

Banquet Policy

1. Please return signed contracts and required deposits within two weeks of booking your function to avoid the release of reserved space.
2. Three weeks prior to your banquet, please inform our Banquet Manager of the following: room setup details, estimated number of attendees, your choice of entrée and any other specifics relating to your function.
3. The Banquet Manager 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 Inn Harbourwalk rate schedule.
4. A taxable 17.5% 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 Manager five business days prior to the event. If the Banquet Manager 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 Inn Harbourwalk 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 Inn Harbourwalk prohibits the serving of any food or beverage on the premises which is not purchased from the Radisson Inn Harbourwalk, with the exception of celebration cakes.**
10. The Radisson Inn Harbourwalk 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 12:00 p.m. Banquet rooms must be cleared by 12:30 a.m. or a prearranged time approved by the Banquet Manager.
12. Groups requesting tax exemption must submit a copy of their 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 Inn Harbourwalk 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 Inn Harbourwalk 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 Inn Harbourwalk 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 Radisson Inn Harbourwalk
 - 223 Gas Light Pointe
 - Racine, WI 53403
 - ATTN: Director of Sales

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 Inn Harbourwalk for your event. We look forward to working with you.