



General Information

Guarantee

Confirmation of the total number of guests expected is needed ten business days prior to your event. This number is guaranteed and cannot be lowered. Your final payment will be based upon the guarantee of actual attendance should your guarantee number increase. Menu selections must be confirmed 30 days prior to the event. You may choose up to two different entrées for your menu. Final counts of each entrée need to be guaranteed ten days prior to your event.

Deposit

In order to confirm your date, a \$2,500.00 deposit is required. This deposit will be applied to your event total. Final payment is due ten days prior to your event in the form of check or credit card.
(In the event of cancellation, this deposit is non-refundable.)

Cancellations

Your advance deposit(s) will not be refunded in the event you cancel your event with the hotel. In addition, a cancellation fee will be charged to you and will be payable upon receipt in the event of cancellation of all or part of your event after acceptance of this booking by the hotel. The fee will be based on the banquet pricing in effect at the time notification of cancellation is received by the hotel. These amounts are due as liquidated damages and not as a penalty. The following schedules will apply:

<i>Notification of Cancellation Prior to Scheduled Event</i>	<i>Cancellation Fee (% of estimated lost food & beverage revenue, room rentals, and/or labor fees.)</i>
<i>0-60 days</i>	<i>100%</i>
<i>61-90 days</i>	<i>75%</i>
<i>91-120 days</i>	<i>50%</i>
<i>120-180 days</i>	<i>30%</i>

Miscellaneous

Cake Cutting Fee

If you choose to bring a cake from an insured, certified source, there is a cake cutting fee of \$4.75 per person.

Rental Equipment

The Herrington will provide rental equipment agreed upon for an additional charge to be determined. Outside ceremonies have an additional chair rental fee.

Parking

Parking is complimentary.

Tasting

Complimentary menu tasting for up to 4 guests to determine the final menu selection is included.

Room Rental

Room rental fees apply for all Herrington functions. An 8% Illinois State Sales Tax applies.

*All food & beverage packages are subject to a 21% service charge and the current tax rate.
Prices subject to change.*

Herrington Suggested Wedding Vendors

Elan Photography
www.elanphotography.com
630.960.1400

Elite Photo
www.elitephotogallery.com
630.913.3686

Hazelton Photography
www.hazeltonphotography.com
hazeltonphotography@gmail.com

Jennifer Kaye Photography
www.jenniferkayephoto.com
630.334.5841

Kelly Vanderploeg
kelly@kellyvanderploegphotography.com
630.253.2939

TWA Photographic Artists
www.twaphoto.com
630.271.1737

True Grace Photography
www.truegracephotography.com
630.442.4595

Rosemary Fanti – Illustrator
www.rosemaryfanti.com
815.341.3340

Floral Wonders
www.evasfloralwonders.com
630.945.6559

Town & Country Gardens
www.tnccgardens.com
630.232.6685

Eden Floral Studio
www.iceden.com
630.659.6856

The Trolley Car & Bus Company
info@trolleycar.net
630.350.7433

Spare Wheels Transportation
pickmeup@sparewheels.com
630.377.4637

Officiant
Dr. David McFadden
DrDavid@finalwordconnection.com
630.333.3202

Professional Ministerial Services
Rev. Jim Rehnberg
www.rentarev.com
630.781.3732

Pastor Bill Yaccino
www.pastorbill.org
224.612.3166

Invitations by Design, Inc.
www.invitationsbydesign.com
630.403.8272

Invitations Etc.
www.invetc.com
630.326.9546

The Cakery
Bob Brougham
www.thecakeryinc.com
630.892.0771

Modern Weddings Film
Ivan Gomez
www.modernweddingsfilm.com
312.952.4885

Yours Truly Media
www.yourstrulymedia.com
949.342.4476

Erika Alexis – Makeup Artist
Instagram: erikaalexisbeauty
815.409.1758

Montage Salon & Spa
www.montagesalonandspa.com
630.208.6000

One Salon & Bridal Company
www.theonesalon.com/makeup
630.587.0111

Music By Design, Ltd.
David Savoia
www.mymusicbydesign.com
630.262.0432

Sounds Abound Entertainment
www.soundsabound.com
630.718.1152

Al Sofia Music
www.alsofia.com
630.924.1000

Gregory Hyde – Musician
www.gregoryhyde.com
630.200.7802

Swinging the Standards
Ross & Glenn Failla
www.swingingthestandards.com
708.785.6999

