



RENTAL RATES *Prices do not include taxes.

Morning Session	7am to 10am	<i>Small</i>	\$75.00
		<i>Medium</i>	\$125.00
		<i>Large</i>	\$225.00
Afternoon Session	11am to 2pm	<i>Small</i>	\$75.00
		<i>Medium</i>	\$125.00
		<i>Large</i>	\$225.00
Evening Session	4pm to 11pm	<i>Small</i>	\$125.00
		<i>Medium</i>	\$295.00
		<i>Large</i>	\$395.00

GENERAL RENTAL INFORMATION

- **All-day and exclusivity rates are available (2 sessions or 10 hours maximum). Call to inquire.**
- *Additional hours or time slots (not exceeding 10 hour maximum) may be pre-purchased.*
- *Time slots include preparations, event time, and guest cleanup.*
- *Event space absolutely must be cleared by the completion of the time slot.*
- *Each 15 minutes over pre-set time slots will result in an additional \$25.00 charge.*
- *Facility tours, rehearsal time slots, event planning sessions, and contract meetings are all complimentary and available by appointment.*
- Capacity is 150. Varying layouts are available.
- The rental fee includes the set-up of tables, chairs, and hotel owned equipment in your preferred layout, event production, and teardown. Entry into the room begins promptly at the time specified by your chosen time slot. Due to the short turn around time between events, early admittance is not permitted.
- As previously mentioned, entrance for any reason into the facility before your time slot (including item drop-off) is prohibited. Therefore, please make all arrangements to have your event items ready and deliverable the day of your event at the time of your event. Hampton Inn Saint Robert has very little storage space, so we are unable to accommodate guest supply/item storage. However, if extreme circumstances arise, please contact your Event Coordinator to inquire as to what assistance can be offered.
- Most of our presentation equipment is complimentary and can be incorporated into your preferred layout: overhead sound system, podium, corded microphone, projection screen, and media cart. Please enjoy our fine china, stemware, and flatware. We even have a limited inventory of centerpiece décor at your disposal. Dining items and décor can be either left in the space for the guest party planner or placed by the Hotel at no additional charge.
- Champagne/wine fountains and kegs are strictly prohibited.
- Tacks, screws, nails, and heavy-duty tape (packing and duct tape) used on the walls and granite countertop are prohibited.
- Enhancements to your event are available for purchase: a delicious hor d'oeuvre and light desert menu as well as seasonal specialty beverage menus. Others are the Proxima[®] projector, heavy linens and napkins, and cordless microphone.
- Guests of business affairs will receive complimentary ice water service, notepad, and pen.
- In order to reserve your date, there must be a signed contract on file as well as paid deposit(s). Deposits are assessed in the following way: 20% of total facility costs + \$150.00 refundable security deposit (*if applicable*) = total deposit due. The refundable security deposit is applicable if the guest, instead of a caterer, is supplying food and/or alcoholic beverages.
- Final payments are due 7 days prior to the date of the event.
- As a courtesy, dates without a signed contract and paid deposit are held for 3 days after inquiry.

• *Policies are fully detailed on Guest Contract. For more details or our full in-house menus, please contact us.
Terms and rates are subject to change without notice.*

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