



INTERSTATE CENTER POLICIES

The staff and management of The INTERSTATE CENTER will provide all the professional services required to make your business meeting, wedding, or social function an absolute success. We will make every effort to accommodate special requests.

WE THANK YOU FOR CHOOSING THE INTERSTATE CENTER FOR YOUR EVENT.

MENU SELECTION must be made at least one month prior to the date of the function.

It is our pleasure to attend to the particular dietary needs of any of your guests. Your Event Manager will discuss these menus with you.

THE NUMBER OF GUESTS or CHANGES to the food menus or liquor service, must be GUARANTEED, no later than 5 Business Days prior to scheduled function.

DEPOSITS will be required to show good faith to secure your function. All deposits for weddings and social events are NON-Refundable. PAYMENT in full is required 72 hours in advance for all catering functions unless prior credit arrangements have been established with the Interstate Center. Personal checks will not be accepted. Payments must be made with a credit card, cashier's check, or money order. All payments by credit card must be accompanied by a signed credit card authorization form.

19% TAXABLE SERVICE CHARGE plus 7.5% STATE, and 2% LOCAL TAXES will be added to all functions. Additional set-up charges may be applied for extensive or elaborate set-ups. Tax-exempt groups must submit their tax number and official letter of exemption 10 days prior to the function date. Tax-exempt groups are not exempt from the 2% Local Taxes.

The Interstate Center does not allow stapling, taping, tacking, or nailing any items to the walls, floors or ceiling, in any of our BANQUET & MEETING ROOMS, unless written approval is given by the sales staff. Any special assistance for your meeting or wedding may be arranged through the sales department. Please note that the Interstate Center shall not be responsible for damage or loss of any items being received displayed or stored..

FOOD or BEVERAGE of any kind will NOT be permitted to be brought onto The Interstate Center property without permission from the sales department and catering department. Also, no Food or Beverage may be removed from the property.

All sound levels on MUSIC, piped in system or live, will be controlled by The Interstate Center staff.

Again, it is our goal to assure you of a very successful function. You have our commitment that we will make every effort to accommodate your needs.

Guaranteed guest counts must be received by the facility a minimum of 72 business hours prior to your event or you will be billed for the expected number. Prices do not include Illinois State sales tax, Local taxes, or taxable service charge.

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