



BY CHOICE HOTELS

# Terms & Conditions Wedding Receptions & Events



Thank you for choosing the Comfort Inn & Suites DeForest featuring the North Star Conference Center for your wedding reception or event. 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, bartenders, mirror and candle centerpieces, and set up and tear down of these items.

## DEPOSIT

A signed contract and a \$1,000 deposit is required to reserve the space.

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

Charges associated with event: 19% Gratuity (applied to everything except room rental), 5.5% room tax, room rental fee, and your choices of food and beverages.

## PAYMENT

The final payment of the total rental charges (food & drink, a/v, equipment rental, linen rental, gratuity, tax, etc.) less the deposit, must be paid in full 3 business days before the function date. An alternative credit card will be held for all events. If the method of payment has not been received by the due date, the credit card on file, will be charged.

## CANCELLATION

Deposit is non-refundable. No refunds of the room rental fees thereafter will be refunded, as your agreement to rent the North Star Conference Center may cause the loss of additional bookings or business. In the event of a cancellation occurring between the time of the contract acceptance and 10 days prior to the event, 50% of the estimated contract (food & drink, a/v, equipment rental, linen rental, gratuity and tax) total will be due at the time of cancellation; 9 days to 5 days prior to the event, 75% of the estimated contract total will be due at the time of cancellation; 4 days prior to the event and day of the event, 100% of the contract will be due at the time of cancellation.

## FOOD

In compliance with Wisconsin state laws, all food must be supplied and prepared on premise 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 (license must be on file) outside source and removed by the client at the end of the function. Cake cutting is included with room rental cost but cake and coffee service is an additional \$1.75 per person. Food minimums are imposed for some functions. Chocolate fondue or other dessert machines may be rented from licensed food purveyor only and \$250.00 cleaning charge per machine paid in advance prior to set-up. There will be no refunds for cleaning charge, and we must have copy of current state of Wisconsin catering license

## 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. No alcoholic beverages of any kind may be brought on premise of event center. **We do NOT allow for more than (5) ½ barrels to be ordered for any event.** Any unused ½ barrels ordered and not used will be charged a 50% restocking fee.

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

\_\_\_\_\_  
Date

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



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## GUARANTEE

A final guarantee is required 10 business days 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. SALES TAX AND SERVICE CHARGE: A service charge of 19% 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. Entertainment must end by 12:00 midnight, and last call will be given at midnight, with all guests exiting the building by 12:30am.

## 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 and if brought in there is a minimum \$250.00 clean-up charge. Candles are permitted, as long as they are in glass vases.

## SMOKING

Comfort Inn & Suites and 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 provided.

## 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 19% service charge will be paid by client.

## CREDIT CARD INFORMATION

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date (MM/YYYY): \_\_\_\_\_

CVV2 Number: \_\_\_\_\_

I authorize Comfort Inn & Suites featuring the North Star Conference Center to charge the credit card indicated in this authorization form according to the terms outlined above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

*\*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