

Banquet

AGREEMENT & GUIDELINES

920 West Lincoln Ave
Charleston, Illinois 61920
(217) 348-8161

uniquesuiteshotel.com



SPECIAL EVENT ROOM RENTAL AND SERVICES

Unique Suites Hotel wants to thank you for considering us for your next event. We are committed to making your venue successful and enjoyable for you and your guests.

BALLROOM AND MEETING ROOMS

Our Facility features one Grand Ballroom that can be divided into four (4) individual rooms. The Grand Ballroom has banquet seating for 300 and each individual room has seating for 20-80 people. Room rental is \$1,100.00 for the Grand Ballroom, \$850.00 for three rooms, \$600.00 for two rooms and \$350 for one room.

For events held Sunday evening or anytime Monday-Thursday the room rental rate is reduced to \$100.00 per room.

The space selected for your event will be reserved based upon your anticipated attendance. Unique Suites Hotel reserves the right to substitute comparable space or to assign alternate space at our discretion. You agree to obtain written permission from Unique Suites Hotel prior to printing any materials listing specific meeting or event rooms.

Initials _____

RESERVATIONS, DEPOSIT AND PAYMENT

A deposit is required for room rental:

- 1 Room \$250.00, 2 Rooms \$450.00, 3 Rooms \$650.00 and 4 Rooms \$900.00.
- Deposit for an event during the week is the room rental rate.
- Payment in full for the outstanding balance of the banquet room rental is due 30 days prior to the event.
- Additional charges incurred the day of the event will be due and payable before the conclusion of the event.
- The following forms of payment are accepted: cash, cashier's check, credit card (Visa, Master Card, American Express, and Discover), pre-printed Coles County checks with valid photo identification.
- Groups requesting tax exempt must submit their tax number and official letter of exemption prior to the function.

Initials _____

CANCELLATION POLICY

- The deposit for the room rental is refundable only if the cancellation is requested six (6) months or more prior to the event.
- The performance of the Contract is subject to acts of God, government authority, disaster, strikes, civil disorders, or other emergencies, making it illegal or impossible to provide the facilities and/or services for your event. It is provided that this Contract may be terminated for any one or more of such reasons by written notice without liability.
- The Customer assumes responsibility for all expenses incurred by the Unique Suites Hotel for functions cancelled after the refund date.

Initials _____

ROOM POLICY

- Ballroom and meeting rooms are available from 6:00 AM until 1:00 AM Monday through Saturday and until 12:00 AM Sunday. All events will be concluded and the rooms vacated by 1:00 AM Monday through Saturday and by 12:00 AM Sunday.
- Event room(s) will be made available for decorating a minimum of two (2) hours prior to the beginning of the event. The room(s) can be accessed earlier provided they are not occupied.
- Displays, exhibits and decorations must be acceptable by Unique Suites Hotel and should be free standing. Affixing decorations or other items to the ceiling, the walls and/or the floors is not permitted. Please refrain from using glitter type materials.
- Open flame candles are not permitted. Enclosed candles are permitted; such as, floating votive candles in glass, taper candles in hurricane glass.

Initials _____

CUSTOMER'S RESPONSIBILITIES

- The Customer assumes all responsibility for all charges incurred during the function and agrees to make full payment for all charges in full in accordance with the payment policy.
- The Customer assumes all responsibility for the conduct of all persons in attendance including but not limited to the Customer, the Customer's guests, vendors, contractors, agents or representatives.
- The Customer assumes all responsibility for any damage to the property and the premises during the period of time the Ballroom rooms are in their control or in the control of any guest, vendor, contractor, agent or representative.
- The Customer agrees he/she will conduct the event in an orderly manner, in full compliance with all applicable laws, regulations and Unique Suites Hotel policies.
- The Customer agrees that the event will begin promptly as scheduled and the event space shall be vacated no later than the designated time.
- The Customer agrees that he/she will be responsible for assisting Management in monitoring and controlling their guest's actions.
- The Customer acknowledges and agrees to the rights of Management to suspend or cease a function should there be violations of the Ballroom policies, in particular the Alcohol Policy.
- The Customer agrees that any amendments or changes to the arrangements described in this agreement must be made in writing, signed by both the Customer and a representative of Unique Suites Hotel.
- To the extent permitted by law, the Customer agrees to protect, indemnify, defend and hold harmless Unique Suites Hotel and the owners and their employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees) arising out of or connected with the Customer's event.

Initials _____

MUSIC/ENTERTAINMENT

- The Customer may arrange for any musicians, DJ's, event planners, photographers, decorators, or any independent contractors they may need, space permitting.
- Unique Suites Hotel reserves the right to approve the type of entertainment prior to the event.
- Musicians and entertainers must be in contact with Management prior to the event to verify set up and power requirements. Special accommodations will require written permission from Management.
- The Customer agrees that the sound level of any music or other audio presentations will be under control of Management and cannot interfere with any other guests or events being held at the same time.
- The Customer agrees that any devices, such as foggers, are not permitted as they will set off the Smoke and Fire Alarm system.

