

# Special Events Planning Guide

Weddings | Rehearsal Dinners | Corporate Events |  
Holiday Parties | Private Parties | Banquets | Meetings



## Banquets & Special Events

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120 W. North Street, Normal, IL

[www.medicinormal.com](http://www.medicinormal.com)

# Private Dining Room

This fully enclosed space is located on the first floor near our main entrance.



This room can seat up to 30 guests. Plated meals are required.

## **Minimum Spending Requirements** *(before 10.75% tax and 20% gratuity)*

### Before 4pm

Tuesday - Thursday: \$400

Friday - Sunday: \$500

### After 4pm

Tuesday - Thursday: \$500

Friday - Saturday: \$750

*Bookings are for 4 hour period.  
(during regular restaurant hours)*

**AV equipment available for rental!**

**Please refrain from confetti, banners, or any other decorations that require hanging/mounting.**

# Upstairs Banquet Room

This space has a large balcony that overlooks the restaurant & Mulberry Tree.

Round tables accommodate up to 72 guests.



With rented 8ft tables we can accommodate up to 120 guests.



Cocktail setups can accommodate up to 150 guests.



**Minimum  
Spending Requirements**  
*(before 10.75% tax and 20% gratuity)*

## Before 4pm

Tuesday - Thursday: \$500

Friday - Sunday: \$750

## After 4pm

Tuesday - Thursday: \$1250

Friday - Saturday: \$2500

Bookings are for a 4 hour period.  
Additional time costs \$200 per extra  
hour added.

Please let us know if you need more than  
4 hours at the time of booking.

## **Fees that apply to minimums**

Bar Staffing Fee – \$50

Projector/Screen Rental – \$100

Microphone Rental – \$135

Cocktail tables – \$30 each

8 foot long tables – \$15 each

Round tables, white linens,  
table settings & napkins  
are included.

# Rooftop Patio

The Patio is available as an addition to booking our Upstairs Banquet Room. Our patio is equipped with heaters.

## **Minimum Spending Requirements** *(before 10.75% tax and 20% gratuity)*

### **Half Patio Before 4pm**

Tuesday - Thursday: \$800  
Friday - Sunday: \$1250



### **Half Patio After 4pm**

*"Half Patio" refers to the patio section near the bar; the rest is open for restaurant use.*

Tuesday - Thursday: \$2000  
Friday - Saturday: \$3000



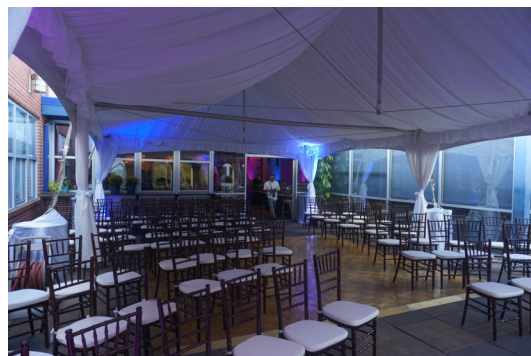
### **Full Patio Before 4pm**

Tuesday - Thursday: \$3000  
Friday - Sunday: \$4500



### **Full Patio After 4pm**

Tuesday - Thursday: \$3500  
Friday - Saturday: \$5000



# Reserving A Space

To book one of our private spaces,  
we require a Special Events Contract &  
deposit of **25% of the minimum.**

<b>Minimum</b>	<b>Deposit</b>
\$400	\$100.00
\$500	\$125.00
\$750	\$187.50
\$800	\$200.00
\$850	\$212.50
\$1250	\$312.50
\$2000	\$500.00
\$2500	\$625.00
\$3000	\$750.00
\$3500	\$875.00
\$4500	\$1125.00
\$5000	\$1250.00

## **DEPOSITS ARE NON-REFUNDABLE**

Please address all concerns prior to providing a deposit.

A credit card number must be included on the contract for all bookings. We reserve the right to charge for non-payment, damages, service fees, and/or any product prepared or ordered in the event of a cancellation.

# Menu Selection

We have different menu options depending on the size of your party.

## 30 Guests or Less

- Order from the restaurant menu.
  - Customize a limited menu.
- Choose a pre-fixed, 3 course Dinner from the Special Events Menu.
  - Hors D'oeuvres & Canapés from our Special Events Menu.
  - Pre-ordered Plated Lunch or Dinner.

## 30 to 60 Guests

Special Events Menu Only

- Choose a pre-fixed, 3 course Dinner from the Special Events Menu.
  - Hors D'oeuvres & Canapés from our Special Events Menu.
  - Pre-ordered Plated Lunch or Dinner.
  - Buffet for Lunch or Dinner.

## 60 to 150 Guests

Special Events Menu Only

- Hors D'oeuvres & Canapés from our Special Events Menu.
  - Buffet for Lunch or Dinner.

