

Guarantee

Confirmation of the total number of guests expected is needed 10 business days prior to your event.

This number is guaranteed and cannot be lowered.

Your final payment will be based upon the guarantee of actual attendance, should your guaranteed number increase.

Menu selections must be confirmed 30 days prior to your event. You may choose up to 2 different entrée selections for your menu. In this case, you will be charged the highest price entrée.

Final counts of each entrée need to be guaranteed 10 business days prior to your event.

Deposit

In order to confirm your event date, a \$2,500.00 deposit is required.

This deposit will be applied toward your event total.

Final payment is due 10 days prior to your event, in the form of a check or credit card.

In the event of a cancellation, this deposit will be non-refundable

Cancellations

Your advance deposit(s) will not be refunded in the event you cancel your event with the hotel.

In addition, a cancellation fee will be charged to you & will be payable upon receipt in the event of cancellation of all or part of your event after acceptance of this booking by the hotel.

The fee will be based on the banquet pricing in effect at the time notification of cancellation is received by the hotel. These amounts are due as liquidated damages & not as a penalty.

The following schedules will apply:

<u>Notification of Cancellation prior to Scheduled Event</u>	<u>Cancellation Fee</u> (Percent of Estimated Lost Food & Beverage Revenue, Room Rentals and/or Labor Fees)
0-60 Days	100%
61-90 Days	75%
91-120 Days	50%
120-180 Days	30%

Miscellaneous

Cake Cutting Fee

If you choose to bring a cake from an insured & certified outside source, a cake cutting fee of \$4.75 per guest will apply.

Parking

Parking is complimentary for all guests attending events at The Herrington.

Tasting

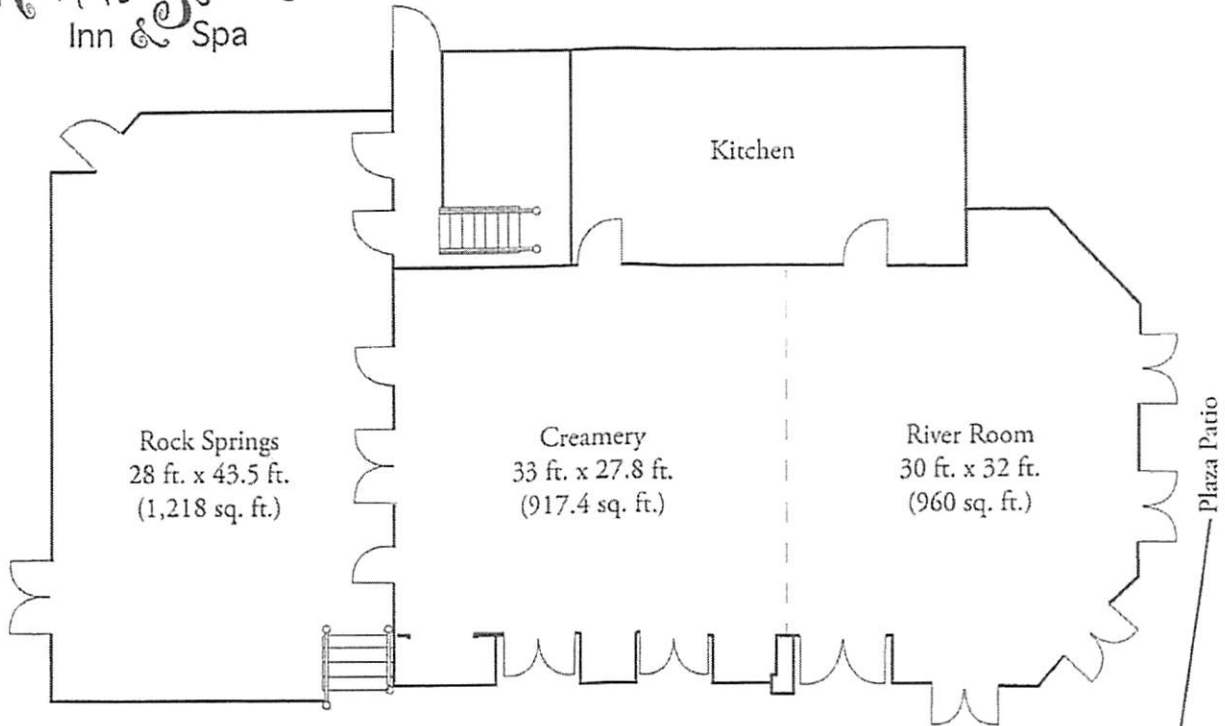
A complimentary menu tasting is included for up to 4 guests to determine the final menu selection.

Room rental fees apply for all events held at The Herrington.

