



Holiday Inn
Norwich, CT

Policies and Guidelines

TAXES & SERVICE CHARGE

To ensure the superior service of Holiday Inn Norwich, 20% gratuity will be added to all food, beverage, audiovisual equipment and room rental costs. Room rentals and AV items are subject to Connecticut sales tax of 6.35% and food and/or beverage items are subject to Connecticut sales tax of 7.35%.

CONTRACT, DEPOSIT & FINAL PAYMENT

The Hotel requires credit card authorization form with a signed contract. For Social functions, a non-refundable \$1000 deposit will guarantee your space and will be applied to your final balance. The final payment will be due 5 days prior to the event. Should any charges be incurred the day/night of the event, the credit card on file will be charge at the end of your event. Payment arrangements can be made on an individual case by case basis and will be noted in the contract.

FOOD & BEVERAGE PRICING

Due to market fluctuations, all prices are subject to change. The hotel guarantees prices 6 months prior to your event. Specific per person prices and menus may be outlined in your contract to avoid market increases. Should our prices increase, written notification will be given.

FOOD & BEVERAGE

- Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the hotel by customers, guests, or exhibitors.
- To ensure excellent food quality, buffet pricing is based on 2 hours or less and refreshment breaks are based on 1 hour or less. Additional charges may be incurred for extending hours of service.
- The Holiday Inn Norwich is the only licensed authority to sell and serve liquor for consumption on the premises. Connecticut state law requires persons to be a minimum of 21 years of age to consume alcoholic beverages.
- The Holiday Inn Norwich reserves the right to refuse alcohol service to anyone.

FINAL GUARANTEE

- Fourteen (14) working days prior to all food and beverage functions the hotel requires the customer to submit an expected number of guests for each scheduled event. The expected number of guests cannot be reduced by more than 10% at that time.
- The guaranteed number of guests is due three (5) business days (72 hours) prior to your event and may not be reduced. If the guarantee is not received by the cut-off day/time, the hotel will use the contracted agreed number as the guarantee and prepare accordingly. If you exceed your guaranteed count we will charge you for the total amount of guests served.
- The hotel is not required to serve more than 5% increase of persons above guarantee specified by the patron. Additional charges for the additional guests over and above the guarantee counts are payable at the conclusion of the function

FUNCTION ROOM AND FEES

Room rental fees and function rooms are assigned by the hotel according to the guaranteed minimum number of guests anticipated and original program details. The Hotel reserves the right to reassign function space at its discretion based on the final guaranteed number of guests. Adding additional function rooms from the original contract may necessitate a revision in room rental fees. Additional charges may be incurred for extending hours of service. Charges may be incurred for extending hours of service.

SIGNS AND DECORATIONS

All displays and decorations are subject to prior approval and the Hotel reserve the right to contract and charge for the Hotel staff to provide the labor for installation or removal of such. Signs and banners are not permitted in the hotel lobby without the hotel's approval. In an effort to maintain appearances, the attachment of these items to function walls, floors, ceilings, or curtains is also prohibited unless approved by the Hotel. Should these restrictions be of concern, please discuss them with your Catering Manager.

*Other Terms & Conditions will apply based on your final contract with the Hotel.