

## BANQUET ROOM INFORMATION

Maximum capacity per round table is 10 (except where noted). The Radisson Hotel & Conference Center has established seating capacity for each room. Staging, dance areas and audio/visual equipment may reduce the capacity of each room. At maximum capacity, the band will not be able to set up until after dinner and some of the tables may need to be removed to provide for a larger dance floor area. The following banquet rooms are available 18 months in advance. A waiting list is available.

### PRAIRIE BALLROOM I

*Seating capacity (round tables):*

Sit-down dinner	90 people
Buffet dinner	80 people

### PRAIRIE BALLROOM II

*Seating capacity (round tables):*

Sit-down dinner	90 people
Buffet dinner	80 people

### PRAIRIE BALLROOM III

*Seating capacity (round tables):*

Sit-down dinner	90 people
Buffet dinner	80 people

### PRAIRIE BALLROOM I & II & III

*Seating capacity (round tables):*

Sit-down dinner	280 people
Buffet dinner	240 people

### DES PLAINES MEETING ROOM

*Seating capacity (round tables):*

Conference	12 people
Round Table	20 people

### LAKEVIEW CONFERENCE ROOM

*Seating capacity (round tables):*

Sit-down dinner	60 people
Buffet dinner	40 people

### SOUTHPORT BOARD ROOM

Seating capacity Conference only 12 people

*\*Minimum requirements may be required during peak seasons.*

### RENTAL RATES:

Staging (Backdrop & Riser)	\$200
Dance Floor	\$275

### INFORMATION

You may tour the banquet facilities Monday through Friday between 10 a.m. and 3 p.m. An appointment is not necessary but encouraged; however, if you are unable to see the rooms on business days, please call the hotel Sales Manager to arrange an appointment. If you have any questions, please do not hesitate to contact the hotel. Sales Manager (262) 857-5170. Catering and Banquet Director (262) 857-5175.

### PAYMENT SCHEDULE

The room deposit is required at the time of booking in order to guarantee your banquet room reservation. Please ask sales manager for pricing. The total food and beverage bill is required 5 business days in advance of the function. The balance of the bill, including food, beverage, tax and gratuity must be paid by 10:00 p.m. the night of the function. All payments are to be made to the Banquet Director by cash, check (local or cashier's) or major credit card. A major credit card number must also be left with the Banquet Director to cover any additional costs incurred after 10 p.m.

### REFUND POLICY

A full refund will be granted to the booking party only if the Radisson Hotel & Conference Center is able to re-book the facility at the required room minimum. If the room is re-booked, a refund will be granted after the date of the function. If the hotel is unable to re-book the room, no refund will be granted. Deposits are not transferable to alternate dates, unless the room has been re-booked.

### BANQUET EQUIPMENT

The Radisson Hotel & Conference Center will set up the banquet room with the following, at no additional cost:

1. Linen tablecloths and napkins.
2. Skirted head table, gift table and cake table.
3. China and silver flatware for table settings.
4. Podium for guest registration book.
5. Microphone at head table for toasts.
6. Skirted buffet table(s), if needed.
7. Roundtable seating.

*Prices are per person, unless otherwise stated, and are subject to 18% taxable service charge and local sales tax.*

# BANQUET ROOM INFORMATION

1. Signed contracts are required to hold any space. Required deposits must be returned with contract to avoid the release of reserved space.
2. Three weeks prior to your banquet, please inform our Banquet Department of the following: room setup details, estimated number of attendees, your choice of entrée and any other specifics relating to your function.
3. The Radisson Hotel and conference center must be notified at least 72 hours after signing a contract of any special services (i.e., electrical connections, plumbing, staging, special lighting). You will be charged for special services according to the Radisson Hotel & Conference Center rate schedule.
4. A taxable 18% service charge and applicable state and local sales tax will automatically be added to your statement for all food and beverages. Food and beverage carry-ins or carry-outs are not permitted.
5. A firm, guaranteed attendee count will be the responsibility of the booking party and is to be given to the Banquet Department five business days prior to the event. If the Banquet Department does not receive the attendee count within this allotted time, the booking party will be charged for the full person count listed on the contract or the actual number of persons attending, whichever is greater. Please notify the Catering Department as soon as possible if your attendee count increases.
6. The Radisson Hotel & Conference Center cannot be responsible for service to more than five percent (5%) over the final guaranteed attendee count.
7. Prices listed on menus are subject to change without notice. Firm food prices can be quoted in writing 60 days prior to the event if requested.
8. Please choose one entrée only. Requests for two-entrée selections will be handled on an individual basis and are subject to an additional \$1.00 per entrée per person cost. If two selections are needed, please contact the Banquet Manager for minimum requirements.
9. Please note that the Radisson Hotel & Conference Center prohibits the serving of any food or beverage on the premises which is not purchased from the Radisson Hotel & Conference Center, with the exception of celebration cakes.
10. The Radisson Hotel & Conference Center reserves the right to assign the facility most suited to the size and type of function being held. Room assignments can only be assured by strict adherence to minimum guarantees.
11. Music arrangements are made by the booking party. Music may only be played until 12:30 a.m. Banquet rooms must be cleared by 1:00 a.m.
12. Groups requesting tax exemption must submit a copy of their Wisconsin tax exempt certificate at the time of the contract signing.
13. The contracting party or parties will be responsible for any stolen items and/or damage to equipment and/or facility during the entire time a room is occupied for the function.
14. No signs are allowed on the guest room levels, elevators, main lobby areas or building exterior. Signs outside meeting rooms should be professionally printed and free-standing or on an easel. Nothing may be screwed, pinned, tacked or applied with adhesive to any decor, wall or ceiling. Additional decorations and/or promotional decorations must be approved by the Banquet Manager before being placed in the banquet or meeting rooms. Radisson Hotel & Conference Center requests that no confetti of any type be brought into the banquet/meeting rooms. A minimum \$100.00 housekeeping charge will be added to the final billing if confetti is used.
15. Radisson Hotel & Conference Center will not assume or accept any responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during or following the scheduled event. The contracted booking party is responsible for the conduct of all persons in attendance and for any damages occurred upon the hotel or its guests by individuals associated with or representing the group. Radisson Hotel & Conference Center reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with hotel policy and established laws.
16. Room rental charges for all rooms are equal to the deposit.
17. Packages sent to the hotel for booking party's event should be delivered to the hotel no more than three business days prior to the function.

All packages should be labeled as follows:

Company Name  
Name of Function  
Date of Function  
On-Site Contact Person's Name  
c/o Kenosha Radisson Hotel & Conference Center  
11800 108th St.  
Pleasant Prairie, WI 53158  
ATTN: Catering Coordinator

All packages received will be delivered to booking party's function room at a previously agreed-upon time. Packages in excess of normal storage facility capabilities may be subject to drayage and storage fees.

Any exceptions to the above general policy must be negotiated before signing this contract.

Our professional staff is always available to assist you with your banquet and/or meeting needs.

Thank you for considering the Radisson Hotel & Conference Center for your event. We look forward to working with you.