only valid with Manager approval\*\**

Valid Out-of-State Driver's License\*

Valid Out-of-State Identification Card\*

\*always use ID checking guide to ensure authenticity of any out-of-state identification

Valid passport (with photo)

#### **Unacceptable forms of Identification**

Traffic Ticket

Birth Certificate

Baptismal Certificate

School ID

Parent "vouches"

#### **Sales to Minors, Possession, etc.**

- It shall be unlawful for any person under the age of 21 years of age to possess any alcoholic products.
- It shall be unlawful for any person, including any licensee, to sell, offer for sale, give away, or deliver alcoholic products to any person under the age of 21 years, and it shall be the responsibility of the person making the sale to require an appropriate and acceptable form of photographic identification containing the purchasers date of birth in the event the purchaser appears to be 30 years old or younger.
- It shall be unlawful for any person under the age of 21 years of age to purchase alcoholic products, or to misrepresent their identity or age, or to use false or altered identification for the purpose of purchasing alcoholic products.

#### **Bottle Service**

Bottle service advertising, offer for sale or sale of distilled spirits by the bottle is prohibited. The sale of pre-mixed carafes (under 64oz.) of no more than two distilled spirits mixed with a non alcoholic beverage (i.e. margaritas) are allowed, but must be delivered by two or more people.



### **Giving Away Alcohol**

At no time is a licensee allowed to give away liquor. This includes offering a free or complimentary alcohol whether to regular patrons or to a private party.

### **Happy Hour Laws**

Licensees may offer drink specials and offer party packages in compliance with State Happy Hour regulations (235 ILCW 5/6-28.5).

### **Signs of Intoxication**

Guests who are visibly intoxicated are not to be served. It is the obligation of the company and staff to make attempts to ensure any person leaving the restaurant is safe and not at heightened risk of injuring themselves or others once they leave. The following signs of intoxication should be observed and communicated to management immediately by any member of the staff who observes them. Signs of intoxication include, but are not limited to:

- Speech - Slurred, loud, or noisy speech, or a quick, slow, or fluctuating pace
- Movement - Slow and deliberate movements, difficulty walking straight, staggering, or swaying
- Appearance - Red, watery, or glassy eyes, flushed face, droopy eyelids, blank stare, twitching, or body tremors
- Behavior - Decreased alertness, inhibitions, being overly friendly, being aggressive, annoying others, being argumentative, or being confused
- Other signs - Drinking alone, drinking too fast, ordering doubles, buying rounds, bumping into furniture, spilling drinks, or fumbling

As these changes in behavior occur, steps should be taken to limit the continued exposure and service of alcohol, including but not limited to:

- Slow down alcohol service - If an intoxicated individual is with a group of people, try talking with the group members. The group may be able to help sway the intoxicated individual into slowing down or switching to a non-alcoholic beverage.
- Encourage food - Eating food helps slow down the absorption of alcohol in the body. Also, if the patron has an empty stomach, they will continue to get more intoxicated, more quickly.
- Encourage water, non alcoholic beverages, or offer no/low proof alternatives

It is the right of the establishment to choose not to serve anyone that we are not comfortable serving if we believe they are intoxicated. If you feel that a customer needs to be "cut off" from being served any more alcohol, get a manager involved. The manager will assist in conducting an evaluation of the situation and help facilitate/communicate the next steps with the guest as well as the rest of the staff so that everybody knows not to serve the individual any further.

### **Closing Hours And Alcohol Sales**

DOWNERS GROVE Permitted hours of sale of alcohol:

Monday - Thursday: 8:00 a.m. - 1:00 a.m. the following day

Friday and Saturday: 8:00 a.m. - 2:00 a.m. the following day

Sunday: 9:00 a.m. – 1:00 a.m. the following day

New Years Eve: 8:00 a.m. – 2:00 a.m. the following day

St. Patrick's Day: 8:00 a.m. – 2:00 a.m. the following day

Thanksgiving Eve: 8:00 a.m. – 2:00 a.m. the following day

Food service must be available in restaurants, hotels, and recreational facilities at all times when liquor is being served, except that sales of liquor may come for one hour after the kitchen closes.

Restaurants, hotels, and recreational facilities cannot permit any person to consume alcoholic liquor later than one hour beyond the applicable closing time. We will do last call 15 minutes prior to the Bar closing "posted" hours and all customers will be asked to leave, 15 minutes after "posted" closing hours.

### **Substance Abuse**

**Entourage** has a vital interest in maintaining safe, healthy and productive working conditions for its employees. An employee under the influence of a drug or alcohol on the job can be a serious safety risk to themselves, fellow employees, and in some instances the general public. The possession, use, or sale of any illegal drug or alcohol in the work place is unacceptable, and any employee engaging in such actions will be subject to immediate termination. Drugs which are illegal under federal, state or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, and prescriptions not prescribed for current personal treatment by an accredited physician.

While **Entourage** has no intention of intruding into the private lives of its employees, we do expect employees to report for work in condition to safely and competently perform their duties. **Entourage** recognizes that employee involvement with drugs and alcohol can have an impact on the work place and on our ability to accomplish our goal of a drug-free work environment.

Quite simply, our goal is to establish and maintain a work environment that is free from the effects of drug and alcohol abuse. Accordingly, **Entourage** has established the following policy with regard to use, possession or sale of alcohol or drugs while at work, on Company property, or on Company business:

1. The use, sale, or possession of narcotics, illegal drugs, or controlled substances while on the job or on Company property, can and will result in immediate termination of employment without prior notice. Any illegal substances recovered will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
2. The use and possession of legally-prescribed drugs is permitted on Company premises and time provided the drug is contained in the original prescription container and has been prescribed by a medical practitioner for the current use of the person in possession of the drug. Possession of lawfully-acquired over-the-counter drugs also is permitted, but use of any such drug must be consistent with the manufacturer's instructions. Each employee is required to report to his or her supervisor the employee's use of any legally-prescribed or over-the-counter drug which may present a safety threat to him/her or others in the workplace. The Company may refer the employee to a medical practitioner for an opinion as to whether the employee can continue to work safely while using the drug in issue. A

written release to return to work or notice of any work restrictions authored by the employee's treating health care provider may be required by the Company. Final return-to-work approval and a determination of ability to work safely while the employee is using a prescribed or over-the-counter drug is within management's sole discretion.

3. Employees who are convicted of violating any criminal drug law must notify the Company's personnel staff within five days of the conviction. Within thirty days of such notification, the Company will take appropriate disciplinary action, which may include at the discretion of the Company's management, termination of employment without prior notice or requiring satisfactory participation in a drug abuse assistance or rehabilitation program as a condition of continued employment.
4. From time to time, **Entourage** may circulate information to its employees to explain the dangers of drug abuse in the workplace; emphasize the Company's commitment to maintain a drug-free workplace; provide information about available drug counseling, rehabilitation, and rehabilitation services; or explain the penalties that may be imposed on an employee for workplace drug abuse.
5. **Entourage** may require employees to submit immediately to a drug and alcohol test by an independent qualified laboratory, at the Company's cost, in any of the following circumstances:
  - a. the employee is involved in an on-the-job motor vehicle accident;
  - b. the employee is involved in an on-the-job accident requiring medical attention or involving damage to property;
  - c. the employee appears to be impaired or under the influence of drugs or alcohol while on the job on Company property or using Company equipment. When a test is conducted because the employee appears to be impaired or under the influence of drugs or alcohol, the employee's employment shall be suspended without pay pending the results of the test. If the test result is negative, the employee's employment will be reinstated with full back pay.
6. Any employee who refuses to submit immediately to a drug or alcohol test will be terminated without prior notice. An employee who tests positive for illegal drugs or alcohol is subject to immediate termination without prior notice. All positive test results are verified by an independent medical review officer.
7. Employees are encouraged to voluntarily seek professional assistance with any drug or alcohol abuse problem. If an employee has, or believes they may have, a drug or alcohol abuse problem, they are encouraged to notify management and request assistance in locating a suitable program for treatment. Such voluntary notification prior to detection by the Company of a drug or alcohol abuse problem will not result in the termination of employment of the employee, provided that the employee promptly enrolls, continuously participates and successfully completes an appropriate treatment program. The employee is financially responsible for any such treatment program. During such treatment, the employee will be placed on Family and Medical leave, if such leave is available and the employee is eligible. If this leave is not available to the employee, the employee will be considered as suspended without pay. Rehabilitation is the responsibility of the employee. Any employee suffering from a drug or alcohol abuse problem who notifies management and then rejects treatment, or discontinues a treatment program prior to successful completion, will be subject to immediate termination of employment without prior notice. If an alcohol or drug abuse problem reoccurs subsequent to completing the treatment program, the employee will be subject to immediate termination of employment without prior notice. In all other respects, the employee is subject to **Entourage Drug and Alcohol Policy**.

8. **Entourage** reserves the right to inspect, without notice, all areas of the Company's business premises, including lockers, and all portions of Company vehicles.
9. **Entourage** may require the Staff Member to submit to an immediate search by Company representatives of his/her person and/or property and vehicles brought onto Company's business premises.
10. Staff Members are required to leave all personal bags outside the building. A small handbag is permitted. Duffle bags, backpacks, any type of shopping bag or the likes of are not permitted. In the event you have brought in any type of bag, it must be opened voluntarily for inspection prior to leaving the building.

Information regarding the use of illegal drugs or alcohol by any individual or the testing results of any job applicant or employee will be maintained in confidence by **Entourage** to the extent practicable.

Such information may be disclosed to governmental or law enforcement authorities, supervisory or managerial personnel, consultants, Medical Review Officers, Substance Abuse Professionals, or physicians who have a legitimate need to know in connection with the disposition of disciplinary matters, the administration of this policy, or as required by law.

### **Cash and Credit Card Handling**

If your specific role involves cash handling, you've been tasked with an important responsibility. Accounting for the cash you handle is a big part of that responsibility. If a variance is recorded in the cash balance due (the amount stated on the POS report that is required to be turned in by you) in the amount of + or - \$2.00, this represents your inability to handle cash properly, and can and will lead to termination.

