



Magnuson Grand Hotel and Conference Center

Sales and Marketing Contract and Agreement

Please initial each statement acknowledging that you have read and agree to the terms and conditions.

Banquet Meal Guidelines:

- _____ A final guarantee of attendance at any catering function must be received 5 business days in advance. This count is not subject to reduction within this specified time period. (Five days prior to function)
- _____ If attendance falls below the guaranteed number, the customer will be charged for the guaranteed amount. The hotel will prepare for 10% over the guaranteed number.
- _____ The buffet price listed on the booking agreement is per person, per plate. It is NOT an All You Can Eat Buffet.
- _____ Final menu selections should be submitted four weeks prior to the function to insure the availability of desired items.
- _____ **No food, beverage, or alcohol** of any kind (with the exception of cakes) will be permitted to be brought into any banquet/meeting room by any guest without the prior, written approval of the General Manager.
- _____ **Per IL Health Code, no food remaining after the banquet will be taken by any patron. All food is deemed unsafe, and must be discarded.**

Banquet Bar Guidelines:

- _____ If beverage consumption for a cash or open bar does not equal or exceed \$100.00, a **\$50.00 bar charge** will be added to the banquet bill on top of the existing bar bill.
- _____ The hotel beverage service staff will not serve anyone under the legal drinking age (21) at any function. We reserve the right to refuse service to any person(s) deemed to have had enough to drink, or behaving in such a manner to warrant discontinuation of liquor service.
- _____ The banquet bar will be shut down at midnight (12 AM).

General Guidelines:

- _____ Unless credit has been established in advance with the hotel, a **non-refundable deposit of 25%** shall be paid to the hotel at the time of signing the contract or three months prior to the function date, whichever is closer to the date of the function. The remaining balance will be required on the day of the function.
- _____ If a function must be cancelled, the deposit will be refunded in full if the hotel has received notification of the cancellation at least 7 days prior to the function. (Refunds for cancellation of major parties are at the discretion of the hotel.) It will be at the discretion of the hotel whether to refund if cancellation notification is received less than 7 days prior to the scheduled function.
- _____ If a group finds it necessary to cancel a function, expenses incurred by the hotel in preparation for the function become the responsibility of the patron. If meeting room rental was reduced because of corresponding meal functions and the banquet meal is cancelled, full room rental will be accessed.
- _____ Tax exempt groups must supply tax exempt number prior to the function or tax will be applied.
- _____ Prices are subject to change without notice prior to signing of the contract.
- _____ All food and beverages, except cash bar prices, are subject to an **18% service charge and 7.25% state sales tax.**
- _____ Function guests will be admitted to the banquet room and expected to depart at the times stated on the contract.
- _____ If requiring an extra day(s) to decorate for event, customer will be charged \$100.00 per day if the meeting space is available.
- _____ The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the hotel. The hotel must be notified in advance of shipping arrangements to insure proper acceptance of these items upon arrival.
- _____ The customer is responsible for removal of all personal items and decorations immediately following the event unless there is prior written approval of the General Manager.
- _____ The hotel is not responsible for damage to or loss of any items left in hotel prior to or following any function.
- _____ The hotel reserves the right to move functions to meeting/banquet rooms other than those appearing on the contract without prior notification.
- _____ The customer is responsible for reimbursing the hotel for any damage, loss, or liability incurred to the hotel by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during, and after the function.
- _____ Any items to be put on the meeting room or lobby walls must be approved by the hotel.
- _____ The management reserves the right to control the volume level of music during any function.
- _____ All "Guestroom" blocks must be guaranteed and finalized at least two weeks prior to function dates.
- _____ There is a **\$75.00 fee** for any function requiring extensive set-up and/or clean-up.
- _____ **No Glitter or Confetti will be permitted.** \$75.00 clean up fee will be charged.

I have read the hotel's contract and agree to the terms and conditions. This booking will remain tentative, subject to cancellation by the hotel, until this contract is signed and received by the hotel. This agreement must be signed and on file with the hotel prior to function.

Agreed: _____
(Customer Name)

Event Date: _____

(Customer Signature)

Date Signed: _____