

## MEETING AND BANQUET POLICIES

The following policies have been established to enable us to accommodate you in an organized and professional manner. We urge you to read them before initialing & signing and discuss any questions with the Sales Department prior to your function

### MEETING/BANQUET ROOMS **INITIAL \_\_\_\_\_ when read**

All banquet room assignments are based on the anticipated number of guests. Relocating an event is sometimes required and outside the control of the hotel. Please be assured it will only happen when absolutely necessary. **We contract space only and do not guarantee specific rooms or sides.** All functions will be posted accordingly, directing guests to the proper room. Please pay close attention to the contracted times for your event.

Guests will be admitted to and expected to depart the facilities in accordance with the time specified. All events must end by 12:30AM and guests must have exited the building by 1:00AM. This applies to all events regardless of the city "bar time".

In compliance with local fire codes, our maximum room occupancy may not exceed the room limitations and required seating for each person. Tables or chairs cannot be blocking aisles or fire exits.

### MEETING/BANQUET ROOM RENTAL **INITIAL \_\_\_\_\_ when read**

Meeting room charges will apply to all functions occurring on the property. All room rental charges must be paid prior to the start of your function.

### MENU PRICES AND GUARANTEES **INITIAL \_\_\_\_\_ when read**

As is customary, food & beverage prices are subject to change due to fluctuating food costs. This hotel will guarantee all food & beverage prices for all functions 60 days prior to your event date. All food and beverage prices are subject to an 18% taxable service charge. The total of all prices and service charge is subject to state and local taxes. Menu selections and room set-up details are required three weeks prior to your event. A guaranteed count of the number of people to be served is required 72 hours prior to your event. This figure is not subject to reduction. Guarantees for Monday & Tuesday must be received by the preceding Friday. We are prepared to serve 5% over your guaranteed count. You will be billed for the number of persons guaranteed or the number actually served, whichever is greater. If we are not notified with the established times, and number of people, the original estimated figure from the signed contract will automatically become the guarantee.

### PAYMENT **INITIAL \_\_\_\_\_ when read**

All functions must be paid in full the day of your function if direct billing has not been pre-arranged. All direct bill accounts require an approved credit application 30 days prior to event. Direct bill payments are due within 30 days of billing date. Groups requesting state tax exemptions must submit a copy of their tax-exempt certificate prior to their scheduled function. Only payments made by the tax-exempt group are exempt from paying taxes.

In the event of a cancellation, a fee will be assessed based on the time of cancellation and amount of space reserved. Deposits will be refunded only if the facilities are rebooked for functions of equal or greater size. Please refer to your signed contract for additional cancellation clauses.

At least three weeks prior to your function, someone from the Sales office will contact you to complete a Banquet Event Order that lists all of your specific requirements, audio visual needs, meal selections and estimated meal counts. A copy of the completed BEO will be sent to you for review, and a signed copy must be returned to the Sales Office at least 72 hours prior to your function. This BEO will serve as the agenda for your entire function.

### DEPOSITS / CANCELLATIONS **INITIAL \_\_\_\_\_ when read**

Deposits are sometimes required to secure a definite booking for banquet functions. Tentative bookings will not be held for more than two weeks without a deposit. If the deposit is not received in this two-week time period, the space will be released. All deposits are non-refundable in the event of a cancellation. If we are able to re-book the space with a group of equal or greater size, we will be happy to refund your deposit. Changing the date of a definite booking will also result in a loss of deposit unless we are able to re-book the original space. If a request is made for the same space and date before your deposit is received you will be notified and have 24 hours to secure your booking with a deposit.

### AUDIO VISUAL EQUIPMENT **INITIAL \_\_\_\_\_ when read**

All equipment needs must be pre-arranged 48 hours prior to your event with our Sales Office. Additional charges will apply to any audio visual equipment needed. If a technician is required, additional charges will be added. Audio visual equipment is subject to all state and local taxes. Groups are welcome to bring in their own equipment as well at no additional charge.