"Cash Handling" includes:

- Counting daily cash envelopes and daily deposits
- Handling/counting server banks, bar banks and cocktail server banks (where applicable).
- Collecting and handling all cash received from Guests.
- Daily safe reconciliation.

Being Right on the Money

You can't go wrong following our established cash handling procedures. Make sure you understand them thoroughly.

During your shift, always keep cash in the secured location designated for your job.

- Server bank drawers or your apron.
- Cash register drawers (bartenders).
- Cash Caddies (cocktail server).

Proper Credit Card handling and processing:

- Tip claim is determined by the number added to the tip line, not the total. Unless, there is not tip line amount and just a total.
- If an employee rings the incorrect bill on a card or does not run a card properly before a guest leaves, a write up and/or corrective action will be given.
- Employees may avoid a write up if they decide to cover the missing total.

At the end of your shift, carefully follow established procedures for counting your cash, having your cash turn-in verified and depositing your cash in the safe.

Accept only approved methods of payment from your Guests (e.g., no personal checks, no company checks.) If a Guest has a problem with payments refer him or her to a manager.

### Social Security

Social Security benefits provide a source of supplemental retirement income and medical insurance coverage after you have reached a certain age. Federal law requires that you contribute a certain percentage of each paycheck, depending on your rate of pay. **Entourage** matches this contribution, dollar for dollar, and then forwards the total amount to the Federal Government, where it is credited to your personal Social Security account. Please note that although **Entourage** participates in contributing to your Social Security benefits, it cannot guarantee any specific eligibility or level of benefits that will be provided to you upon reaching the age of retirement. Employees of **Entourage** may not opt out of Social Security benefits.

### Wage and Hour Rules

**Entourage** has a compensation package for its employees. As an employee, your job is classified according to the nature of your employment. **Entourage** is committed to following all applicable minimum wage, overtime wage, child labor, and other wage and hour laws and regulations. To ensure that all work performed for **Entourage** is compensated correctly, it is essential that all work time is reported and recorded accurately. Every employee is responsible for this important recordkeeping task, both for yourself and for any employees whom you supervise. If you have questions about your classification, or any other wage and hour issues, consult with your manager or the information provided to you upon hire. Any problems with recordkeeping or any inaccuracies in compensation should be reported promptly to your Supervisor.

### Clocking In and Out

To ensure you get paid accurately each pay period and do not have to go back and get a check corrected always clock in immediately at the start of your scheduled shift, when you are in dress code and ready to work. Before you leave for the day, check in with the Manager in Charge for approval to leave and then clock out. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### Work Week and Schedule for Employees

The staffing of our restaurant is very important. Your schedule will depend on the shift and position to which you are assigned. The following policies will help our operations run efficiently and allow you the time off you require.

- **Hours of Operation** - Employees who are responsible for opening procedures may be scheduled to arrive 1 or more hours before opening. Those responsible for closing procedures may be scheduled to work 1 or more hours after closing. The **Entourage** work week begins on Monday.
- **Your Availability - Entourage** has certain scheduling requirements during peak business hours (lunch, dinner, weekends, and holidays). Your permanent availability should be given to your manager at the time of hire. Any changes to this availability should be given to your manager in writing or submitted through a new availability sheet.

Because of particular situations, you may be called in to work when you are not scheduled. Also, there may be times when you will be asked to work beyond your scheduled hours. Your cooperation at these times is appreciated and you will be released when the need for your services has passed.

- **Schedule Requests** - Requests for days off must be submitted to your scheduling manager at least 2 weeks in advance. Requests should be submitted through the Hot Schedules. All requests will be accommodated whenever possible but we cannot guarantee that all requests will be granted.

The schedule will be posted weekly, 10 days in advance. This schedule may be emailed or texted to you, but the schedule posted online or in the store is considered the official schedule and it is your responsibility to know when you are working on this schedule.

## ATTENDANCE

You will be scheduled at least 1-3 shifts a week in accordance with your availability and restaurant need, and the schedule will be posted at least **10 days** in advance of the first day of that schedule, per state guidelines. This will increase to 14 days in advance on July 1, 2022.

**You are expected to arrive at least 15 minutes before your scheduled shift time and be in full uniform, ready to work** when you punch in to start your shift. In the event you cannot work a scheduled shift, you are responsible for getting coverage for that shift. Employee phone lists are posted on HotSchedules, do not text or call management for this information. All shift trades must be approved by management. No texts are acceptable unless initiated by management. Unapproved/uncovered time off and excessive tardiness will be documented in your employee performance log and subject to use in employee reviews. Ongoing attendance issues as well as no call - no shows are subject to disciplinary action including and up to employment termination.

## **No call + No show = No job (Job Abandonment)**

Please remember the following:

- It is your responsibility to check the posted schedule daily because it may change due to business fluctuations.
- **Entourage** management reserves the right to determine employees' schedules as business operation necessitates.

Employees are not to be in work areas if they are not on a scheduled shift. Employees are not to remain in the restaurant in non-work areas if they are not performing work or eating in the normal course of being a customer. In addition, non-**Entourage** employees are not permitted in the back-of-the-house and are never allowed to perform any type of restaurant work.

### **Rest/Meal Period**

Employees who work 7 ½ or more continuous hours will be given a 20-minute break no later than 5 hours after the start of work. If an employee is working more than 7.5 continuous hours, they are entitled to an additional 20-minute meal period for every additional 4.5 continuous hours. If an employee is under 16, they must get a 30-minute meal break if working more than 5 continuous hours. Staff members must clock out for breaks.

## **Employee Meal Benefit Program**

### **MEALS & DISCOUNTS**

- Employees who open, close or are on a double shift will be provided a 50% discount on one 'approved' menu item. Approved menu items can be found in the POS under the 'Staff Food' sub-menu. Any additional food items will be paid for at full menu price.
- Food that will always need to be paid at full price are any menu items that include crab cake, mussels, short rib, lobster, halibut, scallops, ribeye, NY strip, filet and any kid menu items/side items.
- A manager must approve any menu ordering for staff before it is sent to the kitchen.
- Food rang in for an approved discount must include an 'employee meal' modifier, which can be found under the 'instructions' modifier. Please be sure to also type in the name of the person receiving the discounted food item. If the modifiers are not used, the food items will NOT be discounted.
- If you do not qualify for a discounted meal, you may purchase at full price.
- Such approved meals will not be subject to discount and must be ordered "to go"
- Kid's food, daily features, steaks, shellfish and seafood and alcoholic beverages are **not** discounted for employee meals.
- **NOTE:** At the end of the night, "to go meals" will not be allowed to be ordered.

### **Hourly Staff Member Discounts**

- When dining 'off the clock' a 30% discount will be provided on food only. Alcoholic beverages will not be discounted.
- Discount will be applied to the Hourly Staff Member and up to three (3) guests dining with the Staff Member. If ordering "to go" you can also receive this discount.
- When eating at **Entourage**, all Staff Members must be out of uniform (any uniform items removed), confine themselves to public areas, and be taken care of by a working Staff Member. Off-duty Staff Members may not help themselves to food, beverages, or other merchandise. When the restaurant is on a wait, all Staff Members must put their name on the list and wait the appropriate amount of time. They **MUST NOT** disrupt other team members working.

### **After Shift Drinks + Eating**

**This will be allowed on very rare occasions when approved by a manager.** *\*\*\*If an employee would like to sit at the bar or at a table after their shift for a drink or food, permission must be granted from the manager on duty. Employees must also change out of uniform prior to sitting down.*

## **Tardiness and Absences**

We take tardiness and absence very seriously. **You must arrive 15 minutes prior to your scheduled time ready to work** (5 minutes late ready to work, or on time but not in your uniform is not acceptable). If you will be late due to an unexpected circumstance, make sure to call your supervisor and let him/her know immediately. Each time you are late, even with a valid excuse, it will be documented in your file.

If you are ill or cannot report for your scheduled shift for any reason, you must call your supervisor at least 3 hours prior to your start time. If that is not feasible, contact your supervisor as soon as possible. If a situation arises in which you know in advance that you will have to miss your shift, let your supervisor know immediately so that he/she can make the proper accommodations.

When you call to report tardiness or absence, you must call the restaurant and speak directly to one of your supervisors. Do not leave a message with any other employee and do not text a manager. Texting, emailing or messaging any other employee besides your manager will not count as a call in and will be ground for a write up.

It is very important that you contact your supervisor about every instance of tardiness or absence. Failure to report for your scheduled shift without calling your supervisor is considered job abandonment and could lead to immediate termination.

**Remember: No Call + No Show = No Job (Job Abandonment)**

## **Uniform Policy**

Your appearance gives a perception to guests about how much pride you have in yourself and what you do. It is a reflection of the standards, dress code and grooming guidelines, set at **Entourage**. *A professional, prideful appearance by everyone is essential to our success and is expected every shift, every day.*

### **Our Preference for Your (and Our) Image**

Proper hygiene practices are important for every Staff Member. This includes regular bathing, continual washing of your hands, clean nails-free of chipped nail polish, fresh breath, use of deodorant, freshly laundered undergarments, and refraining from touching your hair and mouth while working.

You must show up ready to work in your assigned uniform. If you do not show up in your assigned uniform you will be sent home, it will be documented in your file as a write up, and can lead to disciplinary action up to termination of employment.

### **Servers & Bartender Staff Member Uniform**

(See Management for applicable fees and specifications for uniforms.)

- **Pants** - Pressed dark blue jeans with no holes or rips. The jeans must maintain color and cleanliness throughout your employment.



