



Hilton Garden Inn™

Banquet & Events Booking Requirements

The Calvert Ballroom (up to 120 people w/a dance floor 150 without) rents for \$1,200.00

**One Salon (Up to 40 people) is \$500.00*

**Two Salons (41-75) is \$800.00*

Food & Beverage is charged separately.

We have an optional 16'x16' Dance Floor which can be rented for \$250.00

All food and beverage must be supplied by the hotel.

***No outside food or beverage is permitted in the function area; this includes alcohol of any kind not provided by the hotel.**

**The only exception is an occasion cake or dessert*

Food Service is for 1-1/2 to 2 Hours for buffets

Additional hours can be added based upon availability @ \$100.00 per hour.

For a Wedding Ceremony on-site, there is an additional charge of \$200.00 for the extra hour to change the room from church style to reception

A \$500.00 non refundable deposit is required with your signed contract.

This deposit is applied to your event balance.

Vendors such as DJs, Photographers, Planners meals must be included in your final guarantees.

All final payments must be in the form of cash, credit card, cashiers check, or money order, and are required no later than 7 days prior to the event date. Final guarantee head-count are due at this time as well.

Room Rental, Audio Visual, Food and Beverage charges are all subject to a 20% Service Fee and 6% Sales Tax. All sales and services pertaining to alcoholic beverages are subject to a 9% Maryland Sales Tax.

*Should you decide to bring in your own decorations, they must be approved by the Hotel Management prior to the event. **NO GLITTER***

