



**HOOD RIVER HOTEL**  
**Cornerstone Cuisine**

**POLICIES 1 OF 2**

**BANQUET/MEETING ROOMS**

Rooms vary in size and rate depending on the room of your choice, and the date of your event. Fees and availability can be explained by our Event Coordinator.

**BAR SERVICE**

A full service bar is provided on site, which may be hosted, cash or combination towards bar totals. Please inform your guests that they may be asked to show ID. We do not provide any bar service for off-site venues for liability reasons. We will, however, gladly recommend bartenders you can contact. A on site corkage fee is available if interested.

**BEVERAGE SERVICE**

Non alcoholic beverage service is included in the per person menu price. Beverages may include ice tea or lemonade, coffee and tea. Ice, glassware and accompaniments are included with this service.

**BOOKING :: RESERVATIONS**

Booking dates are on a first come first serve basis up to one year in advance. All bookings require a deposit. A credit card is required to guarantee the event.

**CAKE CUTTING**

Cake cutting fee is included in the price per person. Cake cutting includes plates, cocktail napkins and flat-ware.

**CANCELLATIONS**

In the event of a cancellation, the customer shall be held liable for all losses sustained by the Hotel, and all deposit monies shall be held to cover said losses.

**DAMAGE**

Customers agree to be responsible for any damage done to the premises or other part of the establishment during the period of time the Customer, his/her guests, invites employees, independent contractors or other agents are under Customer control or control of the independent contractor hired by the Customer.

**FOOD & BEVERAGE**

No food or beverage of any kind will be permitted to be brought into the event site by the Customer, or any of the customer's guests or invites, unless prior arrangements have been made with the hotel.

**HOTEL ROOM BLOCKS**

Peak season room blocks, June to September are only offered in conjunction with off-site catered events. During fall and winter season please contact our sales coordinator for room block information. A complete rooming list group reservations is required four weeks prior to the date of arrival

**HOOD RIVER HOTEL & CORNERSTONE CUISINE**

102 Oak Street | Hood River | Oregon

Tel. 541-386-1900 | 800-386-1859 | Fax 541-386-6090 | [www.hoodriverhotel.com](http://www.hoodriverhotel.com)



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## POLICIES 2 OF 2

### GUARANTEES

The Minimum attendance guarantee may increase up to 72 hours prior to the day of the event, but not decrease. The minimum attendance guarantee will be indicated on the banquet event order.

### GRATUITY

A gratuity charge of 20% will be added to all food and beverage.

### LOST & FOUND

The Hotel will not assume responsibility for damages or loss of any merchandise or articles left prior to, during or following the customer's functions.

### MENU COST

Small groups (less than 20 people) are encourage to order directly from the breakfast, lunch and dinner menus. In-house banquet room events start at \$24 per person. Off-site menus start at \$32 per person. Included in the menu price are staffing, flatware, linens, glassware, china, non-alcoholic beverage (ice tea or lemonade and coffee ) and water. Wedding events include cake cutting service.

### OFF SITE FEE

An off site service charge of 25% will be added to all out of house events.

### OFF SITE RENTALS

Rental companies provide tables, chairs and extra. We will gladly recommend rental companies and the number of tables required for the event.

### PAYMENTS & DEPOSITS

Each function requires an advance deposit of 25%, with the balance of all charges due the day of your event.. Direct billing for business events is also available if your application is submitted and approved prior to the function.

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