

Hope Hotel & Richard C. Holbrooke Conference Center Information & Policies

About Us

Thank you for considering the Hope Hotel & Richard C. Holbrooke Conference Center for your upcoming function. Our staff capabilities and a team effort will make your event as pleasant to plan as it is to attend. As is the case with most successful businesses, we find that certain guidelines and procedures help us ensure that you will be totally satisfied with your event. We include the following information and ask that you contact our Catering Department if you feel special arrangements need to be made.

Guarantees

In order to be properly prepared to host your function, it is essential that we be informed of your guaranteed attendance at least 72 hour prior to the function. We will prepare for an additional 5% attendance. However, the number guaranteed will be charged in full even if fewer guests attend. We will also charge for any additional guests over the guaranteed number of attendees. Guarantees for Monday and Tuesday functions will be required by noon on Thursday unless special arrangements have been made. In the event that no guarantee is given, the expected number listed on the Function Sheet will be used and charged accordingly.

Menus

The menus include some of our more popular items. Should you prefer to design a menu that you feel better suits your occasion, our Catering Staff and our Chef, Patrick Pingault, will be more than happy to work with you. We are also prepared to offer suggestions and recommendations as to possible theme parties and/or packages that may be appropriate for your event.

All prices listed are subject to change. Prices may be guaranteed but not more than 90 days prior to the date of your function.

Prices quoted do not include the customary 19% taxable gratuity or the usual applicable sales tax. Tax Exempt status may certainly be granted provided we have been furnished with the proper documents 15 days before your event.

Banquet and Meeting Rooms

As other groups may be utilizing the same room before or following your function, please follow the time schedule agreed upon. Should your needs change, contact our Catering Department and every effort will be made to accommodate you. Requests for major set changes will result in a modest charge.

The Conference Center will not permit the affixing of anything on the walls, floors or ceiling with nails, staples, tape or any other substance unless approval has been arranged through this office.

No food or beverage (alcoholic or otherwise) may be brought into the meeting rooms.

Function rooms are assigned according to the guaranteed minimum number of guests anticipated. Room rental fees are applicable if attendance drops below the anticipated attendance at the time of the booking. We reserve the right to change groups to a suitable room if attendance increases or decreases.

The Hope Hotel & Richard C. Holbrooke Conference Center will not assume responsibility for the damage or loss of any article or merchandise left in the Conference Center before or after your meeting or banquet. Special arrangements for security can be made with advance notice. The Conference Center asks that all functions be paid prior to departure. All social functions are to be paid 72 hours in advance. Our catering department will assist you with a payment plan for your group.