



Jeremy Mettler <jmettle2@illinois.edu>

I Hotel and Conference Center; 600 Person Dinner--2021

1 message

Kelsey Clapp <kclapp@stayatthei.com>
To: "jmettle2@illinois.edu" <jmettle2@illinois.edu>

Tue, Sep 24, 2019 at 1:22 PM

Hi Jeremy,

Thank you for reaching out! We would love to be the host of the spring 2021 dinner you are planning! I have attached here a mockup of the outside of the facility, along with two floor plans that I believe will fit your needs! The facility will rent for \$4000 for the day and has a \$15,000 catering minimum on Saturday nights only. Our staff will do the full set up and tear down of the room and provide tables, chairs, risers for a stage and a variety of audio visual. Attached is our included AV menu that will be available with the space. I have also attached our catering brochure through University Catering. We exclusively use University Catering as our conference center dining option. Since it is run through the University which is a state entity, they do not charge and additional 18-20% gratuity that other facilities charge. Table linens and floral are also provided through the University. White floor length table linens and black or white cloth napkins can be provided, as well as a simple bud floral base for each individual table.

Please let me know if you have any questions at all or if you would like me to place any tentative holds for you!

Best,

Kelsey



Kelsey Clapp | Sales Coordinator

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5 attachments

- Expansion Sales materials.pdf**
4110K
- Expansion 690 Rounds with 5 Bars.pdf**
339K
- Expansion 660 Rounds with 6 Buffets.pdf**

335K



Amenity Menu.pdf

94K



2019 I Hotel Catering Brochure.pdf

767K