J. Sterling Morton High School District 201

Board of Education Green Sheet

Board Meeting Date: 11/11/2026

Agenda Location: (check one)

☐Staff Travel	☐Student Travel	☒Contracts
☐Bids or Quotes	☐Bid Results	☐Donations/Grants
☐Disposal of District Property		☐Other: Click to enter text

Submitted by: Mark Sujak

A. **EDUCATIONAL IMPACT STATEMENT**
Morton East students who have achieved the Summa Cum Laude status will be invited for a memorable night celebrating their success. Dinner will be served at Maggiano's Little Italy at 516 N. Clark St, Chicago, IL 60654 on Monday, April 19, 2027. Morton administrators and select teachers will attend the event as chaperones.

B. **SCHOOL IMPROVEMENT GOAL STATEMENT**
Student Activities has a great effect on the education and motivation of students at Morton East High School. This event will help celebrate the success of seniors at the Morton East campus who achieved Summa Cum Laude status.

C. **STATUTE, BOARD POLICY OR RULE STATEMENT**
6:240

D. **FISCAL IMPACT STATEMENT**
COST: The district will incur no cost.
SOURCE: Morton East Graduation Account

E. **SUPERINTENDENT'S GOALS** (check all that apply)
☒ACCOUNTABILITY
☐ENHANCED LEARNING OPPORTUNITIES
☐ENSURE PARENTS AND THE COMMUNITY ARE ACTIVE PARTNERS IN THE PROCESS
☐PROVIDE SAFE AND WELL-MAINTENAINED SCHOOLS TO ENHANCE LEARNING
☐RUN AN EFFICIENT BUSINESS OPERATION

F. **IMPLEMENTATION AND ASSESSMENT PLAN**
List details of the trip/event including implementation and assessment plan, if chaperones, etc.)
Itinerary:
5:00pm – Student check-in at the student cafeteria
5:30pm – Depart Morton East
6:15pm – Arrive to Maggiano's
6:30pm – Social
7:00pm – Dinner
9:00pm – Depart Maggiano's
9:15pm – Arrive to the Bean for pictures (weather dependent)
10:00pm – Depart the Bean
10:30pm – Arrive back to East

ADMINISTRATION'S RECOMMENDATION

I recommend this vendor for approval.

Event ID: 60650227

MAGGIANO'S
LITTLE ITALY

Maggiano's Little Italy Grand

516 N Clark St.
Chicago, IL 60654
312-644-7700

Morton East High School

Monday, April 19, 2027

EVENT CONTRACT

ACCOUNT: Morton East High School
CONTACT: Mark Sujak
ADDRESS:
EMAIL: marksujak@gmail.com
PHONE:

SALES MANAGER: Amber Fascetta
EMAIL: chicago.banquet@maggianos.com
PHONE: 312-644-7700

EVENT SUMMARY

Name	Date	Location	Time	Areas	Event Type	Guests	Gtd	Rental	Event F&B Min
Morton East High School	**4/19/2027**	**Maggiano's Little Italy Grand**	**6:00 pm – 9:00 pm**	**Ballroom, Barbera, and Orvieto**	**Graduation**	**225**			**$5,000.00**

FOOD

Qty		Price	Total
225	**FAMILY STYLE DINNER** *Served with Freshly Baked Bread, Regular and Decaffeinated Coffee, Hot Tea, Iced Tea, and Assorted Sodas.*	$71.00	$15,975.00

BEVERAGE

Qty		Price	Total
	CONTRACTED BEVERAGES ONLY -*Regular and Decaffeinated Coffee, Hot Tea, Iced Tea, and Assorted Sodas* *Host has requested no alcoholic beverages be available for this event.* **Espresso & Cappuccino Beverages Are Not Available**		

SETUP

Client arrival at UP TO 1 HOUR BEFORE EVENT for Setup

Max Capacity is 280 guests

***** SETUP *****

22 Round Tables of 10

House Linen

House Centerpiece: Votive Candle in a Cylindrical Mercury Glass Vase

Tables will be Preset with Glasses, Plate-ware, & Silverware

Personalized Menu Cards at each Table

Piped in Music

Maggiano's will wrap 2nd and 3rd course leftover items to-go for host (Buffet items cannot be wrapped to-go). First course leftovers are not wrapped.

No confetti/glitter allowed. A $150 clean up fee per room will be added to final bill if confetti/glitter is used.

No items may be hung or attached to the walls, mirrors or ceiling. No adhesive on the walls. Repair fee will apply.

Billing: If no other payment is presented at the conclusion of the event, the credit card on file will be charged for final payment.

SPECIAL INSTRUCTIONS

ONSITE CONTACT:

Mark Sujack– Assistant Principal of Student Activities

6:15pm – Arrive to Maggiano's

6:30pm - Social

7pm - First Course

7:40pm - Second Course

8:15pm - Third Course

9:00pm – Depart Maggiano's

GIVE BOXES SO THEY CAN BOX THEIR OWN FOOD

ESTIMATED BILLING

		Total
Food		$15,975.00
Subtotal		$15,975.00
gratuity	20.0%	$3,195.00
Sales Minimum	$5,000.00 Total -$5,000.00 Met	$0.00
Grand Total		$19,170.00
Deposit	Unpaid	$2,500.00
Estimated Amount Due		**$19,170.00**

Gratuity

Gratuity of **20%** was selected on Thu, Nov 5, 2026 at 3:18 pm by Mark Sujak.