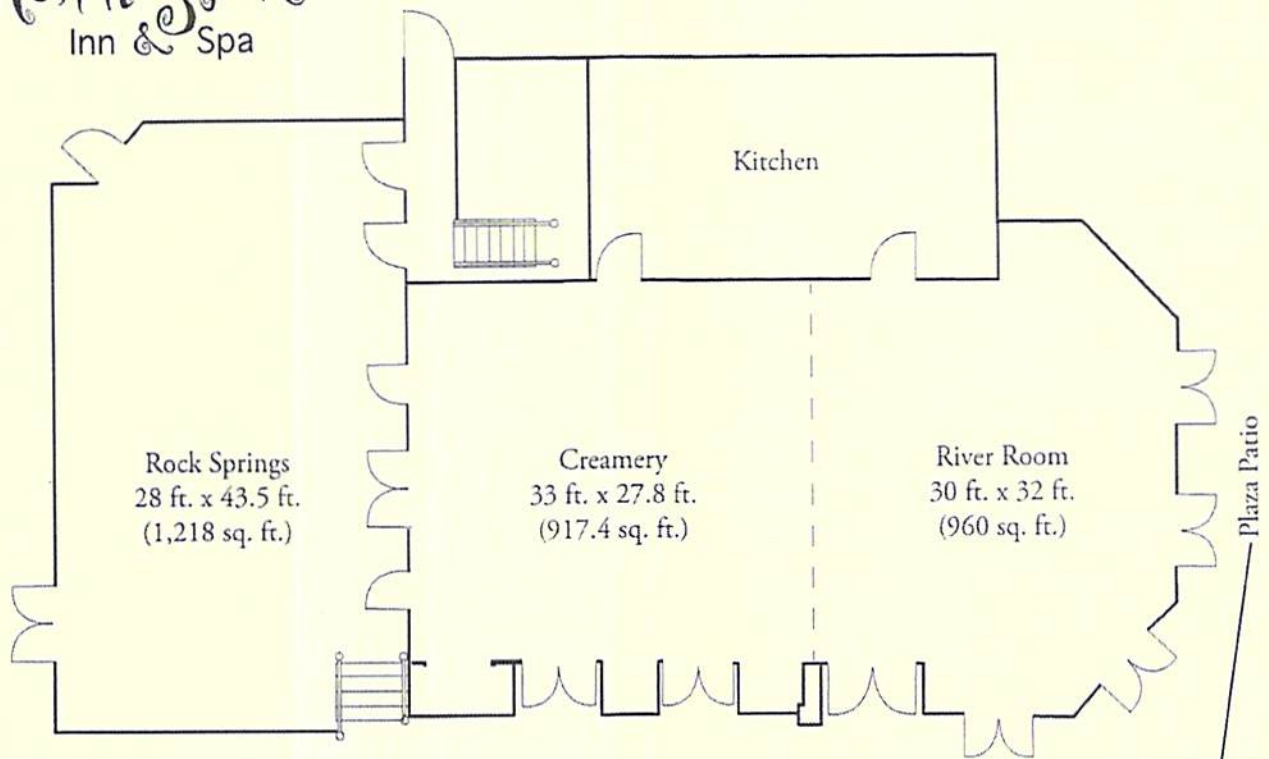
Belle Music
Contact: Sarah
www.bellemusique.com
630.690.4994

Strings of Silk
Jennifer Silk - Violinist
www.stringsofsilkmusic.com
www.jennifersilk.com
224.856.1144

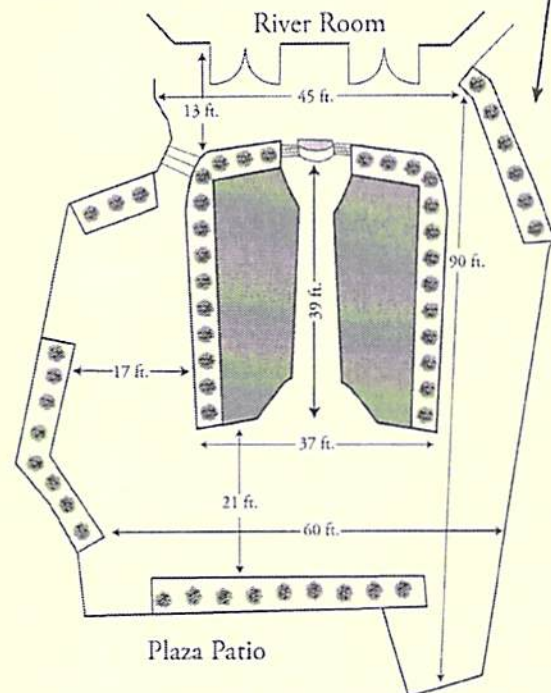
Laura Fako - Harpist
630.876.2663

3rd Coast Live Music Entertainment
www.3rdcoastlive.com
630.634.2366

The Herrington Inn & Spa



Rooms	Sq. Ft.	Theater	Crescent
Rock Springs	1,218	75	24
Creamery	917	50	30
River Room	960	55	24
Creamery/River Room	1,877	175	66
Entire Facility	3,095	n/a	n/a
Plaza Patio	5,400	n/a	n/a
Rooms	U Shape	Rounds	Reception
Rock Springs	26	60	85
Creamery	24	50	85
River Room	18	50	60
Creamery/River Room	45	150	125
Entire Facility	n/a	150	200
Plaza Patio	n/a	n/a	200



Executive Board Room

Luxurious conference style seating for up to 16 people with state of the art audio visual capabilities. The 488 sq. ft. Executive Board Room is located in our suite wing of the hotel.

Other Entrées

Children's Meal

Chicken Tenders

Carrot Sticks

Fries

& Wedding Cake

\$30

Vendor Meals

Wedding Entrée

Price of entrée selected

or

Club Croissant

Turkey, Bacon, Mayonnaise, Lettuce, & Tomato

On Homemade Croissant

Served with Chips and Fruit

Soft Drink & Bottled Water

\$30