## LET US KNOW ABOUT DIETARY RESTRICTIONS

We have options for Gluten Free,  
Vegetarian & Vegan Dinners.

# Bar & Beverage Packages

The Upstairs Banquet Room is equipped with a private bar. There is a \$50 bar staffing fee that applies to all parties who want a bartender. This fee applies towards the minimum.

The 1st floor Private Dining Room is NOT equipped with a bar. Your servers will take drink orders & bring them into the room.

## **Unlimited Soda & Coffee Station**

\$3 per guest

### **Coffee Station**

\$35 setup

\$15 per refill

### **Build-A-Mimosa Station**

\$25 per person

*Includes: House Brut,  
Orange, Pineapple, Cranberry, & Mango  
Juices*

### **Champagne Toasts**

House Brut – \$4 per guest

Moscato – \$6 per guest

Gruet Brut – \$8 per guest

## **Bar Packages**

(Upstairs Only)

### **Basic Beer, Wine, & Soda**

\$30 per guest for 4 hours.

-includes domestic bottles, house red & white wine, some drafts, & all sodas.

### **Basics with Drafts & Well Cocktails**

\$40 per guest for 4 hours.

### **Premium Beer, Wine, & Cocktails**

\$55 per guest for 4 hours.

-includes all upstairs drafts, 8 different wine varietals, & most premium cocktails.

**\*Packages are not required.** Open bar may be run on consumption with customized limits and/or drink tickets.\*

**MEDICI RESERVES THE RIGHT TO REFUSE SERVICE TO  
OVERLY INTOXICATED INDIVIDUALS.**

**ZERO TOLERANCE FOR UNDERAGE DRINKING!  
INTOXICATED INDIVIDUALS UNDER 21 MUST  
IMMEDIATELY VACATE THE PREMISES.**

# Medici Policies

## General

- Final details are due **14 days** prior to your event:  
**Guest Count, Food Choices, Timeline, & Bar Policy.**
- Payment is due at the close of the event.
- 10.75 % tax and 20% gratuity apply all events.
- Food displays are broken down in the final half hour of your event.
- **We can not guarantee the safety or quality of food post-event.**
- **Leftovers may be taken at your own risk.**
- Medici is NOT responsible for lost or damaged items.

## Tents

**Tent rental is encouraged for Full Patio events over 100 guests.**

Preferred vendor: Palace Events  
([www.palaceevent.com](http://www.palaceevent.com)  
309-830-4922)

*Policy: Tent must be erected at least half an hour before the restaurant opens.  
(typically 10:30am)*

## Parking

- Medici does not validate parking  
There is a small free parking lot located behind Medici. It can be accessed via College Avenue.
- Parking in a “RESERVED” spot may result in a tow at any time.
  - The nearest parking garage is between Mulberry & College.
  - All 3 Uptown Normal Parking Decks are within walking distance of Medici.
  - Parking Decks are free after 6pm on weekends.

## DJ's and Live Music

We do not allow DJs to perform *inside* of the restaurant.

Options for winter events may be discussed prior to booking.

If you choose to book a DJ for your event, **you are required to book the full patio when weather permits.**

Our Upstairs Banquet Room is open over our restaurant. As a result, we must place restrictions on music volume.

**LOUD PROFANITY  
PROHIBITED IN ALL SPACES**



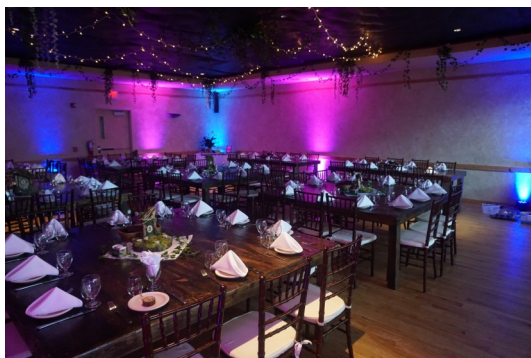
# Decoration Policies

You may have access to the space one hour prior to your event for decoration & setup. More time may be negotiated depending on other banquets. Please address one week prior to your event.

**Please limit set-up crew to 2-3 people for the Private Dining Room and 4-5 people for the Upstairs Banquet Space.**

## Private Dining Room

- Nothing may be mounted to our walls.
- Please do not tape directly on the partition.
- You are not allowed to hang anything from the light fixtures.
- We **DO** allow open flame in the Private Dining Room.
- We are unable to put live music in this space.



## Upstairs Banquet Room

- Cork board ceiling – allows you to hang decorations from the ceiling. Including anything from lanterns & lights to flameless candles & flowers.
- Nothing may be mounted on the walls. There are strips of wood going around the space that can help you.
- We **DO** allow open flame Upstairs.



- You may store decorations 24 hours before and after your event.
  - Spaces should be clear of guests and decorations half an hour after event close.
- Push pins, scotch tape, painter's tape, & other "no mark" fasteners will damage our textured paint & wallpaper.



# Brainstorming