Updated: 7/28/2025

TERMS AND CONDITIONS

Maggiano's Little Italy ("Maggiano's") and Client agree that Maggiano's will reserve a banquet room for the Event and provide banquet services on the following terms and conditions. The Banquet Event Order ("BEO") and these Terms and Conditions collectively may be referred to as the "Contract".

1. SALES MINIMUM:

The sales minimum for the Event is $5,000.00 (the "Minimum"). This amount refers to food and beverage charges and in-house audio visual charges and does not decrease if the expected attendance is not reached. Gratuities, sales tax and incidental charges including valet (if applicable), equipment rental fees, gift certificates, and entertainment do not contribute to the minimum expenditure and will be added to your final bill or charged separately. Client agrees it is responsible to pay the full Minimum and all charges incurred above the Minimum. If the Minimum is not met, the difference will be charged as the "Room Rental".

2. GUEST COUNT:

The Final Guest Count is guaranteed by Client and must be received by Maggiano's via phone, or email three (3) business days prior to the commencement of the Event. Otherwise, the guest count listed on this Contract will be final and not subject to change. Maggiano's is not responsible for service to more than ten percent (10%) over the Final Guest Count above without prior consent of management, and Maggiano's reserves the right to charge an additional fee in its discretion for any overage from the Final Guest Count.

3. DEPOSITS/CANCELLATIONS:

The deposit required to secure the Event is $2,500.00 due with this signed Contract on . All deposits are non-refundable. If Client cancels the Event at least eight (8) days prior to the Event Date, Maggiano's will retain the deposit but no additional amounts will be charged to Client. If Client cancels the Event less than eight (8) days prior to the Event Date, Client will be obligated to pay the full Minimum, plus tax.

4. MENU/BANQUET EVENT ORDER:

Final menu and Event details are due or no later than 4 weeks prior to your Event date. In the event the initial BEO signed as part of this Contract does not contain final details, a new BEO will be generated and forwarded to Client for signature; upon signature, Client agrees that the new BEO will replace and supersede any previous BEO executed as part of this Contract and such updated BEO will be incorporated into and governed by the terms of this Contract. Maggiano's will accept modifications to such Event menu up to seven (7) business days prior to the event. Any requested menu modifications are subject to approval by the Maggiano's private dining representative. Modifications that Maggiano's, in its sole discretion, deems equivalent substitutes to such Event menu shall incur no charge to Client. Modifications that Maggiano's deems to exceed the value of such Event menu will be charged accordingly. Published menu prices are subject to an annual increase of up to 10% per year. The BEO must be signed upon receipt and returned to the Banquet Sales Office prior to the event date to confirm all menu selections and event details.

5. EVENT HOURS:

The Event hours are as stated on the BEO. No event will be permitted to run over the time agreed upon without Maggiano's approval. Maggiano's reserves the right to apply reasonable additional charges for events running beyond the time agreed upon. The agreed charge will be based on the number of Maggiano's employees providing services for the event and the amount of time the event runs over.

6. GRATUITY:

While Maggiano's suggests a service gratuity of 20%, the decision to pay a gratuity to the service staff providing service on the event date, and the amount thereof, is at Client's sole discretion. By filling in a percentage below, Client requests that Maggiano's include such gratuity on the check presented at the end of the Event. In the absence of Client requesting that a gratuity be added, no service charge or gratuity will be paid to the event staff.

7. PAYMENT:

Final payment by Client is due no later than the conclusion of the Event, and may be due earlier as set forth below. Prices do not include applicable sales tax, government-imposed surcharges, or gratuities. Proof of valid tax-exempt status, if any,

must be on file prior to the Event. A Credit Card Authorization Form must be on file, and the amount due and owing at the conclusion of Event will be charged to Client's credit card if other payment is not made. If Client cancels or terminates less than eight (8) days before the Event, Client's credit card on file will be charged the full amount of the Minimum, plus applicable taxes. If Client is unable to provide a Credit Card Authorization Form, then Client must pay the estimated charges (based on the Minimum and BEO, plus tax and gratuities), less the deposit, no later than fourteen (14) days prior to the Event, and any additional charges incurred during the Event must be paid by Client at the conclusion of the Event. If glitter and/or confetti is used during the Event, there will be a $150 clean up fee per room included to the final billing that must be paid. Acceptable methods of final payment are cash, credit cards, or gift cards. The aggregate amount of gift cards permitted toward final payment may not exceed $1,000.00.

8. FORCE MAJEURE:

Performance of this Contract by Maggiano's and/or Client shall be excused if such performance is prevented or impaired due to unforeseeable circumstances beyond their control, including fire, flood, earthquake, utility outages, elements of nature or acts of God, riots, civil disorders, strikes, lockouts, labor differences, acts of terrorism, or federal, state or local government restrictions.

