



General Information

Thank you for considering the Holiday Inn Waterloo/Seneca Falls for your upcoming event. Our establishment offers a variety of options and a staff with experience to provide you with an enjoyable and successful function. The following guidelines will ensure that you are totally satisfied.

Deposits (for wedding receptions, multi-day functions and meetings with 100+ people)

We require a **non-refundable** \$500.00 deposit to secure your date as a definite booking. A 75% deposit is required one month prior to your function. Your deposits will be applied toward your final bill at full value. These deposits may be cash, major credit card or money order. If your scheduled event is cancelled, your deposits will be property of the Holiday Inn.

Menus & Details

Menu prices are guaranteed 90 days prior to your event at which time all of your details can be finalized. All prices are subject to change. All food and beverage items must be purchased from our hotel.

Served dinners are limited to a maximum of three (3) entrees including a vegetarian selection.

Beverage Service

We offer a complete selection of beverages to compliment your event. Please note that alcoholic sales are regulated by the State of New York. Holiday Inn, as a licensee, is responsible for the administration of these regulations. It is a policy that no liquor or wine may be brought into our facility from outside sources.

For all functions there is a \$50.00 setup fee for each bar. There is also a \$70.00 fee for each bar that may be waived when a \$300.00 minimum in sales per bar is reached.

****No one under 21 years of age will be served. Proper ID is required. No shots or pitchers will be served at any function.****

Service Charge & Sales Tax

A service charge and applicable sales tax will be added to all food and beverage items. New York State law states that "the service charge is subject to the state sales tax." A completed tax exempt form must be provided with requests of state sales tax. (Completed means that it is properly filled out and signed by an authorized person(s))

Guarantees

We must have a tentative count 10 days prior to your event and a final guaranteed count six (6) business days prior to your event. Your bill will be based on the final guaranteed number if fewer guests than expected should attend.

We will set for 10 percent over the guarantee for groups of 10-100 guests

We will set for 5 percent over the guarantee for groups of 101 guests or more

For use of the full Chancellor Ballroom on Saturday evenings, from May – October, a minimum guarantee of 200 guests is required OR \$5000 minimum requirement of food and beverage must be purchased.

For use of 2/3 of the Chancellor Ballroom, a minimum guarantee of 100 guests is required OR a minimum of \$2500 in food and beverage must be purchased.

For use of 1/3 of the Chancellor Ballroom, a minimum guarantee of 50 guests is required OR a minimum of \$1250 in food and beverage must be purchased.

For use of the full Cabernet Ballroom on Saturday evenings, from May – October, a minimum guarantee of 150 guests is required OR \$2500 minimum requirement of food and beverage must be purchased.

For use of Cabernet East, a minimum guarantee of 50 guests is required OR a minimum of \$1500 in food and beverage must be purchased.

For use of Cabernet West, a minimum guarantee of 25 guests is required OR a minimum of \$750 in food and beverage must be purchased.

Cancellation

If an event is cancelled within 2 - 6 months, 50% of the estimated revenue will be charged. Within 1- 2 months prior, 75% of the estimated revenue will be charged and if the event is cancelled within 1 month, 100% of estimated revenue will be charged.

Security

The Holiday Inn will not assume responsibility for any merchandise left prior to, during or following your event. Special arrangements can be made with the Sales Office, if it is necessary to leave any items.

Banquet & Meeting Rooms

The Holiday Inn will not permit any tape, staples, nails, other substances or tools to be used to affix items to the walls/ceilings.

Additional Information

The enclosed menus are offered as a guideline. The staff of the Holiday Inn would be pleased to offer you specially designed menus tailored to your specific tastes. No food or beverage may be brought into or taken out of the hotel, excluding wedding cakes, cookies and must be pre-approved by the Sales Office.

Final Payments

The final payment for your function will be accepted in the form of cash, major credit card or money order three (3) days prior to your function.

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