



**Holiday Inn  
Appleton**

# Hotel Policies

P: (920) 735-9955  
F: (920) 735-0309

[www.hiappleton.com](http://www.hiappleton.com)

## Thirty Day Commitment

Due to fluctuation in prices, the Holiday Inn Appleton may not make a firm price commitment until 30 days prior to a function.

## Guarantee

The final attendance count for functions must be definitely specified 10 days in advance. This number will be considered a guarantee, not subject to reduction and charges will be made accordingly.

## Credit

All charges must be paid in advance of scheduled events, unless previous credit arrangements have been made with the Holiday Inn Appleton.

## Service and Tax

For the service personnel, a service charge is applicable to all food and beverage charged to the account. This service charge is taxable by law.

Applicable state sales tax will be added to your account unless a tax-exempt certificate is presented to the sales & catering office in advance.

## Meeting Room Set Up Change Fee

In the event the on-site contact should choose to change the meeting room set-up on the day of the meeting, a \$25.00 minimum fee will be incurred.

## Room Lock-Up / Storage

There will be a daily fee, not less than \$75.00 and not more than the cost of the meeting room, charged for any meeting room requiring an overnight lock-up. Unless prior arrangements have been made, no items will be stored in any meeting room overnight.

## Food Policies

According to Wisconsin Administrative code [DH & SS, Section 196.07], no food may be allowed in any function room of the hotel from outside sources. All food and beverages purchased through the Holiday Inn Appleton must be consumed on the premises and may not leave the function area.

## Entertainment

All banquet functions must be completed by 12 am. The Grand Chute Ballroom doors will be locked by 12:30am.

## Special Arrangements

We would be more than happy to assist you with arrangements for custom-made menus. We can also make recommendations for entertainment, florists, or any other need that you may have. Please contact the sales office (920) 735-9955 for more information.