



Thank you for your interest in City Place Inn & Suites of Springfield. We look forward to providing you with a banquet facility for all of your functions.

We hope this packet will provide you with all the information you require for planning your event. Please read this packet carefully to gain a clear understanding of your rights and obligations when renting function space at City Place Inn & Suites.

Important Stipulations for the Renter:

1. A tentative hold may be placed on any date for seven (7) days without a deposit. After this time period, the applicant may decide to reserve the space by signing a contract and putting down a non-refundable one hundred dollar (\$100) deposit. At ninety-one (91) days prior to the function date fifty (50) percent of the room rental is due. The balance of the room rental and additional fees are due thirty-one (31) days prior to the event. Additional fees may include any catering or beverage services being offered through City Place Inn & Suites. If booking within the due date, all rental fees are due at time of booking.
2. In addition to the rental fee, you will be required to submit a five hundred dollar (\$500) security deposit. This deposit is due seven (7) days prior to the event. Barring any damages, unauthorized use or loss of revenue due to activities of the guests, the deposit will be returned within 2 business days of the function if paid in cash.
3. Payment may be made by cash, check* (made payable to Gulmuhar Hospitality), Visa, Master Card, Discover or American Express. Please denote name and date of function on all paper work, including checks. *Checks will not be a valid form of payment within 14 days of a function.
4. If, at seven (7) days prior to the event date ALL fees and the security deposit are not paid, said contract will be null and void and City Place Inn & Suites will release all space and responsibilities outlined in the contractual agreement. All deposits will be forfeited and the contract will not be reinstated.
5. Function cancellations made within 90 days prior to arrival will responsible for 50% of expected revenue or paid deposits, which ever is greater. Functions canceled within 30 days of date will result in damages of 100% of the anticipated revenue
6. City Place Inn & Suites does not allow smoking in any function areas or in any public indoor areas. If you or your guests need to smoke please do so outside.

7. City Place Inn & Suites does not allow any type of confetti to be used on tables or to be thrown. A cleaning fee of \$75 will be deducted from your security deposit should these items be used or if the room required excessive cleaning.
8. City Place Inn & Suites will not be responsible for any items left in the function spaces after the rental period. All items should be removed from the facility immediately following the event.
9. Renter may not enter the function space until one (1) hour prior to the scheduled start time of the event. In the event you require an earlier arrival time, additional fees may apply. Talk with your event manager for more details.
10. Changes made to the function set up within forty-eight (48) hours of the event may result in additional charges to be deducted from the security deposit unless otherwise agreed upon. Changes made within eighteen (18) hours of the function start time will result in additional charges to be taken directly from the security deposit.
11. Prior to the function date, the renter will be required to meet with a banquet manager to finalize and sign off on the details of the Banquet Event Order and function floor plan. Failure to do so by seven (7) days prior to the function will result in the cancellation of the function without refund or reinstatement.
12. City Place Inn & Suites allows renters to bring in their own food once a liability waiver has been signed. If bringing in your own food, only tables, chairs and white table cloths will be provided. ALL other serving dishes, utensils and materials are the responsibility of the renter. The renter will not under any circumstances have access to the kitchen or back of house areas.

Personnel

The rental fee covers staff to set up the requested tables and chairs. The rental fee does not include the cost of a portable bar and bar staff. Functions on the 12th floor may make use of the hotel bar for no additional charge.

Parking

There is adequate and complimentary parking on the grounds of City Place Inn & Suites. The parking area is well illuminated, but we encourage all guests to remove valuables from their vehicles as we are in a downtown location. City Place Inn & Suites is not responsible for items left in one's vehicle.

Inclusions and Additional Charges

Included in the rental fee are:

Tables with White Table Cloths– 60” rounds; seats 7-10 people
Tables with White Table Cloths – 8’ and 6’ banquet style
Chairs – to seat all guests
Dance Floor (if necessary)
High Speed Wireless Internet Access
8 Foot Screen (Summit Room Only)

Items available for an additional charge:

Podium with Wired or Wireless Microphone

LCD Projector

For a complete list of additional items, please see our Audio Visual Menu

City Place Inn & Suites Rental Fees

Subject to Change

The rental fee for City Place Inn & Suites is determined by the time frame selected by the renter; day or evening. Evening functions cannot exceed five (5) hours without incurring additional charges. Caterers will have access to kitchen and function spaces two (2) hours prior to function start time for set up (renter will have one (1) hour prior for setup) and one (1) hour after for breakdown and clean up. Additional hours can be secured at the rate of one hundred dollars (\$100) per hour. Additional hours must be booked at the original booking date or at least thirty (30) days prior to the event date based upon availability. Receptions and social functions cannot be longer than (6) hours.

Panorama Restaurant

| | April – October | November – March |
|----------------------------------|------------------------|-------------------------|
| Friday and Saturday Night | \$1000 | \$800 |
| Saturday and Sunday Day | \$800 | \$600 |

Summit Room

| | April – October | November – March |
|----------------------------------|------------------------|-------------------------|
| Friday and Saturday Night | \$1000 | \$800 |
| Saturday and Sunday Day | \$750 | \$600 |

The Berkshire Room is available for ceremonies for an additional \$275. If you would like to use the Berkshire Room for a small dinner, please contact an event manager directly (see below).

Please note: A “day time” function is defined as a functions ending before 5pm. Evening function must begin clean up at 10pm.

For weeknight and corporate weekday functions, please contact the sales office directly at 413-750-3130.

REGULATIONS PERTAINING TO CATERING AT CITY PLACE INN & SUITES

Selection of Caterers

1. Villa Rose Restaurant and Catering
2. Emily's Gourmet to Go

Rules for Caterers

1. Complete menu to be served must be on file with City Place Inn & Suites catering department seven (7) days prior to the event.
2. Caterers are responsible for clean-up of their respective areas (dining room, hallway, kitchens) after the event. Breakdown of the event will be conducted after all catering personnel have left, by a hotel banquet staff person.
3. Caterers and their employees must, at all times, be properly dressed and conduct themselves in a manner which is suitable to the clients and the setting of the party.
4. The caterer will not have access to the property earlier than two (2) hours prior to the event. This time will be arranged with a manager.
5. The caterer must leave the kitchen and any other facilities in the exact condition as found upon arrival (see kitchen requirements). Ovens, sinks and disposal must be clean. Tables, chairs and kitchens must be cleared of paper, and food. Tablecloths should be removed from tables and left piled on one table. Food remnants, grease and/or coffee grounds must not be put down sinks. All trash must be bagged and removed to the dumpster.
6. Prior to leaving the property, all areas must be checked by the manager on duty for cleanliness and order.

Kitchen Requirements

1. Flatware, china and cooking/serving utensils are not provided. The kitchen must be left in exceptionally clean order.
2. Caterers using the kitchen facilities will have limited use of the kitchen stoves and ovens for a limited amount of cooking and warming of prepared foods and serving only.
3. Washing of dishes and silverware will be permitted via dishwasher, provided the caterer exits the premises within the allotted time of the function.
4. Upon completion, the caterer must: remove all table cloths to a single table; wipe all counters and sink areas; bag all trash and remove to dumpster; sweep and mop the kitchen and preparation area floors; clean ovens, warmers and any other equipment
5. Do not breakdown tables and chairs or lean any equipment against walls.