

POLICIES

Food & Beverage Service

All food and beverage must be supplied by the Haworth Inn & Conference Center, with the exception of wedding/birthday cakes. No food or beverages may be brought into the facility. In addition, no food prepared by the Haworth Inn & Conference Center will be permitted to leave the premises.

Alcohol

Alcoholic beverages are not permitted on the premises.

Pricing

A service charge of 18% applies to all food and beverage. Michigan state sales tax of 6% will be added to all charges. Dessert service not served as part of a meal function is subject to a service charge.

Tax Exempt Groups

Any group wishing to claim tax-exempt status must provide a hard copy of their tax-exempt form upon confirming space.

Event Requirements

Room set ups, menu selections and overnight accommodations should be confirmed one month prior to an event but **NO LATER THAN 14 days** prior. Last minute changes are subject to additional labor charges.

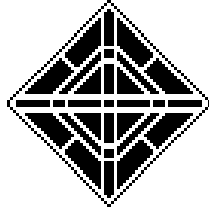
Audio Visual & Equipment Needs

The use of any equipment owned by the Haworth Inn & Conference Center, including our 15' by 15' dance floor, is incorporated in the cost of the facility fee/room rental, with the following exceptions: the LCD Projector and the IBM Compatible Laptop Computer, both of which rent for an additional \$100 per day.

Multiple Entrée Selections

Should a group wish to offer guests a choice of two entrees during a meal function, a breakdown indicating how many of each entrée is due three days prior to the event along with a guaranteed number of guests. Special diets accommodated on the day of the event will be charged as an additional meal over and above the guaranteed count. The client will be responsible for providing color-coded place cards or name tags indicating entrée selections.

Please add 18% service charge and 6% state sales tax to all food and beverage items
Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase
your risk of food borne illness.



Guarantee Policy

A guaranteed number of guests must be received three days (72 hours) prior to the event. This is the minimum number for which you will be charged. An increase in attendance will be accepted up to 24 hours prior to the event. **No reduction in guarantee will be accepted less than three business days prior to the event.**

Cancellation Policy

Notice of cancellation must be received in writing by the Haworth Inn & Conference Center 30 days prior to the event. If less than 14 days notice is given, a charge of 50% of the projected total revenue will be assessed. If another group utilizes the space, the cancellation fee may be pro-rated or waived. Advance deposits are non-refundable.

Liability

Damage done to the property as a result of a group function will be at the host organizations expense. The Haworth Inn & Conference Center cannot assume responsibility for the damage to, or loss of, any articles left prior to, during, or following an event.

Deposits

Your Event Coordinator will advise you of your required deposit. This deposit is non-refundable.

Billing

The Haworth Inn & Conference Center is owned by Hope College; therefore, customers will receive a bill from Hope College after the event. Accounts are to be paid in full upon receipt of billing. An unpaid balance is subject to a finance charge. Hope College does not accept credit cards as a form of payment; however, the Haworth Inn does accept credit card payments. If you would like to pay with a credit card, please let your sales person know at the time of booking. The Haworth Inn will charge your credit card and your billing will not go through Hope College. ***Once you have chosen to have your event billed to you, we cannot accept your credit card as payment.*** **Wedding Receptions cannot be direct billed and must be paid with credit card or check.** See your contract or ask your Event Coordinator should you have any questions.

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