



BY CHOICE HOTELS

# Terms & Conditions Meetings/Banquets



Thank you for choosing the Comfort Inn & Suites DeForest for your group function. We would like to highlight our policies to ensure your visit will be a pleasant one.

ROOM RENTAL CHARGE:

The room rental charges include tables, chairs, white table cloths and skirting, china place settings, glassware, flatware, and set up and tear down of these items ( see audio visual sheet for pricing).

DEPOSIT:

**Business Meetings:** Clients without an established direct billing account with the hotel can reserve a meeting space by sending a non-refundable deposit for the full meeting room charge. Alternatively, a credit card can be used to hold the space. The final payment of the total rental charges, less the deposit, is due on the day of the event.

**Weddings, parties, and large events:** A \$1000 deposit is required to reserve the space. Any other charges that may apply must be paid in full on the day of the event.

Room Rental : \$ \_\_\_\_\_

*Charges associated with event: 18% Gratuity (applied to everything except room rental), 5.5% room tax, room rental fee, and your choices of food and beverages.*

CANCELLATION:

In the event of cancellation the deposit will be refunded only if the space is rebooked to a group of equal or greater size. Meetings cancelled within 72 hours of scheduled start time will incur full room rental charges and all guaranteed food charges at cost.

FOOD:

In compliance with Wisconsin state laws, all food must be supplied and prepared on premises by the Comfort Inn & Suites. Neither clients nor their guests may bring in or remove any food from the premises. The exception to this policy is wedding cakes, which may be brought in from a licensed outside source and removed by the client. Food minimums are imposed for some functions.

LIQUOR:

Cash, hosted or a combination of cash and hosted bar services are available. Bar minimums are imposed for some functions. No liquor may be knowingly sold to any person under the legal age or who appears to be intoxicated. To verify age, a valid state-issued identification card may be requested by our staff at any time. We reserve the right to refuse service to anyone. Wisconsin state law prohibits open alcoholic beverages beyond the front doors of the facility. Please see bar menu for pricing.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hotel Staff



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GUARANTEE

A final guarantee is required 72 hours (business hours) prior to the function. If none is provided, your expected number of guests becomes your guaranteed, our kitchen will be prepared for 5% above the guaranteed number only.

LIABILITY

The booking party agrees to be responsible for any damage done to the premises by members, guests, invitees, or outside groups contracted during the event. Any damage will be charged accordingly.

The hotel does not assume responsibility for damage or loss of articles left in the hotel prior to, during, or following the function. Security arrangements should be made for all unattended items. Security Guards are available for a fee.

SALES TAX AND SERVICE CHARGE:

A service charge of 18% on all food and beverage is applied to all events. All food and beverages are also subject to a 5.5% Wisconsin sales tax.

ENTERTAINMENT

The customer is responsible for booking musicians, orchestras, etc. with the hotel's approval. Our sales office can provide information on local entertainment groups. All entertainment must end by 12:00 midnight, and last call will be given at midnight, with all guests exiting the building by 1:00 a.m.

DECORATIONS

Signs and banners may be displayed in the hotel's common areas with prior approval of management. Affixing anything to the walls, ceiling, or floors of the meeting room, or hotel in general, is strictly prohibited. We do not allow glitter or confetti. Candles are permitted, as long as they are in glass vases. A minimum \$100.00 clean-up charge for any glitter or confetti.

SMOKING:

The North Star Conference Center is a smoke free facility. There is absolutely no smoking allowed inside the facility. The client is responsible for informing their guests of this rule. Smoking is permitted outside the designated exit doors where ashtrays are displayed.

AUDIO/VISUAL

A variety of audio/visual equipment is available for rental through the hotel. Arrangements must be made for such equipment no less than three business days prior to the function. All rental costs plus 18% service charge will be paid by client.

SHIPPING AND  
RECEIVEING

If it is necessary for you to ship materials to the hotel prior to your meeting, packages will be accepted two days prior to your function. Please mark clearly:

Comfort Inn & Suites  
North Star Conference Center  
5025 Cty Hwy V DeForest, WI 53532  
Hold for: (Contact Name)  
Group Name-Arrival Date

\*Any information not expressly contained within this form shall be left to the discretion of the hotel.  
*I, the customer have read, understand, and hereby agree to honor all of the policies listed on this document.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hotel Staff