- Shoes - Black, slip-resistant, shine-able, closed-toe and heel, comfortable
- Black socks & belt
- Shirt – Black **Entourage** shirt of choice (These will be issued and a fee is required.)
- Apron – (These will be issued and a fee is required.)
  - Servers: Black bistro style apron
  - Busser: Black cocktail style apron
  - Bar – none
- Polishing Rag – restaurant issued only

#### **Front Desk Staff Members Dress**

- Pressed pants or skirts (no jeans or any skirts above the knee)
- Professional blouse (business casual)
- Closed-toe, comfortable shoes with no more than 1' heel
- A small jacket may be worn at night (this will be reviewed further)
- Neat and groomed look

#### **Line Cook, Prep, Dish Members Dress**

- Clean, pressed, **Entourage** shirt of choice (These will be issued and a fee is required.)
- Clean, pressed, black “cook’s pants” or jeans
- Black, shiny, comfortable, grease/slip-resistant soled shoes with a heel
- Clean, laundered restaurant issued **Entourage** chef cap
- Restaurant-provided cook apron, to be changed out when overly soiled
- Appropriate culinary tools

#### **Personal Appearance (for ALL employees)**

- **Hair Restraint**
  - **Long Hair**—shoulder length or longer, must be tied back - must be restrained so it is not in your face
  - **Long Bangs**—over the eyes or longer, must be restrained back or to the side, so they do not hang in your face
- **Facial Hair (beards, moustaches, goatees, etc.)** — must be fully grown in or fully shaved. Keep trimmed along neck and cheek lines if grown in.
- **Makeup** — makeup must be tasteful and not excessive or extreme
- **Rings** —If rings tear food-handling gloves, then the rings must be removed while working
- **Earrings** —earrings must be shorter than 1 ½ inches in total length
- **Facial/tongue piercing** — are not allowed, remove them before clocking in
- **Fingernails** — must be kept trimmed, free of chipped nail polish
- **Perfume/Cologne/Oils** —be considerate of others — use moderation

#### **Other Essentials for Success:**

\$20 change bank (coins will be needed), wine key, lighter, polishing rag, and your server book. You must have all of these required service items to be prepared and ready to serve our guests. If a Staff Member is missing any of these items, and cannot locate a replacement item or borrow it, the Staff Member may not be allowed to work the scheduled shift.

## General Policies

### HAND WASHING

Every **Entourage** employee must wash and sanitize their hands while at work during these times:

- Before starting a shift
- After changing job assignments
- After eating or smoking
- After using the restroom
- After removing anything from a table that a guest may have touched (sanitize)
- Every 30 minutes through the shift

### GUM CHEWING

Absolutely no gum chewing is allowed.

### SMOKING

- **Entourage** is a "Smoke Reduced" environment
- Smoking is not permitted during the shift
- Smoking is not allowed anywhere other than within the gated garbage collection area
- If a customer enters the restaurant with a lit cigarette, cigar or pipe, politely request for them to put it out or finish it outside before coming in to eat.

### PARKING

All Mgt. and Staff is required to park on the south end of the building, starting in the 4<sup>th</sup> row back. There is the curb row as row #1, then the 2<sup>nd</sup> and 3<sup>rd</sup> row of spaces after that are where we all park, 4<sup>th</sup> row and back.

- Exceptions:
  - Weekdays - Openers that will be leaving before 5:00 pm
  - Saturday and Sunday lunch no exceptions
- Closing Manager and closing FOH and BOH supervisors and Dish Crew can move there cars to the east side of the building no earlier than 9:30pm outside the back door. Please note: leaving the building for any reason needs management authorization.

### PHONE CALLS & CELL PHONES

- Personal telephone calls are not allowed while at work unless on a break
- An outgoing call may be made if arranging a ride home from work
- To use the phone, you must ask for a manager's permission beforehand
- Incoming calls may only be taken in a legitimate emergency
- Instruct your friends and family members accordingly
- Cell phones may not be worn or used during work hours

### PERSONAL PROPERTY & INFORMATION SECURITY

Our security concerns are focused on three areas: People, Property, and Records. We are very conscious of the need to ensure the security of Staff Members and Guests alike. To protect you, your property, and our property, the building is equipped with a state-of-the-art fire and burglar alarm system. Information and operating procedures regarding the business activity of **Entourage** is proprietary and confidential, and not for the public or competitor's knowledge.

**Entourage** must ensure that equipment, files, reports, tools, and other items belonging to the company are not removed from the premises without proper authorization. Due to the nature of our business, we may randomly question, inspect and search any Staff Member and their belongings or other person before they enter or leave the premises. With regards to the search mentioned above, it is in everyone's best interest and required for Staff Members to leave backpacks, purses, or other bags in the trunks of their cars, out of view, when coming to work. **Again, no backpacks, purses or any other type of bag is to be brought into the restaurant.**

#### **CASHING OUT**

- Pay checks or personal checks may not be cashed at work
- Credit or debit cards may not be used to get cash advances at the restaurant
- Doing so will lead to disciplinary action, including possible discharge

#### **HOURS OF OPERATION**

- Only the Owner can close the Restaurant outside normal operating hours. Managers may not close the restaurant outside normal operating hours without specific direction from the Owner
- Inclement weather, power outages, or other occurrences do not justify closing unless authorized by the Owner

#### **SOLICITATION**

**Entourage** strictly prohibits employees or others from soliciting customers or other employees for anything except products and services offered by the Company in working areas, on working time. **Entourage** also prohibits the unauthorized solicitation of employees or customers by outside groups on Company property.

This includes posting flyers or order forms on facility windows, counters, or community boards and circulating solicitation via e-mail or in person.

#### **MEDIA RELATIONS**

**Entourage** believes that open and honest communication with customers and communities is critical. If for some reason a member of the media visits or contacts you at the restaurant please forward them to our General Manager or Owner. Politely explain to them that the General Manager and/or Owner handles all press releases and company operations information.

#### **PERSONNEL RECORDS**

**Entourage** wants to ensure your personnel records are correct. For this reason, if you have a change in any of the items below, please notify your manager as soon as possible.

1. Name – (first, middle, last)
2. Home Address
3. Home Telephone Number
4. Emergency Contact
5. Number of Dependents
6. Marital Status
7. Exemptions on your Federal or State W-4 Tax Form

You may review your file at the discretion of the company and in accordance with all relevant state and federal laws. The following guidelines apply:

- Requests must be submitted in writing to management
- Upon approval, you may view your file in the presence of a designated company representative
- Unless mandated by state law you may not mark or make copies of the file documents

## Public Relations and Information Disclosure

All information disclosed outside of the Company (for example, to media, investors, or general public) must be accurate, complete, and consistent. All employees are representatives of **Entourage** Restaurant. If someone asks you for information, refer them to the General Manager or Owner. Inquiries about former or current employees, such as reference requests or employment verification, should be referred to the General Manager or Owner. Do not attempt to answer these questions yourself. Be sure to advise your manager of the request. If a member of the media or someone else appears unexpectedly at a **Entourage** restaurant or other facility and asks to shoot video, take photographs or makes other inquiries, immediately notify your manager. Do not discuss **Entourage** business with the individual. The supervisor should contact the General Manager or Owner to ensure that the correct procedure is followed.

## Confidentiality

**Entourage's** guest lists, pricing, finances, sales volume, gratuities, recipes, Staff Member information, systems, policies, procedures, practices, plans or processes are proprietary and highly confidential, and it is the obligation of each Staff Member to keep such information confidential and unavailable to persons not involved in **Entourage's** business, unless authorized to do so by an officer of the Company. Therefore, Staff Members should not discuss any confidential information with any person who does not work for **Entourage**, and if anyone not affiliated with **Entourage**. If a representative from the media questions you about **Entourage** or any of its confidential information, including Guest's private information, the Staff Member should immediately refer those requests to the Operating Partners or Executive Chef.

Upon termination of employment for any reason, Staff Members are required to immediately return to **Entourage** copies of all documents, electronic or digital media in their possession, which contain proprietary and confidential information.

## Quality and Customer Protection

Quality is the hallmark of the **Entourage** experience. Our customers rely on our quality and have come to expect the finest food from us. Every day, we win new customers and stake our reputation on the excellence and consistency of all of the products we serve. We take pride in serving the highest quality product made from the best ingredients we can buy and sell our products at a fair price. We are proud of what we offer and make sure that everything is worthy of being served to one of our own family members.

Our commitment to quality also means that we take steps to protect our customer's health and safety. You must do your part by following all proper procedures relating to the storage, handling, preparation, and service of our products, by working to ensure clean and sanitary conditions in all our facilities, and by continually exploring ways to maintain and improve our quality standards and practices. For example, employees are required to follow all rules and training guidelines with respect to the handling of food; all established sanitary procedures, such as hand washing, must be strictly followed. Notify your manager immediately if you become aware of anything which suggests that a product may pose a danger to health or safety.

### **GUEST PROPERTY DAMAGE & LOST AND FOUND**

In the unlikely event of a spill or other damage to a Guest's clothing or property, notify a manager immediately. Most likely the Guest will be reimbursed for cleaning or repair expenses if there is proper documentation. They must be given a handwritten note, signed by a manager, describing the garment affected, date of incident and type of damage which must be presented with a receipt for a payout. Any claim over \$50.00 will be submitted to our Insurance Company.

Articles found in the restaurant by Staff Members should be turned over to a manager immediately with an explanation of where the article(s) was found and any description of the Guest, which may be helpful in returning the article to the rightful owner.

If a Guest should return or telephone in search of an article presumed to have been lost at the restaurant, ask for a detailed description of the item and tell them you will check for it. Never admit to having found the item until the Guest, in person has positively identified it. All items will be stored in the Lost & Found area. We are not responsible for any items left by the guest.

### **Outside Employment**

If you are employed by **Entourage** in a full-time position, working 33 hours a week or more, we consider your position here to be your primary employment and priority for your working time. Any outside activity must not interfere with your ability to properly perform your job duties with us. If you work for the Company part-time, less than 33 hours a week, you should inform your manager of your other employment to ensure it does not conflict with your employment with **Entourage**. Your manager will inform you if, in the opinion of **Entourage**, your other employment appears to be a conflict. If your other job is determined to be a conflict, you may not be employed with **Entourage** so long as you are employed in the conflicting job. You may not take any outside job, either for pay or as a donation of your personal time, with a customer or competitor of **Entourage**; nor may you do work on your own if it competes with **Entourage** in any way including sales of products or services we provide our customers.

