



# Hampton Inn & Suites-Aurora

2423 Bushwood Drive, Aurora, IL 60506. Phone: (630) 907-2600. Fax: (630) 907-2919. [www.hamptoninnandsuitesaurora.com](http://www.hamptoninnandsuitesaurora.com)

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## **Banquet Information**

### **Deposit/Payment**

A nonrefundable down payment of a 25% is required on the contracted booking date. An additional 50% payment is due 6 weeks prior to the event. Prior to 6 weeks, payments may be made with credit card, certified bank check, cash, or money order. Remaining balance must be paid 10 business days prior to the event. All final payments must be made with cash or credit card.

### **Guaranteed Attendance**

A final confirmation of attendance is required by 5pm 10 business days prior to the scheduled event. This guaranteed number may not be reduced.

### **Cancellations**

Should you need to cancel the event, any deposits you have paid in advance will not be refunded. In addition, a cancellation fee may be charged and would be due at the time of cancellation.

### **Parking**

All parking is included in our wedding packages. The Hampton Inn & Suites asks that all wedding guest observe all posted parking signage.

### **Guest Rooms**

The Hampton Inn & Suites provides discounted overnight accommodations for your guests at the lowest possible rate. Please reserve a block of rooms through our sales department.

### **Pre-Wedding and Post-Wedding Packages**

Ask our sales staff about our rehearsal dinner, shower luncheon, or gift opening packages. Book any of these in addition to your wedding/banquet and receive a special discount on these Pre- and Post packages.