



# CROWNE PLAZA®

AN IHG® HOTEL

## COLUMBUS NORTH - WORTHINGTON



At the Crowne Plaza Columbus North-Worthington, we partner with you to plan and create a uniquely tailored event. Our services and expertise are designed so we can concentrate on what matters most – your event’s success.



Rest assured, we strive to please our guests in every possible way. Our hotel offers both elegant surroundings as well as a sincere, friendly staff who desire to help make your event as pleasant to plan, as it is to attend. We follow certain guidelines and procedures to ensure you will be totally satisfied with your function. The following information will help you with special arrangements in planning your event with your catering manager.



### Deposits:

To show good faith, we may require a deposit be made to secure your date and space. This deposit will be applied toward your final bill at full value. Specific cancellation clauses will be outlined in your contract.



### Guarantees:

In order to be properly prepared to host your function, your guaranteed attendance must be advised to us at least (3) three business days prior to your function. Reductions of the guaranteed attendance cannot be made after the number has been given. You will be charged for your guaranteed number OR the number actually served, whichever is greater. The hotel cannot be responsible for service more than 5% over the guarantee of the same menu item as contracted. In the event no guarantee is given, the expected number will be used as listed on the Banquet Event Order.



### Food and Beverage:

All food and beverage served in banquet rooms must be purchased from, prepared and served by the staff of the hotel. No food or beverage (alcoholic or otherwise) will be permitted to be brought into or removed from the banquet facilities by any patron or patron’s guest as in accordance with the Ohio Revised Code (ORC) for the State of Ohio. Any food or beverage function that is canceled within (5) five business days of the event will result in a cancellation fee as set forth in the contractual agreement.



### Meeting & Banquet Room Usage:

As other groups may be scheduled to use the banquet room prior to or following your event, please follow the time schedule as agreed in your contract. Contact your catering manager should your needs change and every effort will be made to accommodate you. The hotel will not permit the affixing of anything to the walls, floor or ceiling with nails, staples, tape or any other substance without prior arrangement with your catering manager.



### Security:

The hotel will not be responsible for the damage or loss of any merchandise or articles left in the hotel prior to or following your banquet. Special arrangement for security can be made with proper advance notice. Please consult your catering manager.



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