### **Conflicts of Interest**

Company personnel must avoid conflicts of interest. A conflict of interest exists when a personal interest or activity interferes or appears to interfere with the duties that you perform at or owe to **Entourage**. A conflict of interest may unconsciously influence even the most honest person and the mere appearance of a conflict may cause an employee's acts to be questioned. Company personnel

must avoid situations that affect or appear to affect our ability to act in the best interests of **Entourage**.

You should carefully review your own situation for any conflicts of interest. You must disclose any conflicts or potential conflicts to your manager. In consultation with management, your manager will determine whether a conflict or potential conflict exists and whether any corrective action should be taken. **Entourage** corporate officers have a special responsibility to avoid conflicts of interest because of their high visibility in the business community and in the community generally. Officers and all other employees should disclose actual, potential, or apparent conflicts to their manager. All employees, including officers, with actual, potential, or apparent conflicts should remove themselves from the decision-making process with respect to any matter involving the conflict.

Some situations in which conflicts of interest may arise, and therefore should be avoided, are:

- Being employed by or operating a firm (including consulting) which does or desires to do business with **Entourage**
- Having any financial involvement, directly or indirectly, or ownership of any interest in any organization (except for an ownership interest of less than 5% in a publicly held company), by you or anyone in your immediate family with whom **Entourage** does business, including but not limited to: vendors, suppliers, customers or agents, except with **Entourage** specific prior knowledge and written consent.
- Being employed by, operating, or ownership greater than five percent (5%) in a publicly held company and any ownership amount in a private company in any venture that competes with any operation of **Entourage**. Engaging in the sale of merchandise or services pertaining to the restaurant industry or businesses will be considered a conflict of interest and is not allowed.
- Engaging a family member or someone with whom you have a familial-like or dating relation to perform services for **Entourage**.
- You may not enter **Entourage** into contracts with relatives or household members, or represent **Entourage** in any transaction in which you or a related individual has a substantial personal interest.
- Competing with **Entourage** for real property rights or interest or engaging personally in real estate or other transactions in which **Entourage** has an interest, without express written approval from the partners.

If you have any questions about whether your ownership of an interest in an organization with which Entourage does business presents a risk of a possible conflict of interest, contact your supervisor or the General Counsel before entering into such a relationship.

### Personal Relationships/Fraternization Policy

**Entourage** is committed to ensuring all employees are treated fairly and consistently. To avoid the potential for perceived preferential treatment, sexual harassment, or a conflict of interest, the Company prohibits any intimate relationship where a person is in a position to influence, directly or indirectly, over any decision concerning the terms and conditions of the subordinates' employment.

**Entourage** encourages positive working relationships among its employees, especially between supervisors and their direct and indirect reports. Sometimes these relationships also involve

socializing or fraternization inside and outside the workplace. These activities can build better communication and trust between employees and supervisors, but they can also result in actual or perceived favoritism and other problems for the work group. For this reason, **Entourage** prohibits all supervisors from fraternizing (socializing, including dating) or living with employees who report directly or indirectly to them.

All supervisor/subordinate staff relationships must be strictly professional. If a personal relationship develops, both individuals are to notify their manager or the Owner immediately. We will attempt to accommodate the placement of one of the individuals in a non-conflicting position. However, if that is not possible, we may have no alternative but to terminate one of the individuals' employment.

## Social Media

The purpose of this policy is to provide our employees with requirements for participation in social media in which **Entourage** affiliation is known, identified, or presumed. These restrictions are intended to ensure compliance with legal and regulatory restrictions and privacy and confidentiality agreements. Social media includes items such as blogs, podcasts, discussion forums, and social networks.

Social Media is becoming a more common way to communicate and a tool for self-expression. These best practices will help you when participating in social media.

1. Use a disclaimer: If you publish a blog, post a comment, or share an image and it has something to do with the work you do at our location, make it clear that what you say is representative of your views and opinions and not the views and opinions of **Entourage**. At a minimum, if your social media site expresses an affiliation with the Company, you must include the following standard legal disclaimer language:

The postings on this site are my own and don't represent **Entourage** positions, strategies or opinions.

2. Get Approval: Do not announce company news on your social media site. Do not cite or reference clients, partners, or suppliers without their approval. When the company wishes to communicate publicly, whether to the marketplace or to the general public, it has well-established processes to do so. Only those officially designated by **Entourage** have the authorization to speak on behalf of the company.

You must make sure you do not disclose or use **Entourage** confidential or proprietary information or that of any other person or company on any social media site.

Clients, partners or suppliers should not be cited or obviously referenced without their approval. Never identify a client, partner, or supplier by name without permission and never discuss confidential details of any of the above. Furthermore, your social media site is not the place to conduct business with a client unless authorized by the Company in writing.

3. If you see content on social media forums or online review sites, such as Yelp, Zagat, Urbanspoon, and OpenTable, that disparages or reflects poorly on **Entourage**, you should immediately contact the Social Media Manager. Do not attempt to reply to such postings or comment in any way. Only

the Social Media Manager has the authority to handle online review comments on behalf of our restaurant.

4. Use your best judgment: Remember that there are always consequences to what you write. If you're about to post something that makes you uncomfortable, think about why that is. If you're still unsure, and the post is about **Entourage** business, feel free to discuss your proposed post with your supervisor. Ultimately, however, you have sole responsibility for what you choose to post online. You should make sure that social media does not interfere with your job, commitments to customers or our business.

4. Be professional: **Entourage** workforce members are directed that, as with all communications, statements made in the confines of private blogs, social media sites, or chat rooms must treat the company and its employees, customers, and competitors with respect.

5. Be mindful of the world's longer memory: Everything you say is likely to be indexed and stored forever, either via search engines or through bloggers that reference your posts.

If the Company determines that you have violated your obligations under this policy, the Company has the option to take certain steps which may include, among others, warnings, suspension, and/or termination.

The best way to avoid a violation is to not engage in any social media activities that involve our restaurant unless officially promoted or authorized by **Entourage** and its ownership.

### Interaction with the Government and Service of Legal Documents

**Entourage** values its excellent relations with the local, state, and federal government. **Entourage** is committed to being a "good corporate citizen" and is proud of its record of service to the community. **Entourage** values the communities where it does business. From time to time, employees may interact with local government officials. For example, **Entourage** restaurant may require a local permit or approval, or local health officials may inspect a restaurant. **Entourage** is committed to complying with local laws, regulations, and codes and to working fairly and honestly with local officials and others in our communities. In doing so, your actions must meet high ethical and legal standards. It is against our policy (and may violate the law) to offer or make a payment or gift of any kind in order to facilitate a local process or to influence a local government official.

A representative of the government may seek to interview you regarding **Entourage** business activities or your work at the Company. In such event, you and the restaurant have the right to be represented by counsel. If you are contacted by a government agent or representative and asked to provide information, you should contact your General Manager, Owner or General Counsel.

**Entourage** deals honestly and fairly with government representatives and agents to comply with valid governmental requests and processes. Employees must be truthful and straightforward in their dealings with the government and may not direct or encourage another employee or anyone else to provide false or misleading information to any government agent or representative. Employees must not direct or encourage anyone to destroy records relevant to an investigation. If an inspector appears at your restaurant or someone arrives to serve legal papers, immediately notify your manager, who will follow the appropriate procedures and contact the Legal Department.



## Intellectual Property and Proprietary Information

### Confidential Information

During the course of employment at **Entourage**, all employees gain some knowledge and information which is nonpublic and proprietary. Employees are trusted with maintaining the confidentiality of this information. If this information were known outside the Company, it could harm **Entourage** and its employees. Confidential information includes: supplier information, our technologies, recipes, formulas, business and marketing plans, and existing and future product information. **Entourage** information should be used only for Company purposes and should not be disclosed to anyone outside of our company unless they have signed a non-disclosure agreement in advance, which is approved by the Legal Department. Even within **Entourage**, only those individuals who truly need to know to conduct their business should have access to confidential information. If you leave our company, you must return all Company materials and property.

Some basic rules to follow include:

- DON'T bring any papers or computer records from prior employers to **Entourage**.
- DON'T accept or use anyone else's confidential information (or agree to maintain anyone's information in confidence) except under an agreement approved by the Legal Department.
- DON'T solicit confidential information from another Company's present or former employees.
- DON'T engage in "espionage"; be above board in obtaining information about the marketplace.

### Other Intellectual Property

As an employee, the things you create for **Entourage** belong to the Company. This "work product" includes inventions, discoveries, ideas, improvements, artwork, and works of authorship. This work product is **Entourage** property (and does not belong to you) if it is created or developed, in whole or in part, on Company time, as part of your duties or through the use of **Entourage** resources or information. This means you have rights to any work product for which no equipment, supplies, facility, or trade secret or confidential information of **Entourage** was used and which was developed entirely by you on your own time, unless the invention relates to the business of **Entourage**, or to **Entourage** actual or demonstrably anticipated research or development, or the invention results from any work that you performed for **Entourage** during the term of your employment relationship with us. Employees must promptly disclose to our team, in writing, any Company work product and cooperate with the Company's efforts to obtain protection for **Entourage**.

Our brands, including the **Entourage** name, are extremely valuable to our success. Brands are fragile and must be used carefully and protected from misuse. Consult the General Counsel if you have questions about guidelines for proper name, brand or trademark usage.

It is the policy of the **Entourage** to follow all applicable intellectual property laws. Personnel who use the work product of others, including art and music, must follow the law. For example, you should only use software for which you have a valid license and should only use that software in accordance with the terms of the license for that software. Written materials and music may be

subject to copyright protection and should only be copied when permitted. Use caution, as not all copyrighted materials bear a notice.

### **Company Records**

**Entourage** retains its records only for as long as the records are being actively used, unless the law or business needs require a different retention schedule. This policy applies to records maintained in all forms at **Entourage**, including records kept in written and electronic form.

