

Garfield
SUITES
HOTEL

CONFERENCE ROOMS

CATERING POLICIES

Welcome to the Garfield Suites Hotel. We look forward to serving you and your associates. Our staff is eager to assist you in every way possible to prepare for a successful event. The following policies will help us to ensure success.

Rental charges apply to all rooms used for meetings, exhibits and ceremonies.

Confirmation for the number of guests must be received no later than 3 business days prior to the scheduled function; otherwise the hotel will consider your originally expected number of people to be the guarantee for all charges. All hotel charges will be based upon the guaranteed number or the actual number served, whichever is greater. A 19% service charge and applicable sales tax will be added to all food and beverage ordered through the Catering Department.

The Garfield Suites Hotel reserves the right to inspect and control all events held on the premises.

All federal, state and local laws with regard to food and beverage purchases and consumption are strictly adhered to. All food and beverages must be purchased through the hotel.

The Garfield Suites Hotel reserves the right to substitute a similar or comparable room for your event. Such substitution shall be deemed as full performance.

All prices are subject to change pending circumstances with notice.

The Garfield Suites Hotel is not responsible for any loss of material, equipment or personal belongings left unattended and/or unsecured. The hotel accepts no responsibility for goods shipped to the hotel prior to or left after your event.

All events require an advance deposit or credit card guarantee. No reservation is firm until the deposit or credit card is received. We will refund any deposit for a cancellation that occurs 30 days or longer prior to the event unless stated in specific contract. All events are to be paid by cash or credit card prior to the event. Direct billing can be arranged, but must be approved prior to the event date.

The hotel will not permit the affixing of anything to the walls, floors or ceilings with nails, staples, carpet tape or other substance. Please consult your event associate for assistance in displaying your materials.

A wide selection of audio-visual equipment is available through our Catering Department on a rental basis. Additional equipment is available through our audio-visual supplier on a rental basis. All audio-visual needs should be arranged prior to your event.

The customer is responsible for the arrangements and all expenses of shipping materials and other items to and from the hotel. The hotel is not responsible for damage or loss of any items left in the hotel prior to or following an event. The hotel will accept packages prior to the event, daily between 8:00am and 3:00pm.

Parcels will not be accepted on pallets or skids, and the shipper will be responsible for the loading and unloading of packages into the hotel. All packages must be marked accordingly with name of group, date of event, contact's name and our address; The Garfield Suites Hotel, 2 Garfield Place Cincinnati, Ohio 45202.



WESTERN SOUTHERN CONFERENCE CENTER

Size: 40' x 70'

Square Footage: 2800

Ceiling Height: 11'

Attendance Capacity for Specific
Presentations or Meetings

- Classroom: 85
- Conference: 60
- Reception: 125

Our newest and largest meeting room, the Western & Southern Conference Center is the perfect space for large corporate meetings or social gatherings. A wall of windows provide ample natural light and views of the city.

WESTERN SOUTHERN CONFERENCE CENTER AMENITIES INCLUDE:

Audio-visual capabilities for presentations

Two-line conference/speaker phone

High Speed Internet (Cable or Wireless) Complimentary

In-room climate control

Natural light from windows

KROGER CONFERENCE CENTER

Size: 33' x 70'

Square Footage: 2310

Ceiling Height: 11'

Attendance Capacity for Specific Presentations or Meetings

- Theater - 120
- Classroom - 70
- Conference - 50
- Reception - 110

The Kroger Conference Center often used for meetings of 100 attendees or less. Ideal gatherings are corporate meetings, presentations or breakouts for meals and breaks. The Kroger Conference Center's location, on the 2nd floor of the hotel, gives your meeting attendees easy access to and from their suite accommodations and the hotel's restaurant.

KROGER CONFERENCE CENTER AMENITIES INCLUDE:

Audio-visual capabilities for presentations include complimentary use of a fixed, ceiling-mounted LCD projector and screen

Two-line conference/speaker phone

High Speed Internet (Cable or Wireless) Complimentary

In-room climate control

Natural light from windows

BUCKEYE ROOM

Size: 31' x 59'

Square Footage: 1829

Ceiling Height: 9'

Attendance Capacity for Specific Presentations or Meetings

- Theater - 80
- Classroom - 54
- Conference - 42
- Reception - 90

Our most popular meeting room, The Buckeye Room is often used for meetings of 50 attendees or more. Offering a nice view of the Cincinnati skyline, the Buckeye Room is perfect for sales presentations, training classes, small conferences and more.

BUCKEYE ROOM AMENITIES INCLUDE:

Audio-visual capabilities for presentations

Two-line conference/speaker phone

High Speed Internet (Cable or Wireless) Complimentary

In-room climate control

Dry Erase Board/Cork Board

Natural light from windows

KENTUCKY ROOM

Size: 32' x 48'

Square Footage: 1536

Ceiling Height: 9'

Attendance Capacity for Specific Presentations or Meetings

- Theater - 70
- Classroom - 40
- Conference - 30
- Reception - 80

With 2 full walls of windows, the Kentucky Room offers plenty of natural lighting. The Kentucky Room is often used for meetings of 40 attendees or more. Offering an adjoining office for your presenter to prepare his/her presentation or for a small breakout room, the Kentucky Room is perfect for sales presentations, training classes, small conferences and more.

KENTUCKY ROOM AMENITIES INCLUDE:

Audio-visual capabilities for presentations include complimentary use of a fixed, ceiling-mounted LCD projector and screen

Two-line conference/speaker phone

High Speed Internet (Cable or Wireless) Complimentary

In-room climate control

Natural light from windows

CARDINAL ROOM

Size: 33' x 22'

Square Footage: 726

Ceiling Height: 7.5'

Attendance Capacity for Specific Presentations or Meetings

- Theater - 40
- Classroom - 30
- Conference - 24
- Reception - 50

The Cardinal Room is often used for meetings of 24 attendees or less. Ideal gatherings are small corporate meetings, presentations or breakouts for meals and breaks. The Cardinal Room's location, just off the hotel lobby, gives your meeting attendees easy access to and from the Cardinal Room.

BUCKEYE ROOM AMENITIES INCLUDE:

Audio-visual capabilities for presentations

Easy access to hotel lobby

In-room climate control

Dry Erase Board/Cork Board

QUEEN CITY ROOM

Size: 22' x 14'

Square Footage: 308

Ceiling Height: 9'

Attendance Capacity for Specific
Presentations or Meetings

- Conference - 15

The Queen City Room is an executive boardroom with a solid mahogany conference table and comfortable swivel chairs. Offering a small intimate meeting space, the Queen City is the perfect balance in aesthetics and comfort for your next meeting of 15 or less.

QUEEN CITY ROOM AMENITIES INCLUDE:

Built-in dry erase board

Two-line conference/speaker phone

High Speed Internet (Cable or Wireless) Complimentary

In-room climate control

Natural light from windows

INDIANA ROOM

Size: 15' x 15'

Square Footage: 225

Ceiling Height: 9'

Attendance Capacity for Specific
Presentations or Meetings

- Conference - 15

The Indiana Room boasts a beautiful 8 foot long rosewood conference table and 6 adjustable leather chairs with armrests. This room is ideal for conducting off-site interviews or breakout space.

INDIANA ROOM AMENITIES INCLUDE:

Built-in dry erase board

Two-line conference/speaker phone

High Speed Internet (Cable or Wireless) Complimentary

In-room climate control