

replenish, recharge, and
renew



westin columbus
banquet information & hotel policies

westin columbus
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columbus, ohio 43215
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details

banquet information and services

Our facility and services are topped only by our desire to exceed you and your guests' expectations. Because each occasion is unique, every event is tailored to reflect your individual style and taste, while incorporating elements such as exquisite culinary creations, fanciful florals, and dramatic décor.

Please take a moment to peruse our menu to find selections that fit your needs or let us customize a menu for you. Your Conference Services or Catering Manager is available to answer any questions you may have regarding the following information.

menu selections

Your menus should be selected and submitted to your Conference Services or Catering Manager a minimum of four weeks prior to your event. Due to uncertain market conditions, prices are subject to change and substitutions may be necessary.

To comply with local and state regulations, all banquet food and beverage items must be purchased through the Westin and serviced by our staff.

Meal guarantees reflect the final number of attendees for food and beverage functions. These final guarantees must be provided to the Conference Services or Catering Manager at least seven business days (Monday - Friday) for weddings and three business days (Monday - Friday) prior to the function for all other events. These numbers will represent the *minimum* guarantee for the functions and may not be lowered. If no final guarantee is received, the Westin will consider the number indicated on the Banquet Event Order to be the correct guarantee number. We will be prepared to serve three percent (3%) over the guaranteed number. Should you require an overset exceeding three percent (3%) of the guarantee number; an additional food and labor charge will apply.

banquet and meeting space

Function space is assigned based on the guaranteed number of attendees anticipated. The Westin Columbus reserves the right to change any assigned locations, should there be any increase or decrease in the estimated number of attendees, or should there be a change in your program or itinerary. Depending on the overall program, including food and beverage commitments, a meeting room rental charge may apply. Any unusual needs, such as duplicate set-ups, special themes, and décor requirements will be subject to additional charges.

Any meeting materials or function decorations you wish to utilize within your function space must have our prior approval. Use of materials, such as confetti or glitter, will result in a minimum cleaning charge of \$250.00 due to the nature of the cleaning process required. Please discuss any special meeting requirements with your Conference Services or Catering Manager.



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entertainment, flowers, recreation, and theme props

Your Conference Services or Catering Manager will be pleased to make arrangements for any enhancements you wish to add to your scheduled functions.

noise ordinance

The Westin Columbus requires all music and/or other excessive noise, disruptive to any other hotel guest or function, must end by 12:00 midnight.

service, labor, and delivery charges

All food and beverage charges are subject to a 22% Service Charge and 6.75% Ohio state sales tax. Sales tax is applicable to the Service Charge.

Ohio also assesses a surcharge on all alcoholic beverages. Our beverage prices include the Ohio surcharge.

Service labor fees for food functions, such as chef and carver fees, will be found on the applicable menu pages.



billing

A master account must be established for a billing of any corporate events. All other events must be pre-paid based on your estimated final guaranteed attendance. Credit applications must accompany your signed sales agreement. Functions may also be billed to a guest room folio or credit card (Visa, MasterCard, American Express, Discover, Diner's Club). Checks are accepted only if a credit card authorization is used as a guarantee.

Billing for services secured from an outside contractor, on the client's behalf, may be billed directly to your account. All outside services billed through the Westin Columbus will be subject to a twenty-one percent (21%) handling charge. A fifty percent (50%) advance deposit may be required at the time the service is contracted.

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electrical/telephone services

Any variations to existing electrical or mechanical systems within the facility (I.e.: special power for exhibit areas and entertainment), must be approved and the modifications performed by the Westin Columbus Engineering Department. Your Conference Services or Catering Manager can provide cost estimates and arrange for service.

Telephone line activations are provided should you have phone or data projection requirements. An activation charge of \$75.00 per line will be assessed for this service. Forty-eight (48) hour notification is required.

exhibits and trade shows

We offer you assistance in arranging tabletop or booth set-up. Our vendor of choice offers competitive prices, as well as offering drayage and shipping services. If an outside contractor is not supplying services, the hotel will be happy to assist you based on the following schedule:

table top displays

6' table with cloth, dressed skirting.....	\$25.00 each
6' table with cloth, boxed on front and sides.....	\$15.00 each
6' table with cloth.....	\$10.00 each
room rental.....	refer to sales agreement
daily service (common area cleaning, trash pick-up).....	\$200.00 per day
after show cleaning (bulk trash).....	\$350.00 per day
exhibitor material handling (pre-arranged).....	\$25.00 per booth
electrical.....	see above
container box for packaging material disposal.....	\$350.00 plus \$250.00 per extra pull
garbage disposal.....	\$200.00 per extra pull

The Westin Columbus carries a limited inventory of the above items; therefore, an outside contractor may be used.



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signs and banners

The hotel must pre-approve any sign or banner you wish to display. They are permitted only at your registration area and inside your function rooms. The Westin Engineering staff must install signs and banners. A labor charge may apply. Please consult your Conference Services Manager for additional information.

security

The Westin Columbus is not responsible for any meeting or personal items left in function rooms or public areas in or around the Conference Center. This includes personal items, displays, display items, or other materials. Security services are available through your Conference Services Manager at an additional charge.

shipping and receiving

Packages may be sent to the hotel three (3) days prior to the function and should be addressed as follows:

guest name

event/group name with approximate arrival date

The Westin Columbus

310 South High Street

Columbus, Ohio 43215

The hotel will accept up to 10 packages on a complimentary basis. Deliveries must be received at the hotel Monday through Friday between 8:00 am and 5:00 pm. Material must be delivered in boxes no larger than 3 feet by 3 feet and 100 pounds per box. All deliveries must be approved prior to shipment by the hotel. A handling fee may be applied for non-standard deliveries including freight items. Packages that arrive cash on delivery will not be accepted. If you would like to have your item delivered to your room or held at the front desk, please note this on the shipping label. Otherwise, items will be held for delivery at the start of the event.



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shipping and receiving rates

All arriving items under 100 lbs will be assessed a \$5.00 handling charge, per item, when exceeding the ten (10) complimentary packages per group contract.

Packages arriving more than 72 hours prior to guest check-in will be assessed a \$5.00 per day storage fee.

Items weighing 100 lbs or more will be considered freight.

All outgoing non-freight items processed by The Westin Columbus will incur an additional \$5.00 handling charge.

All palleted or freight items will be assessed a handling fee of \$100.00, regardless of weight.

Palleted or freight items held more than 72 hours prior to guest arrival will be assessed a holding fee of \$75.00 per item per day, until guest arrival.

Palleted or freight items held more than 72 hours after guest departure will also be assessed a holding fee of \$75.00 per item per day.

If the Westin Columbus is required to schedule a freight pickup, an additional fee of \$200.00 will be assessed and the shipment will be sent freight collect. The Westin Columbus will not pay for outgoing freight shipments.