9. INDEMNIFICATION/LIABILITY:

Client (in such capacity, an "indemnifying party") agrees to indemnify, defend and hold harmless Maggiano's, its affiliates, directors, officers, employees, agents and representatives (collectively, "indemnified parties"), from and against all claims, causes of action, liabilities, losses, damages and expenses, including reasonable attorneys' fees suffered or incurred by an indemnified party as a result of (a) bodily injury, death, or damage to tangible personal property, (b) any negligence or willful misconduct of an indemnifying party or any of its guests, employees, agents or representatives, including contractors and suppliers engaged by it, in connection with the Event, (c) breach of this Contract or (d) any violation of applicable law, rule, regulation or ordinance by the indemnifying party or any of its employees, agents or representatives, including contractors and suppliers engaged by it. For the avoidance of doubt, Maggiano's will not be liable for damage to, or loss of any, merchandise displayed or left anywhere on the Premises. In no event shall Maggiano's and/or Client be responsible for loss of profit or other collateral, indirect, incidental, special or consequential damages. Maggiano's total liability for any reason shall be strictly limited to refunding any paid deposits or the actual cost paid by Client for the Event, plus applicable taxes.

10. FOOD AND BEVERAGE POLICY:

No entertainment, food or beverages of any kind will be permitted to be brought into Maggiano's by Client or his/ her guests or invitees without the prior written consent of Maggiano's. Failure to secure prior written consent of Maggiano's can result in denying access or cancellation of Event, resulting in the full amount of the Minimum being charged to Client's credit card on file. As a condition to bringing any outside food or beverages onto the Premises, Client agrees to sign Maggiano's standard Indemnification Agreement for Third Party Food & Beverage, prior to the Event.

11. EVENT SPACE:

a. Rooms: Client is aware that adjacent banquet rooms may be in use and involve, without limitation, music, audio visual presentations, and other large social gatherings. Maggiano's makes no representation or warranty regarding use of any other banquet or dining room at the Premises during the Event.
b. Maggiano's reserves the right, in its reasonable discretion, to re-assign the "Room", as referenced on page 1 to a similar banquet room within the Premises. Client will be notified prior to the Event if the Room has been re-assigned.
c. Client agrees not to cause or permit any unreasonably loud noise, music or activity in the Room that disturbs the rights, comforts, and enjoyment of the other restaurant guests, and acknowledges that Maggiano's reserves all rights to handle accordingly.
d. Audiovisual Equipment: At Client's request, Maggiano's will arrange for the rental of audiovisual equipment which Client may require for meetings or program activities. All additional costs for equipment are Client's sole responsibility. Maggiano's must be notified of the requirements at least 72 hours in advance of the Event. Maggiano's will not store audiovisual equipment brought in by the Client.

12. MISCELLANEOUS:

a. Maggiano's and Client shall each comply with all applicable federal, state, and local laws, regulations, and ordinances. Maggiano's reserves the right to ask for proper identification prior to serving alcoholic beverages to any guest. Maggiano's reserves the right to refuse to serve any person under the influence of alcohol or any controlled substance, or to request that such a person leave the premises at its sole and absolute discretion.
b. Maggiano's reserves the right to require reasonable security personnel be utilized at the Event. Such security personnel must be acceptable to Maggiano's, and the costs of such security will be borne solely by Client.
c. Maggiano's reserves the right to enforce its standards concerning dress and decorum at the Event.

d. Maggiano's will not be responsible for packages sent to the Premises for use at an Event, unless such packages are delivered to the premises, at the address set forth above, not more than three (3) working days prior to the Event date, and are properly labeled to include the following:
Hold for arrival. Attn: (Client/Guest Name and Organization), Arrival Date (xx/xx/xx), Complete return address, Banquet Manager's Name, Number of boxes (i.e., Box 1 of 1, etc.)
e. This Contract is made in the State where the Premises are located and shall be construed and enforced in accordance with the laws of the State. This Contract together with the BEO (including updated BEOs related to the Event) constitutes the entire agreement between the parties and may not be modified or amended except by an instrument in writing signed by both the Client and Maggiano's.
f. If any provision of this Contract shall be contrary to the laws or jurisdiction in which the same shall be sought to be enforced, the illegality or unenforceability of any such provision shall not affect the other terms, covenants, terms or conditions.
g. Any modifications to this form Contract sent to Client from Maggiano's shall be invalid and of no force and effect without a mutually agreed upon fully signed amendment to this Contract.
h. The failure of Maggiano's to insist upon strict compliance with any of the terms hereof shall not be considered a waiver of any such terms nor shall it affect the right of Maggiano's to insist upon strict compliance herewith at any time thereafter.
i. If Client is a corporation, limited liability company, partnership or other entity, the person signing this Contract represents that they are a duly authorized signatory of Client.

13. ELECTRONIC SIGNATURE
By signing below, Client acknowledges and agrees that (a) Client consents to the use of electronic signatures in connection with the execution of this Contract and (b) electronic signatures shall have the same force and effect as handwritten signatures to the fullest extent permitted by applicable law.

Client Signature

Credit Card Authorization Form

Please click the button below to submit your card using our secure, online portal.