



## **Function Room Planning Guide and Policies**

### **Guarantees**

It is the policy of the Residence Inn by Marriott – Milford to only accept guaranteed functions with a valid Credit Card or other approved type of payment at time of signing. All Function rooms must be Guaranteed at least 2 business days before start of function. All quoted prices are subject to change prior to the signing of the Function Room Contract. The Residence Inn by Marriott – Milford also requires a final full guarantee of number of attendees 2 business days prior to the function. For all types of functions we offer a 2 business day cancellation policy.

### **Food and Beverage**

The patron, any guests of the patron, or attendees of any function may bring no food or beverage into the hotel function rooms from outside of the hotel's coordination. All food and beverage services must be either provided by the hotel or coordinated through the hotel. Likewise, no food or beverage is to be removed from the hotel after any function is complete.

### **Audio Visual Equipment**

Audio-Visual equipment may be provided by the hotel and available on property. If your function requires extra audio-visual equipment not available on property, the hotel will coordinate all audio-visual requests.

\*\* All rentals from outside vendors have a delivery charge of \$35 \*\*

### **Payment**

As stated in the Guarantees section, all functions are to be guaranteed with a valid method of payment 2 business days prior to the start of your function.

Payment of the function is due, in full, at time of entry into any and all function rooms.

### **Service Charge and Tax**

Currently, all food and beverage operations are subject to an 18% service charge and to 6% Connecticut State Sales Tax. Any Group requesting a tax exemption must have all proper paper work on file with the hotel 7 business days prior to the start of your function. Only Connecticut State Tax Exemptions will be accepted. Also, the function room rental will be subjected to an 18% service charge for all set-up required.

### **Function Room Policies**

- Renters must adhere to all function start and end times outlined on your Function Room contract.
- The hotel reserves the right to move functions to rooms other than those appearing on the Function Room contract without prior notification.
- All Function Rooms are Non-Smoking per Connecticut State Law.
- The Renter and/or the Attendees cannot use Confetti or aerosol based products (i.e. Silly String) in any Function Room.
- Please refrain from stapling, taping, or affixing anything to any function room wall without prior consent from a Sales Representative.
- The Boardroom Tables cannot be moved. If you require additional space, we will be more than happy to check availability of alternate meeting rooms. The Renter will be charged \$75 for table placement if the table is moved.
- At the conclusion of your function the hotel reserves the right to charge additional cleaning/repairing fees should excessive clean up be required or if there is any room damage.

**I have read, understood, and agree to the guidelines outlined in this Planning Guide and Policies Contract.**

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_