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Prices are per person. A customary 23% taxable service charge and sales tax will be added to prices

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Chicago Marriott Schaumburg

50 N Martingale | Schaumburg | Illinois 60173
847 240 0100 | www.marriott.com

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Function Rooms

Much of the success of your event depends on the atmosphere of your surroundings at the Chicago Marriott Schaumburg. We understand this importance and will work with you to achieve the overall experience you desire. We offer various function rooms, including Grand Ballroom and Tent to accommodate a wide range of events. The attendance you anticipate and the set-up your event requires are the primary factors in your event's room assignment. Revisions in these requirements may necessitate a change to a more suitable room. Rental fee is based on your group's program. Revisions in factors such as group counts, times, dates, meal functions or set-up may necessitate a revision of the rental fee.

The Chicago Marriott Schaumburg is a smoke-free facility.

Diagrams

Your event manager will be happy to provide you with diagrams of room arrangements upon request. We ask that they be returned with specific requirements two weeks before your event.

Audio Visual

Your event manager and the Chicago Marriott Schaumburg Event Technology Department will be delighted to assist you with your audio visual needs.

Security

The Chicago Marriott Schaumburg does not assume responsibility for the damage or loss of any merchandise brought into the hotel. Therefore, you may consider arranging for security personnel. Please consult your event manager for the cost of this service.

Coat Room

The Chicago Marriott Schaumburg will arrange for checkroom services for your function at the prevailing rates. Please consult with your event manager for details.

Liabilities

You may be sure that the Chicago Marriott Schaumburg team will do everything to see that your event is a success. Occasionally, situations do occur beyond our control, such as accidents, government regulations, labor difficulties and food and beverage supplies, which prevent or interfere with our performance. We will keep you informed should these situations occur and we will arrange an alternate solution.

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Special Services

Our staff is pleased to assist you with any floral arrangements and will gladly décor to enhance your event. Please consult with us as all signs, displays or decorations and their set-up are subject to prior approval of the hotel in accordance with local fire codes and to prevent damage to the hotel. Signs may not be displayed in the Great Room of the hotel under any circumstances. Exterior directional signage will also not be permitted.

Banquet Menus

To ensure the safety of all our guests and to comply with local health regulations, neither patrons nor their guests shall be allowed to bring food or beverage into the hotel. We are at your service to custom design a menu and to accommodate your special request, which will ensure the success of your event.

The final details of your event are to be submitted to your Event Manager at least three weeks before your event so that our entire staff may prepare to accommodate your needs.

Goal

To best serve you and your guests, a final confirmation of attendance or "guarantee" is required by 11:00am, 72 hours prior to your event.

This count may not be reduced within this time period; however, we will be prepared to serve more than the final guarantee, upon request. If no guarantee is received, the hotel will charge for the expected number of guests as indicated on the banquet event order.

A \$100.00 service charge will be assessed on each food function if attendance is less than 35 guests.

Pricing

Our culinary staff uses only the freshest ingredients in preparing your meals. Due to market conditions, menu prices may change without notice unless confirmed by a signed banquet event order.

All meeting room, food and beverage, and related service is subject to applicable taxes (currently at 10.75%) and service charge (currently at 22% taxable at 8.75%) in effect on the date of the event.

Payment Policy

Unless credit has been established with the Chicago Marriott Schaumburg, payment must be received three business days before your function, based on the guaranteed number of guests. Your sales manager will be happy to provide you with further details on establishing credit.

Cancellation

If you should find it necessary to cancel your event, you will be held responsible for expenses incurred by the hotel in preparation of your event.

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Damages

The patron assumes full responsibility for any damages to the hotel property caused by the patron, their guests or their agents.

Communications

Telephone service may be arranged through the hotel's Event Technology Department

Please note the method for shipping materials.

that there are two separate methods for shipping materials: one method for hotel based events and a different method for

the hotel in accordance with local fire codes and to prevent damage to the hotel. Signs may not be displayed in the Great Room of the hotel under any circumstances. Exterior directional signage will also not be permitted.

Shipping and Receiving

The customer is responsible for the arrangement and all expenses of shipping materials, merchandise, exhibits, or any 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 any function. The Hotel accepts no responsibility for goods shipped to the Hotel prior to scheduled functions or left after a function is completed.

The Hotel will accept packages two working days prior to the function. 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. To ensure that your materials are stored and delivered properly, please include the following information on all packages.

Name of Group	Date of
Function	Contact's Name
Chicago Marriott Schaumburg	50
North Martingale Drive	
Schaumburg, IL 60173	

The Hotel may request the customer obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the Hotel.