Our company does not knowingly destroy or discard evidence. Records relevant to a legal action cannot be destroyed or discarded without the approval of the General Counsel. If the restaurant receives a subpoena, a request for records or other legal papers or the Company has reason to believe that such a request or demand is likely, the Company policy is to retain all records which are relevant to the matter. If you receive such a request or other legal papers, notify your manager immediately.

## **Employee Benefits & Vacation**

### **EMPLOYMENT STATUSES**

- **FULL-TIME EMPLOYEES:** Full-time employees are those employees, other than short-term employees, who are regularly scheduled to work at least 30 hours per week. All salaried employees are also considered full-time employees.
- **PART-TIME EMPLOYEES:** Part-time employees are those employees, other than short-term employees, who are regularly scheduled to work less than 30 hours per week or who elect not to work 33 hours per week for personal reasons.
- **SHORT-TERM EMPLOYEES:** Short-term employees are those employees who are hired for full-time or part-time positions with the understanding that their employment is of a short-term nature (e.g., summer help, holiday help, temporary replacements for employees on leave, or additional staffing for special projects). *Short-term employees, regardless of the number of hours they work, are generally not entitled to participate in any of our benefit programs, unless otherwise advised by the Company.*

### **PAID TIME OFF FORMAT**

#### **Full-Time Hourly Staff Members**

In compliance with the Illinois Paid Leave For All Workers Act, Entourage offers our employees up to 40 hours of paid leave per year to be used for any purpose.

#### **Accrual & Carryover**

Employees will accrue one hour of paid leave for every 40 hours worked. Accrual begins at the start of employment.

Employees cannot use accrued paid leave until they have completed 90 calendar days of employment.

Employees may accrue up to 40 hours in a 12-month period. Employees may carry over paid leave from one 12-month period to the next.

### **Notice Requirement**

Employees are required to notify their supervisor of their need for leave at least seven days' advance notice of a foreseeable need for paid leave. If leave is unforeseeable, employees need only provide notice as soon as practicable.

### **Using Leave**

Employees may use their accrued leave in full-day increments (hours per day will be based off of average hours per individual employee with a 90-day lookback).

Leave will be paid at the employee's regular rate of pay, which does not include commissions or gratuities. If the employee is in a tipped position, the employee will be paid at the regular non-tipped minimum wage rate for the length of the leave.

### **End of Employment**

Any accrued PTO (up to 40 hours) will be paid upon separation from employment. Any additional PTO accrued past 40 hours will not be paid out.

If an employee is rehired within 12 months of separation from the company, the amount of unused accrued time will be reinstated and made available for use if the employee is rehired.

If you have any questions regarding this policy, please reach out to [hr@entouragerestaurant.com](mailto:hr@entouragerestaurant.com).

### **HOLIDAYS**

Family time and personal time are very important to enjoying life. **Entourage** will be closed on certain holidays, including Memorial Day, Labor Day, The 4th of July, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day, Super Bowl Sunday and Easter Sunday. As a reminder, all Staff Members are to make themselves available to work on all other holidays, including New Year's Eve, Valentine's Day, and Mother's Day. At **Entourage**, we need the service and dedication of all of our Staff Members to achieve excellence. Certain holidays we will not accept requests off as it were a normal day of business. Any requests off for holidays that we are open must be communicated with management in written form. We are especially busy on New Year's Eve, Valentine's Day, Mother's Day & Father's Day. We will work to accommodate you when we can, but please know that not all requests will be met.

### **401K PLAN**

*This is a summary of the plan features. For full details, please refer to the Summary Plan Description.*

**Eligibility Excluded Employees:** The following employees are excluded from the Plan:

- Employees covered by a collective bargaining agreement, for purposes of Elective Deferral Contributions, Safe Harbor Matching Contributions, Employer Matching Contributions and Non-Elective Contributions.
- Any leased employee, for purposes of Elective Deferral Contributions, Safe Harbor Matching Contributions, Employer Matching Contributions and Non-Elective Contributions.
- Non-resident aliens, for purposes of Elective Deferral Contributions, Employer Matching Contributions and Non-Elective Contributions.

**Elective Deferral Contributions, Safe Harbor Matching Contributions, Employer Matching Contributions and Non-Elective Contributions:** You must meet the following criteria:

- You must attain age 18 years of age
- You must complete 650 Hours of Service in a 6-month period. If the service requirement is not met in the first consecutive period of months, you will also be eligible for the Plan if you complete one (1) Year of Eligibility service, provided that you are an Eligible Employee at the end of that period.

**Enrollment Periods**

- **Elective Deferral Contributions, Safe Harbor Matching Contributions, Matching Contributions and Profit Sharing Contributions:** On the first day of the first and seventh month coincident with or next following the time you meet the eligibility criteria specified above.
- **Contributions Elective Deferral:** You may elect to defer up to 100% of your Compensation on a pre-tax basis. You may also elect to make Roth contributions to the Plan on an after-tax basis. You may elect to change your elections to contribute to the Plan quarterly as of the first day of the Plan Year and the first day of the fourth, seventh and tenth month of the Plan Year. Federal law also limits the amount you may elect to defer under the Plan (\$22,500 in 2023). However, if you are age 50 or over, you may defer an additional amount up to \$7,500 (in 2023).
- **Matching Contributions:**
  - Safe Harbor Matching: 100% vested, required to be made each year, exempt from testing. The matching contributions will not be in excess of 4% of your Plan Compensation. Matching contributions will be allocated to the Safe Harbor Matching Contribution Account of Participants as soon as administratively feasible at the end of each pay period.
  - Employer Matching: subject to vesting schedule, at the employer's discretion each year, subject to testing
- **Profit Sharing Contributions:** The Company may, in its sole discretion, make a Profit Sharing Contribution on your behalf in an amount determined by the Company. Such contribution, if made, will be allocated in an amount designated by the Company to be allocated to similarly situated eligible Participants. You must complete at least 1,000 Hours of Service during the Plan Year and be employed by the Company on the last day of the Plan Year in order to receive a Profit Sharing Contribution.

**Rollovers:**

The Plan may accept a Rollover Contribution made on behalf of any Eligible Employee, regardless of whether such Employee has met the age and service requirements of the Plan. An Eligible Employee who has not yet met any of the eligibility requirements of the Plan will be deemed a Participant only with respect to amounts, if any, in his Rollover Contribution Account.

**Vesting Fully Vested Accounts:**

You will have a fully vested and nonforfeitable interest in your Elective Deferral Account, Safe Harbor Matching Contribution Account, Rollover Contribution Account and Qualified Nonelective Contribution Account.

**Matching Contribution Account and Profit Sharing Contribution Account:**

Your interest in your Matching Contribution Account and Profit Sharing Contribution Account will vest based on your Years of Vesting Service according to a 3 year cliff vesting schedule (100% after three years of vesting service). Investing Plan Contributions Investments: You may direct the investment of all of your Accounts in one or more of the available Investment Funds. Your elections will be subject to such rules and limitations as the Plan Administrator may prescribe. The Plan Administrator may restrict investment transfers to the extent required to comply with applicable law.

The Plan is intended to constitute a plan described in section 404(c) of ERISA. This means that Plan fiduciaries may be relieved of liability for any of your losses that are the result of your investment elections.

**Distributions from the plan:**

You may receive a distribution from your account under the following circumstances:

- Immediately after your employment terminates
- Normal Retirement Age (even if you are still working)
- Hardship
- From the Rollover Contribution Account at any time
- Death
- Disability

Plan Administrator: Capital Group – American Funds.

796 Hospitality LLC dba **Entourage** Address: 796 S. Rt. 59, Naperville, Illinois 60540

Phone number: 630-999-8980

**Note:** These plan highlights are intended to be a very concise overview of plan features. For a detailed description of plan features, place a request through HR to review the Summary Plan Description or contact the Plan Administrator for more information. The plan features described in these plan highlights are subject to change and in the event of a discrepancy between the legal plan document and these highlights (or any other summary of plan features), the plan document shall control.

**Note for Tipped Employees:** Tipped employees who elect to contribute to a 401K will need to turn in their tips daily and be fully compensated on their paycheck. This will allow Entourage to ensure the correct contribution amount or percentage chosen is available for withdrawal from your check, then subsequently deposited into your 401K.

**HEALTH INSURANCE**

Health insurance is available to all salaried employees and full-time hourly employees. Insurance offerings include Medical, Dental and Vision through United Health Care.

Open enrollment begins November of every year and is effective December 1<sup>st</sup> of each year. Salaried and full-time hourly employees may enroll within 90 days of employment following the hire date. Eligible employees must work an average of 30 hours a week during the 3-month look-back period.

**Entourage** offers competitive contributions on medical plans for both hourly and management employees. Contributions will be explained in detail during your enrollment. Any other dependents on coverage, dental plans or vision plans are 100% the responsibility of the employee. If you have any specific questions regarding benefits, please reach out to [hr@Entouragenaperville.com](mailto:hr@Entouragenaperville.com).

## Unemployment Insurance

**Entourage** complies with all applicable law regarding Unemployment Compensation Insurance. This is a cost that is covered by the Company, however, state law will determine your eligibility and benefits for unemployment compensation. If you are eligible you will receive weekly benefits based upon your previous earnings calculated over a certain number of calendar quarters preceding the time of your application for unemployment benefits. It is important to note that unemployment benefits are not guaranteed in the event of your termination. Certain scenarios (even times when you are terminated involuntarily) may preclude you from collecting unemployment benefits. Furthermore, nothing contained in this Handbook should be construed to limit **Entourage** ability to dispute unemployment benefit claims that it determines to be in bad faith or ineligible.

## Family and Medical Leave of Absence (FMLA) Policy

### Family and Medical Leave Act (FMLA)

The Company provides eligible employees with unpaid leave in accordance with the federal Family and Medical Leave Act (FMLA). You should contact your manager/supervisor as soon as you become aware of the need for a FMLA Leave. Accepting other employment, continuing to work in another job, or filing for unemployment insurance benefits while on FMLA leave may be treated as a voluntary resignation from employment, unless you and the Company have agreed otherwise in writing.

