



*Standard Terms and Conditions*

**EVENT TIMES:** The Hilton Garden Inn focuses their priority on the comfort of all in house guests and therefore you and all attendees of your group not staying overnight must vacate the hotel and grounds no later than 10:00pm. You agree to begin your event promptly at the scheduled start time and agree to have your guests; invitees and other persons vacate the designated event space at the end time indicated on the final BEO.

**OUTSIDE FOOD AND BEVERAGE:** The Hilton Garden Inn shall be the sole provider of all food & beverage (with exception of cakes). Food and beverage are not allowed to be brought into the facilities by you or your guests. Please contact our Food & Beverage Department regarding menu planning information for your event. Leftover food items may not be removed from the premises of the Hilton Garden Inn (as per City Health Regulations). Due to state law, you may not bring alcoholic beverages into the hotel.

**DECORATIONS:** No confetti, glitter or small décor pieces are allowed in the meeting/banquet space. No objects hanging from the ceiling or tape is allowed on the wall. Violation of this policy will result in an additional clean up fee of \$100.00

**ENTERTAINMENT:** No Disc Jockey (DJ) or amplifier is allowed during the event. We have to be considerate of the hotel guests. Bands or musical groups are prohibited.

Client Signature \_\_\_\_\_

Date \_\_\_\_\_