



801 East Wayne Avenue, Wooster, Ohio 44691; 330-263-2660

Policies and Guidelines for events taking place at the Wooster Inn, Guest House of the Wooster Inn, and on the campus of the College of Wooster:

- The cost of labor is built into the pricing of all events. The maximum length of events is 5 hours. Events beyond this timeframe will be subject to additional labor charges.
- Events involving 75 or more guests will require a \$500 deposit.
CANCELLING AN EVENT: Very few large events ever cancel, but celebrations like weddings entail a great deal of labor and planning. We often rent a dance floor or other equipment. We reserve the venue which, of course, prohibits that venue from being rented by someone else. We also routinely provide a tasting meal for those planning a special day. Consequently, cancelling an event does entail some costs. The deposit or a portion of it will be refunded according to this table:
 - Cancellation of 6 months or more: Full Refund
 - Cancellation between 4 and 6 months before the event will result in a refund of \$250 (or 50% of the original deposit)
 - Cancellation between 2 and 4 months will result in a refund of \$150
 - Cancellation with less than 2 months notice will forfeit the deposit in total
- The properties of the College of Wooster are in close proximity to many private homes; consequently, all events must end by 11 pm so that we might be respectful of our neighbors and other guests of the Inn, Guest House, or College.
- The expectation is that our guests will respect our facilities as they would their own homes. Unfortunately past experience has shown that the excitement of celebration sometimes overcomes responsible judgment. If the housekeeping staff finds it necessary to exceed their normal cleaning duties, an extra cleaning fee will be levied against the responsible parties. This fee is based on extra labor hours at the rate of \$25 per hour.
- Mylar and paper confetti have proven to be difficult to remove from tables, carpets, patios and walkways. Consequently we do not allow these types of decorations. Guests who insist on using these kinds of decorations will be subject to additional labor charges at the rate of \$25 per hour with a \$25 minimum charge.
- Many events use outside vendors (decorators, florists, musicians, rental companies, etc.). Access to the event site may be limited by events before

or after your scheduled event; therefore, all vendor deliveries need to be coordinated through the Inn and become part of the planning document that outlines your event. Further, the College and the Inn are not responsible for the property of vendors contracted directly by you.

- Decorations added to any of our facilities must be removed by those who installed them. Additional labor charges will be added if the staff assigned to your event is left to remove decorations.

Signing here indicates that you (the guest) understand the deposit policy and guidelines outlined above. Further, signing here indicates that the guest agrees to be financially responsible for the deposit and costs involved in this event.

Signed: _____ Date: _____

Printed Name: _____

A deposit of _____ has been received on _____ (date)
for a _____ (event) taking place at _____
_____ (venue) on _____ (date).

Received by: _____