

**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 (Percent of Estimated Lost Food &amp; Beverage Revenue, Room Rentals and/or Labor Fees)</u>
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*

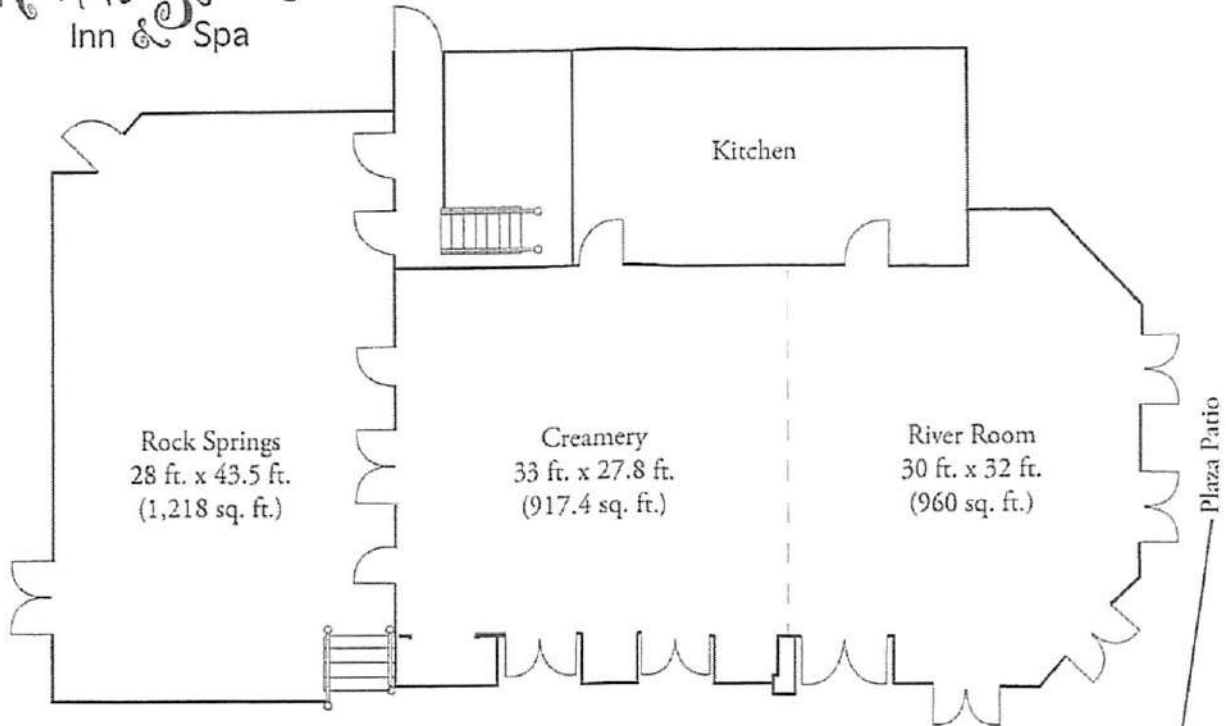
Parking is complimentary for all guests attending events at The Herrington.

*Tasting*

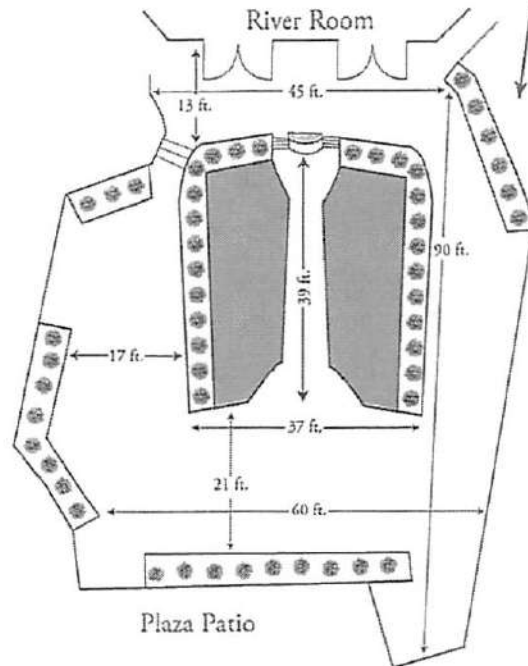
A complimentary menu tasting is included for up to 4 guests to determine the final menu selection.

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*