

POLICIES

For additional information concerning our private event policies, please refer to our sample Venue and Catering Agreement contracts.

BOOKING A PRIVATE EVENT

To reserve a private room, a contract must be signed and a deposit must be collected. The deposit is not an additional fee and goes toward the final total of your event. The deposit amount is determined on the size of your event. **This deposit is non-refundable and non-transferable toward any other event.**

ROOM RESERVATIONS

The Worthington Inn boasts five uniquely charming private rooms which can accommodate 10-100 guests. Room rental fees and food and beverage minimum expenditures differ depending on the selected room. Rental of a room includes tables, chairs, classic ivory linens, china, and glassware as well as set-up and tear-down of the room.

ROOM DECORATION

Each of our private event rooms is decorated to complement our historic building. Additional decorations or linens may be rented through The Worthington Inn or brought in with permission of the event planner. Guests are prohibited from hanging any decorations from the walls or ceilings. Confetti and glitter is prohibited. Event hosts are welcome into the private room **ONE** hour before the event start time. Additional time for decorating the room will be granted on a case by case basis by the event planner.

OUTSIDE FOOD AND BEVERAGE

The Worthington Inn will provide all food and beverage, including alcohol, for your event. Outside food and beverage is not permitted with the exception of cakes. Cakes brought in from an outside vendor will be subject to a \$2/person fee.

DIETARY RESTRICTIONS

All dietary restrictions and allergies will be accommodated as best as possible. Specialty plates can be prepared for guests with dietary restrictions. Please inform the event planner of any dietary needs of your guests immediately to ensure they will be accommodated the day of the event.

FEES

All private events are subject to a 20% service charge as well as applicable sales tax. These fees are not included in menu, rentals and service pricing and should be considered in your final totals. All charges must be paid in full the day of your event.

CANCELLATION POLICY

The Worthington Inn will not refund any deposits under any circumstances. You will be required to sign a Venue Release form, declaring your cancellation and releasing the reservation of the date. Depending on the time frame in which you cancelled the event, a certain percentage of your minimum expenditure may also be due. Please refer to the appropriate sample contract for more information on these time frames. Please understand any deposit retained or collected after cancellation is not a penalty. Rather, it is minimal compensation for us as we not only have lost revenue from this cancellation, but have also turned away other potential bookings while we held the reservation for your event.

SERVICES

MENUS

The Worthington Inn has been named a Columbus Dispatch Top 10 Restaurant since 2006. Our luncheon and dinner menus reflect Chef Thomas Smith's celebrated culinary skills and are sure to result in a memorable dining experience. Should you want something particular that is not found on the menu, please discuss it with the event planner and our kitchen will do their best to meet your menu requests.

WEDDING CEREMONIES

The Worthington Inn has the ability to host both your ceremony and reception in one location. Additional ceremony and rental fees may apply depending on the nature of your ceremony and reception. A ceremony can only be booked if it is in addition to a reception at The Worthington Inn.

OFFICIANTS

Our event planners can assist you in finding an officiant to marry you at your wedding ceremony at The Worthington Inn. Officiant fees differ depending on the nature and length of the ceremony.

SPECIALTY DESSERTS AND CAKES

The Worthington Inn has its own pastry chef on site and specialty cakes and desserts can be arranged for your event. Wedding cakes from outside vendors may be brought in with the permission of the event planner and are subject to a cake service fee.

FLORAL DESIGN AND DECOR

Our event planners can assist in the arrangement and delivery of floral décor for your special event., using our preferred florist. Floral arrangements or decorations may be brought in from outside vendors with permission of the event planner.

ENTERTAINMENT

Our event planners can assist in booking local artists and entertainment as well as DJ services with advance notice. Outside entertainment is allowed for your private event.

AUDIOVISUAL

Audiovisual equipment, including projectors, speakers, screens and televisions, are available for rent. Please inform the event planners of your audiovisual needs before your event to ensure availability as well as functionality in the private room.

VALET SERVICE

Valet service can be arranged for your event to allow easy parking for your guests.