

Congratulations

Our entire staff welcomes the opportunity to congratulate you on your engagement. We recognize the importance of this life changing decision and are delighted that you are considering The Janesville Conference Center at the Holiday Inn Express to play a part in your special day.

The Janesville Conference Center offers all of the amenities that you would expect from a first class facility, without the first class price tag. Once you start to compare venues, you will see that we are the best choice. Our modern ballrooms allow us the flexibility to host two wedding receptions at the same time.

Three hundred people will fit comfortably into half of the facility. This size room is 4500 square feet. The room charge for this amount of space is \$1000.00. On top of this room charge, there is a \$4000.00 food & beverage minimum that must be met or exceeded. To book this amount of space definite, we require an initial deposit of \$1000.00. There would be an additional deposit due six months prior to your event of \$2500.00. If you were to book within a six month period of your date, we would require a single deposit of \$2500.00.

For groups over 300, we suggest utilizing the entire 10,000 square feet of space. The room charge for this amount of space is \$1500.00, plus a \$9500.00 food & beverage minimum. To book this amount of space, we require an initial deposit of \$1500.00, and then six months prior to your event date, there would be an additional deposit due of \$5500.00. If you were to book within a six month period of your date, we would require a single deposit of \$5500.00.

Room charges include, but are not limited to; tables, chairs, dance floor, simple ivory table linens and linen napkins, china, stemmed glassware, silver place settings and the cutting and serving of the wedding cake. We also set the room up and tear it down, which is also covered in the room charge. All food and beverage is subject to 18% taxable service charge and sales tax. Deposits are non-refundable in the event of a cancellation or switching of the date. Events that are cancelled within a four month period of your contracted date will be billed for the full contracted food and beverage minimum and room charge.

All your food and beverage choices are done with our office. Guests are not allowed to bring in their own food or caterer. The only exception to this is the wedding cake. Wedding cakes **MUST** be provided by a licensed bakery. We must have a copy of the license on file prior to your event date.

We will automatically set up a block of hotel rooms for your guests. These rooms are held in your block until 30 days prior to the event date. Any unreserved rooms will then be released. We also make the reservation for the complimentary standard king room for the bride and groom.

Please feel free to call our dedicated, professional staff to assist you with any questions that may arise as you move forward with your plans.

Once again,
Congratulations and Best Wishes

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