Initials _____

FOOD AND NON-ALCOHOLIC BEVERAGES

- Unique Suites Hotel offers an extensive menu from breakfast, snack breaks, appetizers to plated meals and buffets as well as themed meals. Should you require a menu other than those listed, we welcome the opportunity to provide you with a quotation. Food and beverage for all events is exclusively provided by our in-house food and beverage department. Specialty items (wedding cake, candies, etc.) not available from our kitchens may be brought in from outside caterers with prior written approval.
- Food and beverage pricing are subject to change. Quotes received with signed agreements are guaranteed for 180 days.
- Menu selections must be submitted a minimum of two weeks in advance in order to guarantee availability of items.
- The guaranteed number of guests must be received a minimum of four business days prior to the event. This amount may not be reduced after this date. Should a final count not be received, the hotel will charge for the number of guests provided at the initial booking. Your final bill will reflect the larger of the two – the number of guests in attendance or the guaranteed number of guests.
- A 20% Service Charge will be added to all food and beverage totals.
- NO FOOD WILL BE PERMITTED TO BE TAKEN HOME.

Initials _____

ALCOHOL POLICY

- Unique Suites Hotel requires that the customers, the customer's guests, vendors, contractors, or representatives will adhere to all the Policies and Rules of the Unique Suites Hotel and all regulations and laws of Coles County and the State of Illinois with regard to the sale, distribution and consumption of alcohol. By signing this contract, you as the Customer of Unique Suites Hotel, accept full responsibility for the actions and safety of yourself, your guests, vendors, contractors or representatives, Unique Suites Hotel staff and property and you will hold Unique Suites Hotel and its employees harmless in the event of any incident related to the actions of the customer's guests, vendors, contractors, or representatives.
- Alcohol must be purchased from Unique Suites Hotel and no alcohol may be brought onto the property or into the facilities of Unique Suites Hotel for the purpose of consumption. If you or your guests bring beer or alcohol onto the property without prior consent from the Unique Suites Hotel (in the case of corked wine only,) the event will be stopped and all rental fees will be charged regardless of the agreed upon ending time of the event.

Initials _____

ALCOHOL POLICY CONTINUED

- A minimum of \$50.00 per bartender will be assessed for all functions requiring a bartender.
- A 20% Service Charge will be added to all Host Bar Totals.
- Alcoholic beverages can include but are not limited to the following: beer, wine, champagne, wine coolers and mixed drinks.
- It is strongly recommended snacks be made available for all guests throughout an event where alcohol will be available.
- It is strongly recommended soft drinks, ice tea and or coffee be made available for all guests towards the end of the event.
- The service hours of alcohol will be in compliance with the City of Charleston Liquor Ordinance.
- Unique Suites Hotel requires alcohol service to end one half hour prior to the end of the event.
- Alcohol must be consumed on the premises. All unconsumed alcohol will be removed by the licensed caterer.
- Each individual consuming alcohol must be of legal drinking age and must verify proof of age by presenting valid photo identification.
- Alcohol will not be served or consumed by minors even during a champagne toast.
- Alcohol will not be served to individuals appearing intoxicated.
- Alcohol is only to be served within the banquet facility by the caterer. Any outside alcohol will not be permitted.
- Alcohol is not to be consumed in the parking lot area during an event.
- Management reserves the right to limit or cease alcohol services at any function at any time.
- Management reserves the right to refuse alcohol service to anyone.
- We strongly recommend that non alcoholic beverages, such as soft drinks, tea, coffee and water as well as snacks be available for all guests throughout the event.
- Individuals may not purchase multiple drinks.
- Unique Suites Hotel will not be responsible for:
 - Participants of a function who have obtained alcohol through use of fraudulent, altered, or illegal identifications.
 - Participants of a function who have been refused alcohol service because they are minors and obtain alcohol from individuals of legal drinking age.
 - Participants of a function who have been refused alcohol service because they appear intoxicated and obtain alcohol from individuals of legal drinking age.
 - Participants of a function who are using illegal drugs.
 - Participants of a function who consume alcohol that was brought into the function other than the alcohol furnished by the licensed cater.
 - Participants of a function who arrive at the function under the influence of alcohol or drugs.
- Unique Suites Hotel reserves the right to assess a \$150.00 cleaning fee deposit in advance of any event where alcohol is being served. A cleaning fee can be assessed for any extraordinary cleaning or maintenance required restoring the rented space to its pre-event condition.

Initials_____

SMOKING POLICY

- In accordance with State of Illinois statues, our facility is a smoke-free establishment. All smoking must be conducted a minimum of fifteen feet away from all entrances. **Initials**_____

PERSONAL PROPERTY

- The Customer agrees that Unique Suites Hotel assumes no responsibility for the loss and/or damage to the property of Customers, the Customer's guests, contractors or vendors prior to, during, or after the function. **Initials**_____

SECURITY

- Unique Suites Hotel reserves the right to assign security personnel to your event at a charge of \$50.00 per hour per security personnel, to require you to provide security personnel or to collect a Security Deposit ranging from \$250.00 to \$1,000.00. Security Deposits are payable at the time of booking an event. Security Deposits cannot be deducted from your bill. Security Deposits will be refunded within 14 business days after the event, minus fees for damages or other associated costs. **Initials**_____

RECEIVING

- Arrangements for delivery of packages should be made in advance with a representative of Unique Suites Hotel.
- Packages up to 100 pounds will be stored up to one week at No Charge. Shipments received in excess of 100 pounds will be charged storage and handling at a rate of \$25.00 per 100 pounds.
- Customers will be charged a handling fee for materials shipped from Unique Suites Hotel to another destination.

The following address must be included on all deliveries made in care of:

Unique Suites Hotel
920 West Lincoln
Charleston, Illinois 61920
ATTENTION: General Manager

Include: Group's name, arrival date, and contact person.

Initials_____

I have read, or have had read to me the above guidelines.

I understand and agree to comply with the terms and conditions listed in the guidelines and the contract.

Customer Signature Date

Unique Suites Hotel Representative Date