



As you begin to plan your event at the Henley Park Hotel, we have outlined a few details to assist you...

Menu:

To ensure a level of service that will exceed your expectations, we request that a pre-set menu be chosen for groups of 15 and larger. We must receive your menu selections a minimum of ten days in advance of your scheduled event. We request that groups give specific entrée counts and must be received three days in advance. Our Chef will be happy to accommodate any specific dietary restrictions. Please note that due to the seasonality of our menus, menu items are subject to change depending on market availability.

Beverages:

Alcoholic and non-alcoholic beverages are priced based upon consumption and placed on a "Host Tab." We recommend making wine selections in advance to ensure availability for your entire group. Hourly bar pricing is available and determined by the brands chosen. For reception style functions, a \$75.00 bartender fee will be applied per bartender.

Guarantee:

Your guarantee guest count is due to the Henley Park Hotel no later than three business days prior to your event. This number is not subject to reduction after this time. If no guarantee number is given, the highest number shown on your event contract will be charged. If your party falls below the guaranteed number on the day of your event, you will be charged for the guaranteed number, or the actual number of guests if there are more than the guarantee.

Deposit & Payment:

A Henley Park Hotel event contract must be signed and returned to the hotel to confirm your group's space. No reservation is final until this contract is received and returned to you countersigned. A deposit may be required upon return of the contract, with the estimated balance of the bill due three days in advance of your event. All outstanding balances will be due upon the completion of your event. If your organization is tax-exempt, please attach a copy of your District of Columbia tax-exempt certificate with the contract. We will offer the ability to have separate checks for food and alcohol, but cannot provide any additional separate checks. We accept American Express, Visa, MasterCard, and Discover.

Gratuities and Service Charges:

For the majority of private events, a 20% service charge will be automatically added to your final check. For all events, there is minimum set-up fee of \$75.00. This fee is subject to increase depending on the size of your event and will be quoted accordingly.



Corkage Fees:

The Henley Park is proud of the wine list that we have put together for you to complement our cuisine. We will do our best to accommodate any special requests you may have regarding the wine list. If we are unable to provide a specific wine you request, you may bring the bottles. The Henley Park has a \$25.00 corkage fee per bottle. Due to local liquor laws, no other beverages may be brought into the restaurant or event space and no opened bottles may leave the premises.

Audio-Visual Fees:

We will do our best to accommodate any audiovisual equipment that you may require. We do provide wireless internet service at no charge in all of our private and public spaces. Our pricing guide is listed below. For any specific needs that you do not see on the list, please ask your catering coordinator.

Screen	\$100.00	Lectern	\$75.00
LCD Projector	\$350.00	Lectern & Mic	\$250.00
Flipchart	\$50.00	Easel	\$25.00
Speakerphone	\$100.00	Microphone	\$100.00

Room Rental Fees:

Your sales manager will be able to assist you with specific room rental fees. The room rental fee includes our linens, candle or light floral centerpieces, china, silver and glassware. You may order specialty linens and centerpieces with the catering coordinator, as well as any other items for your event.

The Eton Room: a charming venue awash in natural light, ideal for conferences, classes, receptions for up to 80 people or formal dining for 60 people.

The Wilkes Room: a traditional drawing room, perfect for relaxing by the fireplace, where afternoon tea is served by reservation.

The Blue Bar Cocktail Lounge: a stylish lounge available for semi-private functions for five to 100 guests, featuring vibrant colors, and a distinctive zinc bar.

The Front and Lower Parlor: The Lower Parlor is perfect for a meeting for up to 20. The stained glass windows make it a perfect venue of intimate wedding ceremonies for up to 30. The Front Parlor may be used for a reception with seating for up to 40 guests.