

BANQUET POLICIES

Atrium and Preston Room Events

The Atrium and the Preston Rooms, overlooking the Downtown Mall, are perfect for wedding ceremonies, cocktail receptions, and dinner. **All entertainment in these areas must end by 9:00 p.m. to avoid disturbing guests in sleeping rooms.**

Payment

A deposit of 20% is required to confirm all private function space. A schedule of additional deposits will be included in the letter of agreement. Unless direct billing has been established at least 30 days prior to the event, full payment for an event is due 10 banking days prior to the event.

Security

The Omni Charlottesville Hotel will take all necessary precautions but accepts no responsibility for the damage or loss of any merchandise or articles brought into the Omni Charlottesville Hotel or left at the hotel after a function.

Security is required for all events over 100 people. The cost of such security is at the expense of the client and is in addition to all attached quoted pricing.

Shipping of Packages

Packages for meetings may be delivered to the Omni Charlottesville Hotel two working days prior to the date of the function. Packages held more than two working days will result in a holding fee of \$10.00 per day, per package. Please include the following information on all packages to ensure proper delivery:

1. Conference name/Client's name
2. Date of function
3. Conference planner's and contact's names
4. Shipping address: Omni Charlottesville Hotel, 235 West Main Street, Charlottesville, VA 22902
5. Telephone: (434) 971-5500

Due to lack of storage facilities, exhibitors should arrange delivery of materials no sooner than 24 hours prior to set-up day. The Omni Charlottesville Hotel does not assume responsibility for packages arriving ahead of this time period. The Omni Charlottesville Hotel can help with shipping of your outgoing packages at the end of your meeting. There will be a handling fee for all packages not prepared in advance for shipment.

All prices subject to change and 9% meals tax and 19% service charge.