



Clarksville

290 Alfred Thun Road, Clarksville, TN 37040

Tel: 931-647-1096 Fax: 931-647-1097

www.clarksville.hgi.com

BANQUET/EVENT POLICIES

SITE FEES INCLUDE:

- Rental of the site for the agreed-upon time
- Hotel-supplied tables, chairs, china, glassware and flatware
- Setup, teardown & clean up

AGREEMENT & DEPOSIT

A deposit of half of the room rental fee, which is **non-refundable** at the time of confirming the date and space, along with a signed Function Agreement, will hold the reservation definite. The menu and event details are to be finalized a minimum of 3 weeks prior to the function. Any changes to the menu must be made no later than 7 days prior.

PRE-PAYMENT/BALANCE

Full prepayment, which is **non-refundable**, is due at least 7 days prior to the date of the function. If additional items are added during the function, such as a hosted bar, payment for those items will be required by the conclusion of the event.

GUARANTEE

An initial guest count is required 30 days prior to the event. The final count is due 7 days prior. This number is the guaranteed attendance and cannot be reduced. If a guarantee is not provided 7 days prior, the estimated guest count will be the guaranteed number. Final charges are based on the guaranteed number of guests or the actual number of guests, whichever is greater. We are unable to offer any reimbursement or refund for unused food/beverage due to the up-front cost of purchase.

CANCELLATION

All deposits are **non-refundable**. Any function cancelled less than 30 days prior to the event date is subject to 100% of the total estimated cost for the event space. Full charges, including Food & Beverage, will be leveled for any function cancelled less than 10 days prior to the event date. Estimated cost of revenue is calculated and based on the original commitment for the banquet space being held on your behalf.

FOOD & BEVERAGE

The banquet/event catering menu offers different selections and styles for all applicable events. Menu options and prices are subject to change due to availability (seasonality), but will be confirmed prior to reserving an event.

Due to local health ordinances, the Hilton Garden Inn Clarksville is **not permitted to offer "To-Go" food services from a hosted event buffet**. Once food has been prepared and sitting in the serving area for a period of time, it is no longer considered available to be taken off the premises.



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ALCOHOL

To maintain compliance with the hotel's liquor license, **no alcoholic spirit of any kind may be brought on the premises** for the purpose of consumption in a public or event area. **Disregard to this policy may result in removal of guests not adhering to this important provision.**

The Hilton Garden Inn Clarksville offers cash and hosted bar services, with an array of liquor, wine and beer, as well as soft drinks and bottled water. There is a **\$45 per hour bartender fee** and (1) a minimum sales requirement of \$200 for up to 75 guests or (2) \$400 for over 75 guests (not including tax/gratuity). If sales requirements are not met, the balance plus applicable tax may be charged.

ADDITIONAL MENU OPTIONS & SERVICES

If choosing a plated option **(25 people or less with up to 2 entree selections)**, notice must be given regarding how many of each food selection will be needed if offering guests 2 entrée choices. Notices such as table place cards may be used to display different entrée selections.

The Hilton Garden Inn Clarksville offers the following services and rentals:

- **Cake cutting service for \$50**, which includes cutting and serving by the banquet staff during any given event
- **Dance floor rental for \$125**, which includes setup and teardown before and after any given event
- **Ceremony/Wedding Arch rental for \$75**, which includes setup and teardown before and after any given event
- **Complimentary self-parking** is available to all hotel guests (including events) and is based on availability

DECORATING

The Hilton Garden Inn Clarksville strongly encourages all events to be decorated according to preference. In order to maintain good cleanliness and structure in all areas, **items that will or could potentially damage walls and other surfaces (tape, nails, pins, staples, glue, etc.) are prohibited.** While open flame (candles, burners, etc.) is prohibited on the premises, centerpieces that include candles are permitted if they are protected from surrounding surfaces (hurricane glass, floating, etc.)

MUSICAL/BROADCASTED ENTERTAINMENT

Due to the business nature of the hotel, musical and broadcasted entertainment (DJ, microphone, etc.) must be **lowered to a reasonable level at 10pm and cut-off no later than 11pm.** The Hilton Garden Inn Clarksville reserves the right to approve/discontinue musical and broadcasted entertainment that has the potential to disturb in-house hotel guests.



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VENDORS

When an approved outside vendor is chosen for an event (DJ, Florist, etc.), they will be able to access the designated event space with permission from the event host. The hotel staff will need to be notified when any outside vendors plan to setup or breakdown an event.

OVERTIME

If an event exceeds the contracted time that has been scheduled, an **overtime charge of \$75 per hour** may be applied.

LAST MINUTE SETUP FEE

Event setup needs to be finalized at least 7 days prior to the event date. Final changes/adjustments should be done no more than 3 days prior to the event date. If any major changes (additional/altered staffing requirements, rescheduling, etc.) to the agreed setup occur within 72 hours of the event start date, a **last minute setup fee of \$100** may be applied.

MAJOR HOLIDAY SERVICE CHARGE

For events held on major holidays/holiday weekends, there is an additional **service charge ranging from \$200 to \$400** (depending on size of the event). The following holidays/holiday weekends are subject to this policy:

- Valentine's Day
- Easter Sunday
- Mother's Day
- Memorial Day
- Father's Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas
- New Year's Eve
- New Year's Day

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Authorized Signature: _____ Date: _____