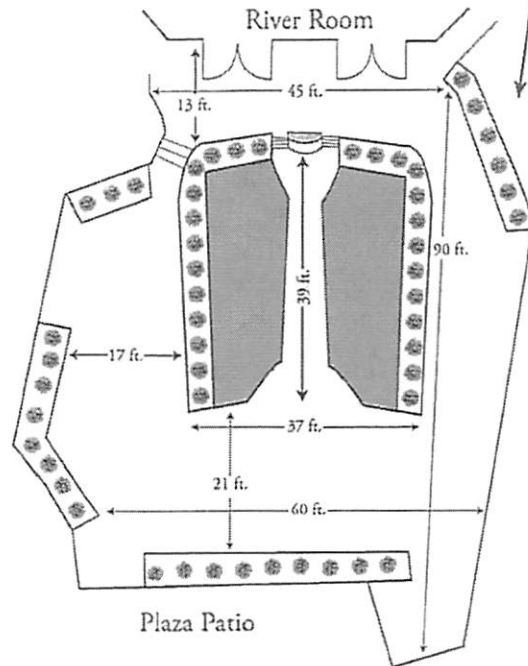
All food & beverage packages are subject to a 23% service charge & the current tax rate.

The Herrington

Inn & Spa



Rooms	Sq. Ft.	Theater	Crescent
Rock Springs	1,218	75	24
Creamery	917	50	30
River Room	960	55	24
Creamery/River Room	1,877	175	66
Entire Facility	3,095	n/a	n/a
Plaza Patio	5,400	n/a	n/a
Rooms	U Shape	Rounds	Reception
Rock Springs	26	60	85
Creamery	24	50	85
River Room	18	50	60
Creamery/River Room	45	150	125
Entire Facility	n/a	150	200
Plaza Patio	n/a	n/a	200



Executive Board Room

Luxurious conference style seating for up to 16 people with state of the art audio visual capabilities. The 488 sq. ft. Executive Board Room is located in our suite wing of the hotel.

Photographers

Elan Photography - 630.960.1400 - elanphotography.com
Elite Photo - 630.913.3686 - elitephotogallery.com
Hazelton Photography - 630.423.6155 - hazeltonphotography.com
Jennifer Kaye Photography - 630.334.5841 - jenniferkayephotography.com
Kelly Vanderploeg Photography - 630.253.2939 - kellyvanderploeg.com
True Grace Photography - 630.442.4595 - truegracephotography.com
TWA Photographic Artists - 630.271.1737 - twaphoto.com

Videographers

Modern Weddings Film - 312.952.4885 - modernweddingsfilm.com
Yours Truly Media - 949.342.4476 - yourstrulymedia.com

DJ's & Musicians

3rd Coast Live - 630.634.2366 - 3rdcoastlive.com
Belle Music - 630.690.4994 - bellemusicchicago.com
David Rothstein Music - 773.719.7610 - drsmusic.com
Gregory Hyde - 630.200.7802 - gregoryhyde.com/music
Laura Fako - 630.876.2663 - chicagoharpmusic.com
Music By Design - 630.549.7782 - musicbydesign.com
Sounds Abound Entertainment - 630.718.1152 - soundsabound.com
Strings of Silk - 224.856.1144 - jennifersilk.com
Swinging the Standards - 708.785.6999 - swingingthestandards.com

Florists

Eden Floral Studio - jceden.com
Farmdog Flowers - farmdogflowers.com
Floral Wonders - 630.945.6559 - floral-wonders.com
Town & Country Gardens - 630.232.6685 - tncgardens.com



Suggested Wedding Vendors

Transportation

A-1 Limousine Service - 630.833.3788 - a1limousine.com
Spare Wheels Transportation - 630.377.4637 - sparewheels.com
The Trolley Car & Bus Company - 630.350.7433 - trolleycar.net

Hair & Makeup

Erika Alexis Beauty - 815.409.1758 - erikaalexisbeauty@gmail.com
Montage Salon & Spa - 630.208.6000 - montagesalonandspa.com
One Salon & Bridal Company - 630.587.0111 - theonesalon.com

Officiants

Dr. David McFadden - 630.333.3202 - drdavid@finalwordconnection.com
Pastor Bill Yaccino - 224.612.3166 - pastorbill.org
Pastor Jeffrey Ware - 847.804.0112 - warejeffrey63@gmail.com

Invitations

Invitations Etc. - 630.326.9546 - invetc.com

Live Wedding Painting

Michael Latala - 312.208.9981 - latalaart.com
Rosemary Fanti - 815.341.3340 - rosemaryfanti.com

Wedding Cake

The Cakery - 630.892.0771 - thecakeryinc.com