

Banquet Room Information

To receive additional information or to schedule an appointment for a hotel site tour please contact our Sales/Catering Department at 262-833-0339

Payment Schedule

A deposit is required at the time of booking to guarantee your banquet room reservation. The reservation will be considered definite once the deposit has been paid and a signed contract is received. The total food and beverage bill will be estimated based on your total count 5 days prior to your event. Payment will be required at that time by cash, check (local or cashier), or major credit card. A Major credit card number must be left with the Banquet Manager to cover any additional costs incurred during your function. Your final bill will be determined by Monday following any weekend function or the next day if your function is held during the regular business week. Radisson will complete the final bill and make any adjustments to your credit card to reflect the final total. You will receive a copy of your invoice upon completion of the final bill.

Refund Policy

A full refund will be granted to the booking party only if the Radisson Inn Harbourwalk 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.

Cancellation of function space received within two weeks – 50% of all estimated room, food and beverage revenue.
Cancellation of function space received within one week – 100% of all estimated room, food and beverage revenue.

Banquet Equipment

The Radisson Inn Harbourwalk 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. Skirted buffet table(s), if needed.
6. Roundtable seating.