Congratulations Bride & Groom

The staff of Best Western Prairie Inn is pleased that you are considering our site for your wedding venue. We consider being part of your special day a privilege and an honor. Our staff goes to great lengths to maintain the excellent reputation that we have built. We want to exceed your every expectation. This packet of information will hopefully answer any questions you have.

Staff

The banquet staff consist of chefs, servers, bartenders. The banquet manager will supervise your reception. They will introduce themselves to you at the beginning of your reception. If, during your reception, you have any questions or concerns that are not being attended to by a server, let the banquet manager know. They will promptly take care of the situation.

Décor

Our friendly and experienced staff will set your tables with the linen tablecloth, napkins, and skirting ( black included, white is an additional cost of $5.00/table) on appropriate tables.

All tables will be polished off with silverware, glasses, etc after you have decorated them. Our staff will light the candles before the reception starts if needed. No tacks or nails are allowed in walls. We suggest 3m sticky tabs for any hanging decorations. No glitter or confetti allowed

You are responsible for cleaning up the room. In the event we have to clean up you will be charged $200.00

The Meal

You may choose from a plated or a buffet style meal for you guest. With a plated meal ( 50 people or less and will be an additional charge) our staff will bring out each course right to the guest table. In a buffet style dinner, our staff will organize the buffet line so that it is most efficient, as well as replenish the food item throughout the meal.

Minimum guaranteed attendance must be received 14 days prior to the event. If attendance falls below the guarantee number the client will be charged for the guaranteed number. 10.75% tax and 20% service charge apply to food and beverage charges.

The Cake

Your baker may deliver the cake up to 4 hours prior to the reception. The staff is not responsible for the wedding cake. Our staff will not move the cakes once it has been delivered and set by the baker.

Our staff will cut and serve the cake for an additional $100.00 fee which includes service. If you choose to cut your cake, you will be responsible for the plates and silverware as well.

Entertainment

If you are hiring a DJ we will provide a skirted table for him / her. The banquet manager has the right to request volume change from the DJ.

Bar

During the reception there can be a private bar set up outside the ballroom. There is a fee of $50.00 per hour for the bar. If you choose to serve alcohol at your reception you have several options.

1. Cash bar- guest pay for all of their own drinks
2. Host bar- you pay for all of the guest drinks
3. Combination- you pay for certain items like a keg or a specific dollar amount and the guest pays for everything else.

We do require identification for each of the guest that wishes to be served. ABSOLUTELY NO ALCOHOL MAY BE BROGHT IN FROM OUTSIDE SOURCES. This is a violation of the Illinois state liquor code and we have a zero tolerance in regards to this issue. There are no exceptions, you’re guest will be asked to leave and if continued problems the reception will be closed

Room Blocks

We offer reduced rates for room blocks,(10 or more rooms), for your out of town guest.

These rooms will be put in the bride & groom’s name and will need to be made and guaranteed by a credit card. The last day to make a reservation and get the group rate will be 30 days prior to the arrival date. Any rooms not picked up at that time will be released back for the hotel to rent. Any reservations after that time will be at the hotel’s prevailing rate.

Rental Pricing

Room Rental Rate Seating Capacity

Grand Ballroom $1,000.00 per day (8am to 11 pm) 200 guest

Courtyard $500.00with 100 chairs provided 200 guest

$250.00 if reception is held here

more than 100 chairs there is an additional charge of $250.00

Deluxe Package $1,500.00 to include:

Courtyard

Grand Ballroom

Decorating after 6 pm Friday

Set up of all rooms to include courtyard

Tear down of all rooms to include courtyard

Bride & Broom get a Free room the night of

Smaller rooms are available for smaller parties and rehearsal dinners

A $500.00 deposit is required to hold the date and is applied to your final bill. Deposits are non-refundable If your reception date should change, Best Western Prairie Inn will transfer your deposit to the new date as long as it is still within the same calendar year.

You may place a tentative hold on a date for 10 days without paying a deposit. If the deposit is not received at the end of 10 days the room will be released. If another party wishes to place a deposit on a date that is being held our staff will phone you and ask if you wish to make a deposit at this time.

This is a smoke free facility

We require all payments due 14 days before your event. Cash, Visa, MasterCard, American Express and Discover are acceptable forms of payment.

We hope this information has answered a lot of your questions. Please do not hesitate to contact the sales office at 309-343-7151 with any questions. We are here to make your special day as easy as possible.

Sales & Catering

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