



Room Rental & Policies

ROOM RENTAL

Blair Conference Center										
Parlor A	Parlor B	Parlor C	Parlor D	Parlor E	All Parlors	Club Room	Tavern Room	Tavern Room Patio	Tented Patio	Garden Room
\$150	\$250	\$150	\$250	\$500	\$1,000	\$250	\$250	\$150	\$500	\$250

Westfield Inn		
Main Dining	East Parlor / Dining	West Parlor / Dining
\$500	\$150	\$150

Westfield Country Club			
Grille Room	Club Room	Pavilion	Scoreboard
\$250	\$250	\$500	\$150

POLICIES AND PROCEDURES

Food & Beverage

Westfield Hospitality must provide all food and beverages. No outside food and beverages are permitted with the exception of specialty cakes and desserts. Due to health regulations, perishable leftovers may not be removed from the property. All food and beverage purchases are subject to 20% service charge and 6.75% Medina county sales tax.

Menus

Menu selections must be submitted at least thirty (30) days prior to your event. Menus are available for special dietary considerations, with options for gluten-free, vegetarian, vegan, food allergies and other special meal needs. When booking a new event within five (5) business days of the event date, menu selections will be based on product availability. Requests will be managed on a case-by-case basis.

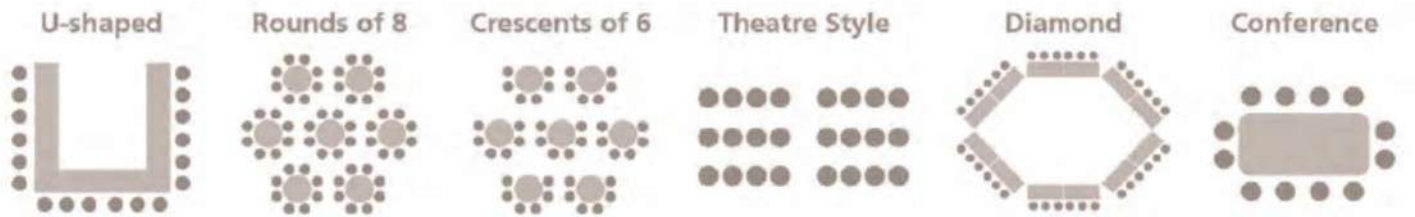
Guarantees

Your guaranteed number of guests is due three (3) business days prior to the event. In instances where the guarantee is not given to the event planner, the expected attendance number will be used as your guarantee. Counts cannot be decreased after the final count has been given.

Included with each event

- Setup and breakdown of the event space
- Onsite banquet manager
- Standard banquet chairs and tables
- House linens, centerpieces, tableware, glassware and silverware

FACILITY SEATING CAPACITIES



Blair Conference Center						
Room	Rounds of 8	Crescents of 6	Theatre Style	Diamond	U-Shape	Conference
Parlor A	24	18	40	14	15	16
Parlor B	48	36	70	24	22	25
Parlor C	24	18	40	14	15	16
Parlor D	48	36	70	24	22	25
Parlor E	112	90	150	24	26	24
All Parlors	256	192	420	n/a	n/a	n/a
Club Room	32	24	70	24	22	25
Tavern Room	n/a	n/a	n/a	n/a	n/a	n/a
	Hollow Square	Classroom	Theatre Style	Pods	U-Shape	Conference
Garden Room	20 - black chairs	16 - black chairs	50	24 - black chairs	*16 - black chairs	*16 - black chairs
	26 - green chairs	22 - green chairs		30 - green chairs	22 - green chairs	22 - green chairs
Westfield Inn						
Room	Dining	Conference w/out AV	Conference w/AV	U-Shape	Reception	
Main Dining	64	26	25	24	70	
East Parlor/	26	20	15	n/a	*26	
West Parlor/	26	20	15	n/a	*26	
Westfield Country Club						
Room	Dining	Theatre Style	Reception			
Grille Room	40	n/a	n/a			
Club Room	40	n/a	n/a			
Pavilion	96	250	250			
Scoreboard	30	n/a	n/a			

Black Chairs—leather-executive style w/arms, Green Chairs—standard banquet chairs w/no arms