### Employee Eligibility

To be eligible for FMLA Leave benefits, you must:

1. have worked for the Company for a total of at least 12 months;
2. have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and
3. work at a location where at least 50 employees are employed by the Company within 75 miles, as of the date the leave is requested.

### Reason for Leave

Because an employee's rights and obligations may vary depending upon the reason for the FMLA Leave, it is important you notify **Entourage** management regarding your request for leave and the reason for the leave. FMLA Leave may be granted if used for one of the following reasons:

1. the birth or adoption of a son or daughter, or placement with the employee of a son or daughter for adoption or foster care ("Bonding Leave") (eligibility for this type of leave expires 12 months after the birth, adopted, or placement);

2. to care for an immediate family member (spouse, child, or parent with a serious health condition ("Family Care Leave");
3. an employee's inability to work because of a serious health condition ("Serious Health Condition Leave");
4. a "qualifying exigency," as defined under the FMLA, arising out of a spouse's, child's, or parent's active duty or call to active duty in a foreign country as a member of the Armed Forces or Reserves ("Military Emergency Leave"); or
5. to care for a spouse, child, parent, or next of kin (as defined under the FMLA) who is a member or eligible veteran of the Armed Forces who has incurred or aggravated a serious injury or illness in the line of duty, as defined by the FMLA ("Military Caregiver Leave").

FMLA leave is an unpaid leave of absence. Employees are required to use all available personal, vacation and sick leave time concurrent with FMLA leave. Under no circumstances shall any paid leave be used to extend FMLA leave unless otherwise required by law.

### **Length of Leave**

The maximum amount of FMLA Leave is twelve (12) workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks of FMLA leave between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. A 12- month period begins on the date of your first use of FMLA Leave. Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-month period. A "single 12-month period" begins on the date of your first use of such leave and ends 12 months after that date.

For example, you take 12 workweeks of FMLA leave to bond with a newly adopted child. Later, but within the 12 months after you took the first FMLA leave, you wish to take FMLA leave to care for a spouse, child, parent or next of kin under the Military Caregiver Leave provision of this policy. Because the law allows extra time off for Military Caregiver Leave, you will be allowed to take this time off, so long as the total amount of leave does not exceed 26 workweeks.

If both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of:

- i. Military Caregiver Leave and
- ii. Military Emergency Leave, Bonding Leave, and/or Family Care Leave.

Under some circumstances, you may take FMLA Leave intermittently—which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of one (1) hour or more.

### **Bonding, Family Care, and Serious Health Conditions Leave Requirements**

Employees may be required to provide:

1. 30-day advance notice when the need for the leave is foreseeable;

2. advance notice within one or two business days after learning of the need for leave when the leave is not foreseeable;
3. when the leave relates to medical issues, a completed Certification of Health-Care Provider form within 15 calendar days (these forms are available from the Benefits Administrator); and
4. periodic reports during the leave.

At the Company's expense, the Company may also require a second or third medical opinion regarding your own serious health condition. Employees are expected to cooperate with the Company in obtaining additional medical opinions that the Company may require.

When leave is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the Company's operation. Contact your Benefits Administrator or Employee Relations Advisor prior to scheduling planned medical treatment.

#### **Failure to Provide Certification and to Return from Leave**

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If you fail to return to work at your leave's expiration and have not obtained an extension of the leave, the Company will assume that you do not plan to return to work and have voluntarily terminated your employment. Employees are expected to provide prompt notice to the Company of any change(s) to an employee's return to work date.

#### **Benefits During Leave**

The Company will continue making employer contributions for your group health insurance during your leave on the same terms as if you had continued to work. This means that if you want your insurance coverage to continue during your leave, you must also continue to make any employee premium payments that are due.

Employees who fail to pay their share of health insurance premiums in a timely manner may, after notice, be terminated from the group health insurance plan, and the termination may be retroactive to the last date their share of the premiums were paid in full. In some instances, the Company may recover premiums it paid to maintain health insurance coverage if the employee fails to return to work following a FMLA Leave.

Your length of service as of the leave will remain intact, but accrued benefits such as vacation and sick leave will not accrue while on an unpaid FMLA Leave. Further, you will not be eligible for paid holidays which may occur during the leave.

#### **Job Reinstatement**

Under most circumstances, you will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave.

For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement. Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit documentation from his/her health care provider that certifies the employee can perform the essential functions of the job, with or without accommodation.



“Key employees,” as defined by law, may be subject to reinstatement limitations in some circumstances. If you are a “key employee,” you will be notified of the possible limitations on reinstatement at the time you request a leave.

### **Disability Accommodations**

**Entourage** is committed to fully complying with the Americans and Disabilities Act (ADA) and all other applicable federal, state, and local laws to ensure equal opportunity in employment for qualified persons with disabilities. Our hiring procedures provide an opportunity for persons with disabilities to have meaningful employment. Pre-employment inquiries are made only regarding an applicant’s ability to perform the duties of the position. Post-offer medical examinations may be required for those positions in which there is a bona fide job-related physical requirement; however, they are given to all persons entering the position only after conditional job offers. Medical records will be kept separate from personnel records and will be held strictly confidential.

Employees with disabilities may request reasonable accommodations that enable them to perform their job. Such request should be submitted in writing to **Entourage** management team. Employees must engage with the company concerning all reasonable request for medical or other information related to the requested accommodation or ability to do the job. The company reserves the right to select a suitable reasonable accommodation even if it is not the employee’s preferred accommodation.

### **Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Contact the General Manager for more information or questions about military leave.

### **Leave of Absence Policies**

### **Medical Leave of Absence**

If an employee is unable to perform the functions of his or her position because of a serious health condition, a Medical Leave may be granted not to exceed 12 weeks. To find out if you are eligible for a medical leave, contact the General Manager or Owner.

**Entourage** does not offer paid sick time, but does offer unpaid leave of absences (LOA) to eligible Staff Members. Approval of LOA depends on situational circumstances, the Staff Member's length of service, and hours worked per week, among various other factors. Some LOA's may fall under FMLA. Please consult the section that describes your rights under FMLA (below). **Entourage** will make an attempt to have a position available for a Staff Member returning from an approved LOA, however, we cannot promise that a position will be made available.

LOA's are subject to approval by the Operating Partners or Executive Chef, and are limited in duration, and are unpaid. Staff Members who desire an LOA must submit a request in writing. Vacation accruals, insurance coverage, and other benefits may be affected by a LOA.

### **Personal Leave Of Absence**

**Entourage** recognizes that there may be instances when, for various reasons, Staff Members may require time off from their jobs for unplanned, emergency events. We recognize that under these circumstances it may be in the best interests of both **Entourage** and the Staff Member, for the Staff Member to be granted an unpaid, personal leave of absence.

Unpaid personal leaves of absence will only be granted to employees who have served a minimum of twelve (12) months of continuous employment with **Entourage**. Each request for unpaid personal leave will be considered on an individual basis, and the Company will determine, in its discretion, whether to grant the leave. Before requesting an unpaid personal leave, the employee must exhaust all other accrued paid time off benefits, such as vacation and sick days. **Entourage** will not approve a personal leave of absence in excess of 30 days per calendar year, and will consider the amount of time the Staff Member already has missed from work in determining whether or not to grant the request.

If the leave of absence is not designated as Military or FMLA leave and the Staff Member's position is filled during a personal leave, the Staff Member will receive priority consideration for the next vacancy for which the employee may be qualified. Otherwise, the Staff Member will be considered as having voluntarily resigned.

### **Paid Sick Leave**

**Entourage** does not currently offer paid sick leave. Employees may use their accrued PTO for sick days.

### **Jury Duty Leave**

We encourage employees to fulfill their civic responsibilities by serving their jury duty when required. Employees may request unpaid jury duty leave for the length of absence. If desired, employees may also use any available paid time off (for example, vacation benefits). Regardless,

employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits. **Entourage** will continue to provide health insurance benefits for the full term of the jury duty absence.

### Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. However, we understand that this is not always practical. To ensure all of our employees get the time and attention they deserve toward their professional development, as well as to ensure proper growth from within the company, **Entourage** will perform periodic performance reviews of all of our employees. You and your supervisor need to discuss performance standards and objectives as well as your results compared to those standards. These meetings should be mutually beneficial, for it is the responsibility of you and your supervisor not only to review performance, but also to identify and resolve problems and to identify performance and growth opportunities.

### Code of Conduct

To avoid any misunderstanding, listed below are examples of some (not all) violations which can result in immediate disciplinary action and/or dismissal. This does not constitute an employment contract. Employees may terminate employment with **Entourage** at any time, for any reason or no reason at all. This list is not all-inclusive and is subject to change. All employees are employed-at-will unless otherwise designated in writing by the Owner of the Company.

To maintain a professional restaurant with quality food, excellent service and reasonable prices, we have determined a minimum number of policies and procedures that must be followed. We ask, in the interest of achieving these goals, that you familiarize yourself with and conform to these policies and procedures.

