



WEDDING EVENT POLICIES/CONDITIONS

SIZE ACCOMODATIONS:

- The Hilton Garden Inn Grand Forks / UND banquet room will hold **up to 200 guests**, with 8 guests per table, for a reception and dance.
- The banquet room will also include a head table, cake table, gift table, and guest book table.
- The dance floor is 15' x 15' and is portable, so the room can be set to your specifications, depending on the final number of expected guests.
- We reserve the right to charge an additional 19% service fee on the room rental for extraordinary setup requirements or for setup changes within 48 hours of the function.

GUARANTEES/DEADLINES:

- A non-refundable deposit, as indicated in your quote, is due upon confirmation of the reception date/signing of the contract. This deposit covers the room rental fee, dance floor, bar set up fees, setup, tear down and cleanup of your event, as well as the table linens/skirting. Deposits can be made in the form of credit card, cash or check.
- Food, beverage and setup requirements are due to the Sales Office **18 days prior** to your event.
- A final guest/meal count is due to the Sales Office **12 days prior** to your event. This count will be taken as your guaranteed attendance, and food will be prepared based on this number. This guarantee cannot be reduced; but can be increased up to 48 hours prior to your event.
- All events must be guaranteed by a credit card regardless of the final form of payment. Final payment must be made in full **8 days prior** to the scheduled event.

PRICING:

- The final cost of your reception will be determined by the food / beverage decisions you make. Please see our banquet menu for meal items and bar set up details. Food and beverage prices are subject to change at any time without notification due to market fluctuations.
- All food and beverage prices listed in wedding packet information include a 19% service charge, as well as the current sales tax of 7%.

CANCELLATIONS:

- Please refer to the Banquet Event Agreement for specific cancellation policy.
- All deposits are non-refundable.
- Please inform the Sales Department of any changes in order to avoid cancellation charges.

GUEST ROOMS:

- A block of sleeping rooms may be available for your guests. The reservations must be made directly with the hotel and are valid until 30 days prior to the event as long as there is are rooms available. The discount does not apply to suites. Please have your guests contact the hotel and request the wedding rate. The rooms will be held under both the bride and groom's last names.

DECORATIONS:

- Please check with the sales staff for hours available for decorating one week prior to the day of your event.
- Guests are required to remove all decorations/personal belongings immediately following reception unless arrangements have been made with the Sales Office prior to the start of the event.
- Guests can supply their own decorations; however, all decorations must be approved by Hilton Garden Inn Grand Forks / UND management before they are displayed in the banquet facilities.
- Any candles used for the reception must be completely enclosed in glass to prohibit the wax from getting on the banquet linens.
- The hotel does not permit the affixing of anything to the walls, floor or ceilings of the banquet rooms, with nails, staples, and tape or any other substance unless approval has been established prior to the function.
- Centerpieces can be provided by the hotel at no additional charge. Items available: battery-operated candles, votives, cylinder vases, and 12 x 12 table top mirrors.

DAMAGES:

- Patron agrees to be responsible for any damage to the premises or equipment by members, guests, and invitees or outside groups contracted by the patron during the period of time the function is held at the hotel.
- We do not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during, or following the function. Security arrangements should be made for all items left unattended for any length of time.
- Patron agrees to be responsible for any theft of items from the hotel during the time the function is held at the facility or their guests are in house.
- The Hilton Garden Inn reserves the right to cancel or stop the function at any time due to unruly guests, noise complaints, or if the function is deemed out of control by the Manager on Duty.

EXTENDED SERVICES:

- If the times when the doors open to the conclusion of the event are longer than the function length established in your contract, there will be an additional fee of \$50.00 per every half hour over allotted time schedule.

NOISE COMPLAINTS:

- The Hilton Garden Inn Grand Forks/UND reserves the right to evict any unruly guests due to noise complaints from other guests. This includes guest rooms and hallways, pool area, etc. Any compensation made to a displaced/disgruntled guest will be at the expense of the function host.

PRICING AND SERVICE CHARGES ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE. PLEASE SEE THE SALES OFFICE FOR ANY ADDITIONAL QUESTIONS OR DETAILS.