

GENERAL INFORMATION

BANQUET MENUS

To ensure the safety of all of our guests and to comply with local regulations, neither patron nor their guests shall be allowed to bring food and beverages into the hotel. We are at your service to custom tailor a menu to your specific requests.

GUARANTEES

A final confirmation of attendance is required by nine o'clock in the morning, three business days prior to your arrival. This number may not be reduced after this confirmation. If no guarantee is received, the catering department will charge according to the anticipated attendance on the Banquet Contract.

SERVICE CHARGES

A 20% service charge will be added to all food and beverage pricing.

ALCOHOLIC BEVERAGES

Hotel Orrington is governed by the City of Evanston & Illinois Department of Alcohol and Tobacco. We do not permit beverages of any kind to be brought on the property from an outside source.

COAT CHECK

Check room is available regardless of season. Ask your Catering Specialist for Details.

PARKING

Valet Parking is available at The Hotel Orrington. Special Event Pricing is offered.

AUDIO VISUAL

Hotel Orrington provides state-of-the-art audio visuals through our Catering Office. Please make arrangements no later than forty-eight hours prior to arrival.

DÉCOR ARRANGEMENTS

Linen, Flowers, Artwork, Plant Rental, Furniture Rental, and Entertainment are Available. Ask your Catering Specialist for details.

PACKAGE HANDLING

Please notify your Catering Specialist of approximate arrival time and shipper's name. Fees may be assessed should materials be of excessive size or require storage for more than 48 hours. All materials must be labeled with the following information:

Catering Office
Attention [Catering Specialist]
1710 Orrington Avenue
Evanston IL 60201
Company Name, Date of Function

OVERNIGHT ACCOMMODATIONS

Your Catering Specialist is available to assist with arranging guest rooms for you and your attendees.