### Reasons for Reprimand or Termination

**Reasons for reprimand or termination include but are not limited to:**

- Any act that endangers the safety or health of others
- Careless, negligent, or improper use of authority
- Conviction of a crime that impairs the desirability of continued employment (theft, fraud, sexual assault, etc.)
- Destruction of property
- Discourtesy to a customer
- Discussing tips or wages with other staff members
- Disloyalty to **Entourage** in the presence of customers
- Drinking or drug use prior to your shift, during work hours, or in the restaurant or parking lots; reporting for work in an impaired state; conviction of using, selling, or possessing any controlled substance
- Failure to carry out any order given by a management representative, including refusal to do assigned work and other acts of insubordination

- Failure to maintain satisfactory and harmonious working relationships with the public or other employees
- Failure to report for a scheduled shift
- Failure to report personal injury or accidents within 24 hours of the occurrence
- Failure to report to work without notification (defined as voluntary resignation)
- Falsifying a time-keeping record, business expense report or other report, record or work-related document
- Releasing confidential information without written authority
- Foul and abusive language
- Gambling on **Entourage** restaurant property
- Improper cash and credit card handling procedures
- Unauthorized/improper discounting
- Sharing the safe combination
- Making decisions for your own personal gain such as selling old food product in order to preserve costs, or manipulating inventory
- Leaving the restaurant unlocked, leaving the safe unsecured or leaving the alarm unarmed
- Insubordination
- Intentional violation of safety and/or sanitation rules
- Intentionally giving false or misleading employment information
- Job abandonment, failure to report for a scheduled shift
- Conduct unbecoming of an Employee and/or detrimental to the image of **Entourage**
- Abusing the meal discount program or allowing others to do so; must not be used to cover up product shortages/food loss.
- Being in or entering the restaurant alone, unless specifically scheduled to do so
- Allowing non-employees to work for **Entourage**
- Allowing employees (or non-employees) to work off the clock
- Allowing family members, friends, significant others, etc. to wait inside the restaurant while opening or closing
- Performing personal business on company time
- Personal visits during business hours
- Spreading rumors/gossip
- Smoking or eating in prohibited areas
- The possession or use of any kind of weapon or other dangerous implement on company premises
- Theft of property belonging to customers, co-workers or **Entourage**
- Unauthorized or improper use of any type of leave
- Unauthorized use of company equipment
- Unsatisfactory job performance
- Violation of company rules, regulations, policies, and procedures
- Violation of no solicitation/no distribution rules
- Violence or sexual harassment, willful destruction of property, and theft or dishonesty towards **Entourage**, its customers or its Employees
- Giving out confidential information
- Not offering comment cards to guests
- Receiving Guest complaints on your performance
- Failing to charge for food, beverage, or merchandise
- Serving alcohol to a minor
- Drinking alcohol or use, purchases, selling, or possession of illegal drugs on the job

- Making racial or discriminatory remarks or actions
- Engaging in harassment- physical, sexual, verbal, visual, or technological
- Having a physical or verbal altercation with any employee, guest, or anyone else on property
- Being repeatedly late to work
- Leaving early without completing all assigned closing duties
- Approaching a Guest regarding a gratuity
- Overcharging a Guest or altering a charge voucher
- Engaging in health and safety violations
- Unauthorized possession of company property or property belonging to a guest
- Mishandling company funds
- Failing to follow recipes and/or kitchen/bar procedures
- Being rude or disrespectful to a Guest, Staff Member, or Manager
- Bringing any kind of a weapon or firearms on the premises-concealed or not
- Engaging in unsafe work practices
- Any other policy violation or action which can potentially cause harm to **Entourage**, our Staff Members or our Customers

Company premises include all buildings, grounds and parking areas used by **Entourage** to conduct business. Aiding or abetting any of the listed offenses will result in the same corrective action as the offense involved. If three offenses occur that merit a written warning or a final written warning within a rolling six-month period of time, termination could occur regardless of the offense. However, depending on the severity of the offense, termination could occur without warning.

**Conducting any of the following offenses will result in immediate termination:**

1. Drinking or drug use prior to your shift, during work hours, or in the restaurant or parking lots; reporting for work in an impaired state; conviction of using, selling, or possessing any controlled substance
2. Theft, fraud, embezzlement, or other proven acts of dishonesty including falsifying documentation and trade outs of goods for personal gain.
3. Creating a hostile work environment (fighting, creating a scene, etc.)
4. Job abandonment, the failure to report to work for scheduled shift without properly notifying immediate supervisor, or failing to submit required documentation, medical or other, requested by the company.
5. Any harassment of another Employee (verbal, physical, written, or visual) including sexual harassment such as offensive gestures, unwelcome advances, jokes, touching, or comments made to or about another employee, manager, vendor or customer.

**Progressive Discipline and Counseling Process**

**Entourage** own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. **Entourage** may use progressive discipline at its discretion; however, **Entourage** maintains its right to terminate employment at will, with or without cause or advance notice.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Every Staff Member must be thoroughly knowledgeable of our safety standards and procedures. Failure to comply with established safety procedures might result in disciplinary action up to, and including, discharge (see "The Counseling Process").

#### THE COUNSELING PROCESS

We want all Staff Members to excel and succeed at their jobs. However, when behavior is deemed unacceptable, we prefer to address it promptly and directly. The usual first step in the performance management process is verbal counseling with the Staff Member to discuss the undesirable behavior and explain the expectations for positive Staff Member improvement. However, if problems persist, we may use a written disciplinary report, suspension, or even discharge if deemed appropriate to do so.

While circumstances vary, the typical counseling process may include, but does not necessarily need to include all of the following steps:

- Verbal counseling(s)
- Written warning(s)
- Final written warning, which may be in tandem with suspension
- Discharge

**Entourage** reserves the right to take any or all of these steps to manage our Staff Members' performance. The severity of the action taken rests in the discretion of **Entourage** management and may depend on the seriousness of the offense, length of service, and other factors and may range from verbal counseling to immediate discharge.

"When you Lose, Don't Lose the Lesson."

*There is always something to gain when you are faced with setback, mistake, or failure. Learn from your own and others' experiences and be better the next time around.*

### Safety & Security Policies

**Entourage** is committed to providing all employees with a clean, safe, and healthy work environment. To achieve this goal, all employees share responsibilities to follow all safety rules and practices, to cooperate with officials who enforce those rules and practices, to take necessary steps to protect ourselves and other employees, to attend required safety training, and to report immediately all accidents, injuries and unsafe practices or conditions.

#### Accident Prevention

Employees have a responsibility to each other to make **Entourage** a safe place to work. If you see any unsafe situation or practice, report it to your manager immediately.

Following are some examples of situations that must always be reported to your manager:

- Wet or slippery floors or stairs
- Equipment that is even partially blocking traffic areas
- Exposed or unsafe wires or switches

- Exposed sharp edges of any type
- Equipment that even appears to be defective
- Anything that remotely seems to be a fire hazard

The following are specific safety rules to follow:

- Wear rubber-soled, low-heeled shoes at all times.
- Always carry a dry towel or linen for handling hot dishes or utensils.
- Traffic flows just like a highway in the restaurant- always stay to the right, pass on the left, and yield the right-of-way to Guests and other Staff Members.
- When moving through a crowded area say "Behind you" or "on your left" to let people know of your presence.
- Don't overload bus tubs or trays. Don't attempt to carry a stack of plates or racks of glasses that are higher than the distance from your fingertips to your elbow.
- Do not leave drawers or cabinets open.
- Absolutely no running, fighting, or horseplay.
- Always use a ladder or stepladder to climb. Never use a chair.
- If you drop or spill anything or if you see someone else drop or spill something, **do not leave it for someone else to clean up.** If you cannot clean it immediately, **stand over the spill** and ask a fellow Staff Member to bring something to clean it up.
- Do not carry on conversations while using a knife.
- Use caution when working around hot equipment, utensils, plates, and surfaces.
- Do not operate any piece of equipment on which you have not been trained to use.
- Always turn off, then unplug equipment or machinery prior to cleaning. Plug in and turn back on when needed.
- Nothing is stored or held, even temporarily, on the floor.
- Do not block exits, fire doors, aisles, fire extinguishers, gas meters, or electrical panels.
- **Never give aspirin, ibuprofen, or any other medication to a Guest.**
- Avoid back injury in attempting to lift or push heavy loads. If any object is too heavy to move without straining yourself, ask for help.
  - How to Lift
    - Stand with your feet shoulder length apart.
    - Assume a squatting position (stick your butt out) with knees bent and chin tucked towards the chest.
    - Tilt head forward, grasp the load with both hands and gradually push up with your legs.
    - Keep the load close to your body.
    - Keep your back straight and avoid any abrupt movement (keep sticking your butt out to keep back straight. You do not want to arch your back when lifting heavy objects).

## EMERGENCIES & ACCIDENTS

In the unlikely event of any unusual happening to a Guest or Staff Member, no matter how seemingly slight such as a slip or fall, bring it to a manager's attention immediately. Fire Dept., Police Dept., and Paramedic Service phone numbers are posted by all telephones.

## FIRST AID

Injuries can occur no matter how careful we are. First aid supplies are available in case of minor injuries. These supplies are kept in the office and are easily accessible. In the event of a more serious injury, you will be taken to a doctor, emergency care clinic, or hospital for prompt medical

attention.

#### ACCIDENT REPORTS

Any illness or injury you suffer on the job must be reported to a manager **IMMEDIATELY!** Rarely will your condition require you to leave your job. When it does require a visit to a clinic, you must present a written statement from a physician in order to return to work, clearing you to perform your duties. This doctor's statement must be presented to a Manager. An accident report should be filled out no matter the severity of the moment for any employee OR guest.

#### HEALTH & SANITATION

All Staff Members are responsible for keeping **Entourage** in a clean, appealing, and healthy condition. This includes picking up trash, cleaning up spills, and checking the rest rooms for needed supplies and tidiness, no matter the cause. Management needs to be alerted to any unsafe conditions that exist in the restaurant.

- Wash your hands regularly (for a minimum of 20 seconds) throughout your shift (every 30 minutes) with soap and hot water (as hot as you can take it), after eating, using the lavatory, brushing or touching your hair, sneezing, blowing your nose, or performing needed cleanup tasks.
- Do not touch your hair, face, nose, or mouth while handling and/or serving food and beverages. Never lick your fingers!
- Never touch food or beverage when handling plates or glassware.
- Keep fingers away from the rims of glasses and the food contact portion of silverware.
- It is not appropriate for any Staff Member to eat food left on or discarded from anyone's plate. This practice is unsanitary and unhealthy.
- Staff Members may not chew gum while working.
- Do not put pens in your mouth or behind your ear.
- All Staff Members will be required to attend annual Health & Sanitation Seminars conducted by **Entourage** or its representative.
- All staff Members will be required to have all local and state required certificates for food handling positions.

