

events by Marriott



info

crafted for you

COLUMBUS AIRPORT MARRIOTT

1375 North Cassady Avenue | Columbus | OH 43219

www.columbusairportmarriott.com

COLUMBUS AIRPORT MARRIOTT

1375 North Cassady Avenue | Columbus | OH 43219
614.475.7551 | www.columbusairportmarriott.com

events by Marriott

by Marriott

info

INFO



COLUMBUS AIRPORT MARRIOTT

1375 North Cassady Avenue | Columbus | OH 43219
614.475.7551 | www.columbusairportmarriott.com

events by Marriott

INFO

General information

We look forward to assisting you with a most successful event! To ensure a smooth flow for everyone involved, please consider the following property policies.

Final Attendance Guarantees

Confirmation of the number of guests to be served must be received no later than 72 hours prior to the scheduled event. If a guarantee is not received, the Hotel will consider your originally expected number of guests to be the guarantee. The guarantee number is not subject to reduction. All hotel charges will be based on the guaranteed number or actual number served, whichever is greater.

Food & Beverage Service

In the event number of guests to be served exceed final guarantee by more than 5%, Hotel will make every reasonable effort to accommodate the extra number of guests with same or comparable arrangements.

All Full Breakfast, Buffet Lunch and Buffet Dinner Service require a minimum of 25 guests. (Does not include working buffet lunch). If guaranteed number of guests is less than 25, a \$150 fee will apply.

Service Fees & Taxes

A 20% service charge and applicable sales tax will be added to all food, beverage, audio visual service and room rental. Sales tax will be added in accordance with the state of Ohio.

Deposit & Payment Arrangements

All functions require an advance deposit, and no event is firm until the deposit is received. Hotel will refund 50% of any deposit for a cancellation that occurs three months or longer prior to event date.

All functions must be paid for a minimum of three days in advance unless direct billing has been approved. If billing has been extended, payment of the hotel balance due should be made upon receipt of the bill.

COLUMBUS AIRPORT MARRIOTT

1375 North Cassady Avenue | Columbus | OH 43219

614.475.7551 | www.columbusairportmarriott.com

events by Marriott

INFO

Advance Shipping Guide

Customer is responsible for arrangement & expense of shipping items to and from the Hotel. Hotel is not responsible for damage or loss of any items left in, or shipped to Hotel prior to or following any event. Hotel will accept packages two working days prior to the event, but not between 11am and 1pm daily. Parcels will not be accepted on skids or pallet, and shipper will be responsible for loading and unloading of packages into the Hotel. Packages must be clearly marked with:

- Group Name & Event Date
- Group Contact Name
- Columbus Airport Marriott
- 1375 N. Cassady Ave
- Columbus, OH 43219

Hotel will accept up to 10 packages for each group complimentary. A standard fee of \$3 per box will apply thereafter.

Federal, State & Local laws

All Federal, State & Local laws with regard to food & beverage purchases and consumption are strictly adhered to. The Hotel reserves the right to limit alcohol service to any guest at any time, and will always require a valid ID prior to service.

Quality Service & Product

In order for the Hotel to maintain its standards of providing a quality product, no food and/or beverage other than that provided by Hotel may be brought into the premises.

The Hotel reserves the right to move functions to other meeting/event rooms other than those appearing on the catering contract without prior notification.

If meeting set changes within 24 hours of event, Hotel reserves right to impose an additional labor charge.

Loss & Damage

Hotel is not responsible for any loss of material, equipment or personal belongings left in unattended and/or unsecured rooms or areas. The Hotel accepts no responsibility for goods shipped to the Hotel prior to scheduled functions or left after a function is complete.

Hotel reserves the right to inspect and control all events being held on the premises.

Hotel may request customer obtain & pay for bonded security personnel when valuables are displayed or held overnight.

Hotel will not permit the affixing of anything to walls, floors or ceiling with nails, staples, carpet tape or other substance. Please consult your Sales Partner for assistance in displaying items