### SHIPPING AND RECEIVING **INITIAL \_\_\_\_\_ when read**

Packages will be accepted 24 hours prior to your function. We will ONLY accept up to 3 boxes. This facility does NOT have a receiving/loading dock, or any equipment able to unload a pallet. Please mark the boxes clearly and label as follows: Holiday Inn Express and Janesville Conference Center; 3100 Wellington Place; Janesville, WI 53546; Hold for: (Contact Name) and Group Name – Arrival Date. Special arrangements must be made in advance for any shipments arriving more than 24 hours prior to the function. Return shipping for all items will be your responsibility. Merchandise must be picked up within 24 hours of the completion of your event. The hotel does not have forklifts or equipment to unload equipment from delivery trucks.

### DECORATIONS **INITIAL \_\_\_\_\_ when read**

We do not allow taping, tacking, or the attachment of any posters, flyers, or any written materials to walls or doors without prior written consent from the Sales Office. Confetti, glitter or any similar material of any kind is not allowed in the Conference Center. Nothing smaller than a rose petal is allowed in the conference center. Additional labor charges will be applied if used. Any flower petals used MUST be artificial. No loose candy is allowed to be placed on tables. Candy must be wrapped or in individual wrappers. No open flames are allowed. A pillar or tapered candle MUST have a hurricane or globe around it. There must also be some type of candle plate or mirror underneath to prevent wax from going onto the linens. If candle wax gets onto any of the linens, you will be charged accordingly for the replacement. Votives MUST be in a proper votive holder. The little metal cups are not acceptable. We do not allow any lit candles in the prefunction area (outside the event room), bathrooms, on the bars, gift tables or food tables. The only food table allowed to have properly lit candles would be the cake table.

**Please check with the sales office with ANY questions**

### ENTERTAINMENT **INITIAL \_\_\_\_\_ when read**

Functions that have live music, DJ, etc., must arrange to have entertainment end at 12:30AM. Everyone must have exited the building by 1:00AM regardless of what city "bar time" may be. We ask that all equipment be set up away from entrances and do not obstruct access to the room. We do not allow smoke/fog machines.

MEETING & BANQUET POLICIES (continued)

**LEFTOVERS INITIAL \_\_\_\_\_ when read**

It is the policy of this facility to prohibit guests to take any food items at any time, including “leftover” items from any buffet or food function. The National Restaurant Association guidelines and Health Department regulations will be strictly enforced. Please understand that these restrictions are designed to ensure the safety of you and your guests and your complete cooperation is appreciated. Wedding cake is the only exception to this policy.

**SPLIT MENUS AND CHILD PRICES INITIAL \_\_\_\_\_ when read**

An additional charge will be assessed for all split menus based on your guaranteed number. 10 or more of one entrée is considered a split menu. For example, if you have 50 Chicken, 50 Beef and 20 Seafood, that is considered a 3-way split menu. If you choose a split menu, we will need to know your menu choices, how many of each you wish to guarantee and you will need entrée cards for each guest. As an added service we can provide entrée cards for you for an additional fee. When doing split menus, everyone will receive the same salad, potato and vegetable.

**There are no children’s prices on a buffet. We do offer children’s meal options on our plated dinner menus**

**LIABILITY INITIAL \_\_\_\_\_ when read**

Groups agree to be responsible for any damage done to the premises or equipment by members, guests, invitees or outside groups contracted by the organization during the period of time they are on hotel property. Any damage will be charged accordingly.

Holiday Inn Express cannot assume responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during, or following your reception. Security arrangements should be made for all items left unattended for any time.

**SECURITY INITIAL \_\_\_\_\_ when read**

If, in the sole judgement of the hotel, additional security is needed to maintain order due to the size and nature of your function, the hotel will be happy to arrange additional uniformed security at an extra expense to the party. All security will be commissioned through a licensed and reputable company.

Under no circumstances will anyone under 21 years of age be served alcohol on premises. We reserve the right to refuse service to anyone.

***I, the customer, have read, initialed, understand and hereby agree to honor all the policies listed on this document.***

\_\_\_\_\_  
*Customer Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness Hotel Staff*