#### Worker's Compensation 1<sup>st</sup> Care

If you have or observe an accident involving a personal injury, even if it appears minor, report it to your manager promptly. If you are injured on the job, you may be entitled to benefits under the Workers' Compensation law. **Entourage** carries Workers' Compensation insurance and will assist you in getting all of the benefits to which you are entitled. To ensure that you receive these benefits when necessary, report every accident or injury, no matter how slight, to your manager at the end of your scheduled work shift.

In case of injury or accident during work, please see manager immediately for the required Occupational Injury facility for you to get treated at. All Occupational Injuries will require an authorization treatment form to be filled out and taken to the facility you will be treated at.

#### Policy Against Workplace Violence

The company is committed to providing and maintaining a safe workplace. In keeping with this commitment, the company has a zero-tolerance policy regarding actual or threatened violence



against co-workers, visitors, or any other persons in the stores or office with whom our employees have contact in the course of their duties.

The company expects all employees and persons who have contact with its employees to perform their duties and conduct themselves in a professional and businesslike manner and to refrain from threatening, disruptive, and violent behavior. The company prohibits all forms of violent, threatening or disruptive behavior made by or against any employee of the company or any other person on the premises who have contact with company employees during the course of their duties.

This includes but is not limited to:

- Threats of violence
- Use of abusive language
- Making annoying or threatening phone calls, emails, or other communications
- Displaying or threatening the use of weapons
- Harassment
- Destroying company property
- Using or attempting to use actual physical violence against another person

And any other conduct that **Entourage** may consider endangers the safety or well-being of any employee or any other person on the premises who may have contact with company employees during the course of their duties.

Any person who engages in conduct deemed to have violated this policy is subject to disciplinary action up to and including immediate termination.

If an employee is in fear of imminent danger – he or she should call 911 immediately. In a non-emergency situation, any action that causes an employee to feel unsafe should be reported to the manager. Truthful reporting of violations of this policy will not subject any employee to retaliation, discipline, or reprisal of any kind.

## Substance Abuse and Weapons

In order to promote the safety of our employees, customers, and suppliers, **Entourage** has a strict policy regarding substance abuse and weapons. Employees are not permitted to use or possess alcoholic beverages on Company property, except at **Entourage** sponsored social events where we permit alcohol. An exception applies if your job involves the sale of alcohol, but in that case you may not consume the alcohol and must participate in any special training required for that business. You also may not use or possess illegal drugs or controlled substances on **Entourage** property or while you are engaged in any job-related activity. Employees may not report to work with alcohol or illegal drugs or controlled substances in their system. The company prohibits Employees from having or possessing any weapon while in a **Entourage** restaurant or on other of our properties to the extent allowed by law. While the law in IL allows having a valid Concealed and Carry Permit, weapons are still not allowed on **Entourage** property as part of our policies. Even with such a permit, the law grants businesses the right to create and enforce such a policy.

**Entourage** is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants

may be asked to provide body substance samples (such as urine) to determine the illicit or illegal use of drugs and alcohol. Employees may be asked to submit to a drug or alcohol test if there are objective reasons to believe an employee is impaired at work as a result of drug or alcohol use. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Drug testing may be required after any accident, vehicle or workplace, and appropriate action will follow.

Questions concerning this policy or its administration should be directed to the General Manager.

## Hazard Communication Program

**Entourage** Restaurant complies with federal and state laws to provide employees with information regarding hazardous substances in the workplace.

We rely on Material Safety Data Sheets (MSDS) obtained from suppliers to meet these requirements.

The General Manager is responsible for compiling MSDS and maintaining the master file.

MSDS are made for employee use and review in the back of the house. The MSDS are kept either on the bulletin board, in the facilities book, or on the back wall.

If a required MSDS is not obtained upon receiving a new substance, the General Manager is to contact the manufacturer to obtain an MSDS for the new substance.

All contained substances used in the workplace must be kept in containers with the chemical type labeled on each container.

### Training

Prior to initial work assignment, each employee will undergo training regarding this Hazard Communication Program and the use of MSDS in the workplace. **By signing the Receipt and Acknowledgment of Employee Handbook Form, the employee acknowledges training of Entourage Hazard Communication Program.**

Each employee is made aware of the location of the MSDS book. If a major change in the program or types of chemicals utilized occurs, re-training of all employees will occur. In these training sessions, all employees will be made aware of his/her "right to know", and the location of this information within his/her worksite.

Any contractor to work or operate in a **Entourage** location will notify and train their employees of the contractor's Hazard Communication Standards. The location of **Entourage** MSDS Book will make it readily available for any contractors in need of this information, fulfilling the contractor's right to know.

## Termination

Voluntary resignation occurs when an employee quits his or her employment with **Entourage** or fails to report to work without notice to, or approval by, his or her supervisor. All Company-owned property including keys and uniforms must be returned immediately upon termination of employment. If an employee is terminated from his or her position, wages will be paid on the next following pay payroll.

Involuntary resignation occurs when an employee is terminated with or without cause. Upon termination, all Company-owned property including keys and uniforms must be returned immediately upon termination of employment. Employees will be paid all wages due at the time of termination.

### Waiver

The provisions of this Employee Handbook cannot be waived. **Entourage** management does not have the authority to approve waivers to this Employee Handbook.

## Receipt of Entourage Employee Handbook

**My signature below indicates that I have received a copy of *Entourage Handbook* and other training materials relevant to my job at *Entourage*.**

I have reviewed the materials including such items as the meal and break policies, the list of "taboo" actions, the policy against harassment or discrimination, and safety standards and procedures. I further understand that this Handbook contains important information regarding *Entourage's* general philosophies, guidelines, and procedures, as well as privileges and obligations of employees.

I further understand that I will be receiving training materials specific to my position and other reference material. It is my responsibility to read, or have read to me, these important materials. I am aware that *Entourage may* amend, add, or rescind practices, procedures, and/or benefits described in this Handbook at any time. I understand that my employment at *Entourage* is voluntary and at-will, and that nothing contained in this Handbook or the training materials provided to me shall be considered as a contract or guarantee of employment for any specific term. I have the right to terminate my employment at any time for any reason. Likewise, *Entourage has* the right to terminate my employment at any time, for any reason.

I understand I will be exposed to and have access to materials, recipes, and other information that is proprietary or confidential in nature. Items like the Handbook, training books and recipe books are the sole property of *Entourage*, and are intended for a Staff Member's use only. I understand that I may not sell, share, photocopy, or distribute any of these materials to any individual, business, or corporation, either before, during, or after my employment.

I agree to abide by the standards, policies and procedures described in this Handbook and as explained to me throughout my employment with *Entourage*. Further, I understand that failure to adhere to the confidentiality agreement and other policies of *Entourage* may lead to disciplinary action, discharge, and/or appropriate legal action to the fullest extent permitted by law.

Date: \_\_\_\_\_

Staff Member Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

PRELIMINARY NOT FOR  
CONSTRUCTION  
XX/XX/XXXX

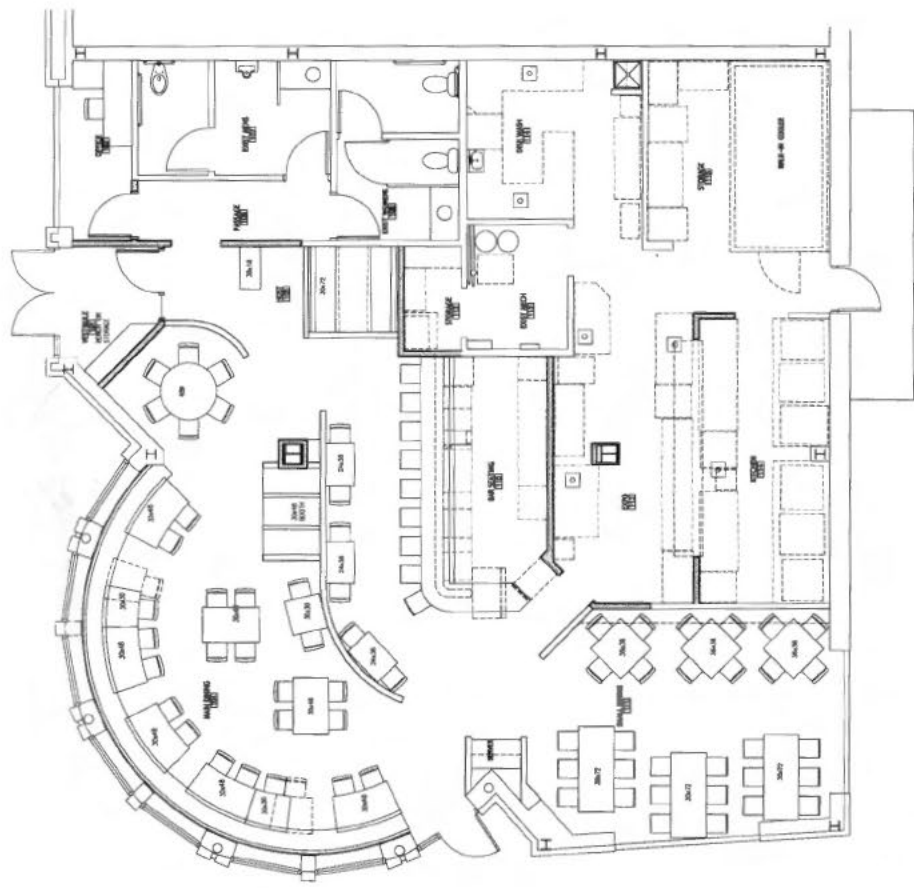
PROJECT  
NAME  
ADDRESS  
CITY, STATE, ZIP  
FOR  
CLIENT  
PROJECT NUMBER /XXXX

ISSUE  
RE-ISSUE

DESCRIPTION

1000 UNIVERSITY BLVD  
SUITE 2000  
ANN ARBOR, MI 48106  
734.763.7800 TORCHARCHITECTURE.COM

**A1 01**



FLOOR PLAN  
10-1-10