



**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><u>Notification of Cancellation<br/>Prior to Scheduled Event</u></i> | <i><u>Cancellation Fee (% of estimated<br/>lost food &amp; beverage revenue,<br/>room rentals, and/or labor fees.)</u></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.

**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](http://www.elanphotography.com)  
630.960.1400

Elite Photo  
[www.elitephotogallery.com](http://www.elitephotogallery.com)  
630.913.3686

Hazelton Photography  
[www.hazeltonphotography.com](http://www.hazeltonphotography.com)  
[hazeltonphotography@gmail.com](mailto:hazeltonphotography@gmail.com)

Jennifer Kaye Photography  
[www.jenniferkayephotography.com](http://www.jenniferkayephotography.com)  
630.334.5841

Kelly Vanderploeg  
[kelly@kellyvanderploegphotography.com](mailto:kelly@kellyvanderploegphotography.com)  
630.253.2939

TWA Photographic Artists  
[www.twaphoto.com](http://www.twaphoto.com)  
630.271.1737

True Grace Photography  
[www.truegracephotography.com](http://www.truegracephotography.com)  
630.442.4595

Rosemary Fanti – Illustrator  
[www.rosemaryfanti.com](http://www.rosemaryfanti.com)  
815.341.3340

Floral Wonders  
[www.evasfloralwonders.com](http://www.evasfloralwonders.com)  
630.945.6559

Town & Country Gardens  
[www.tnccgardens.com](http://www.tnccgardens.com)  
630.232.6685

Eden Floral Studio  
[www.iceden.com](http://www.iceden.com)  
630.659.6856

Farmdog Flowers  
[www.farmdogflowers.com](http://www.farmdogflowers.com)  
331.643.0163

Officiant  
Dr. David McFadden  
[DrDavid@finalwordconnection.com](mailto:DrDavid@finalwordconnection.com)  
630.333.3202

Pastor Bill Yaccino  
[www.pastorbill.org](http://www.pastorbill.org)  
224.612.3166

Invitations by Design, Inc.  
[www.invitationsbydesign.com](http://www.invitationsbydesign.com)  
630.403.8272

Invitations Etc.  
[www.invetc.com](http://www.invetc.com)  
630.326.9546

The Cakery  
Bob Brougham  
[www.thecakeryinc.com](http://www.thecakeryinc.com)  
630.892.0771

Modern Weddings Film  
Ivan Gomez  
[www.modernweddingsfilm.com](http://www.modernweddingsfilm.com)  
312.952.4885

Yours Truly Media  
[www.yourstrulymedia.com](http://www.yourstrulymedia.com)  
949.342.4476

Erika Alexis – Makeup Artist  
Instagram: erikaalexisbeauty  
815.409.1758

Montage Salon & Spa  
[www.montagesalonandspa.com](http://www.montagesalonandspa.com)  
630.208.6000

One Salon & Bridal Company  
[www.theonesalon.com/makeup](http://www.theonesalon.com/makeup)  
630.587.0111

Music By Design, Ltd.  
David Savoia  
[www.mymusicbydesign.com](http://www.mymusicbydesign.com)  
630.262.0432

Sounds Abound Entertainment  
[www.soundsabound.com](http://www.soundsabound.com)  
630.718.1152

Al Sofia Music  
[www.alsofia.com](http://www.alsofia.com)  
630.924.1000

Gregory Hyde – Musician  
[www.gregoryhyde.com](http://www.gregoryhyde.com)  
630.200.7802

Swinging the Standards  
Ross & Glenn Failla  
[www.swingingthestandards.com](http://www.swingingthestandards.com)  
708.785.6999

Belle Music  
Contact: Sarah  
[www.bellemusique.com](http://www.bellemusique.com)  
630.690.4994

Strings of Silk  
Jennifer Silk - Violinist  
[www.stringsofsilkmusic.com](http://www.stringsofsilkmusic.com)  
[www.jennifersilk.com](http://www.jennifersilk.com)  
224.856.1144

Laura Fako - Harpist  
630.876.2663

3<sup>rd</sup> Coast Live Music Entertainment  
[www.3rdcoastlive.com](http://www.3rdcoastlive.com)  
630.634.2366

The Trolley Car & Bus Company  
[info@trolleycar.net](mailto:info@trolleycar.net)  
630.350.7433

Spare Wheels Transportation  
[pickmeup@sparewheels.com](mailto:pickmeup@sparewheels.com)  
630.377.4637

Other Entrées

***Children's Meal***

*Chicken Tenders*  
*served with Carrot Sticks & French Fries*  
**\$30**

***Vendor Meals***

*Wedding Entrée*  
*price of entrée selected*

*or*

***Smoked Turkey Club***  
*Turkey, Applewood Smoked Bacon, Tarragon Aioli*  
*Spring Greens, Swiss & Roma Tomatoes served with Chips*  
**\$30**