



SHERATON

Detroit Novi Hotel

Banquet Policies

EVENT SPACE

- The Group agrees to conduct their event in an orderly manner in full compliance with applicable laws, regulations, and Hotel policies. The group is responsible for the conduct of all people in attendance at the event and for any damages to the hotel spaces while under contract with the hotel.
- Management reserves the right to limit the noise volume in the banquet rooms for the consideration of our guests.
- All items must be removed from the Function Spaces at the conclusion of your event. Should you require additional time to break down, please work with our Event Management team to arrange for an extension of time or storage arrangements. Please note the Sheraton Detroit Novi Hotel is not responsible for items left behind after the conclusion of your event.
- Smoke, fog, and dry ice machines are strictly prohibited.

FOOD AND BEVERAGE

- Menu selection and details of your function must be submitted no later than two weeks prior to the event. Place cards are to be provided by the client in order to determine menu identification. Due to special dietary restrictions, an alternate meal can be discussed with the event management team in advance.
- The Hotel prepares to service a meal within the contracted time. Delay over 30 minutes may result in additional service fees and charges.
- The guaranteed number of attendees must be provided three business days prior to the arrival of the group. The hotel will set and prepare for no more than 3% above the guaranteed number. The guaranteed number is the minimum the group will be charged, if the actual count the day of is greater, the group will be charged for the actual number of attendees.

AUDIO-VISUAL

- The Sheraton Detroit Novi has partnered with Encore Event Technologies to assist you with your audio-visual needs. They provide a complete line of equipment along with professionally trained staff. While Encore is our preferred AV provider, you are welcome to use another vendor. All outside vendors are required to contact your catering/event manager in advance and provide a copy of their business license and proof of insurance.

SIGNAGE AND DECORATIONS

- Any advertising prepared by the client using the Sheraton Detroit Novi name or logo must have prior written approval by the hotel's management.
- Usage of pins, nails, double face tape or staples for securing banners and signage directly to walls is strictly prohibited. Any use and damage thereof will be charged accordingly. Banners must be hung by hotel staff at a rate of \$50 per banner.
- Glitter, confetti, rice, birdseed, and open flames are not permitted on the hotel premises. Helium balloons will be permitted in the event space if they are anchored down securely.

SHIPPING

- Any materials shipped to the Sheraton Detroit Novi should not arrive earlier than five days prior to the function and may not remain on property longer than two days after the completion of the function or additional fees may be assessed. Any package that arrives prior to five days before an event will be charged \$5 per day. For each box delivered to your event space or removed, there will be a \$3 charge per box or \$25 per every 50 pounds. Guests are responsible for the shipment of packages from the hotel after their function concludes. All shipping charges are to be paid by the Group/Exhibitor.

Please address packages to:
"Enter Event Name Here"
Attn: "Person to receive package"
Sheraton Detroit Novi
21111 Haggerty Road
Novi, MI 48375

- A delivery charge will not be assessed for any overnight envelopes received by the hotel. Pallets will be delivered at a fee of \$25.00 per every 50 pounds. Should Exhibitors require a dedicated Sheraton Detroit Novi employee for the delivery of boxes they will be charged a labor fee of \$35.00 per hour per employee with a three-hour minimum. Each dedicated employee must be arranged for no later than seventy-two business hours prior to the function.