Events Policies

Thank you for your interest in celebrating your special event with The Hotel Ottumwa. Please review the following details that will inform you of the benefits that come with use of our facility, answer your questions, and help guide you along the path to planning your event.

Rental Information

The Hotel Ottumwa offers banquet rooms that range in seating capacities up to 350 guests. The capacity is subject to change according to room set-up. With the presence of larger tables the number of possible guests will be reduced. A room appropriately sized will be booked based on the number of guests expected. Larger rooms are available at an additional fee.

The room that you rent for your event is considered to be rented for the day of the event only. The rental period is based on 5 hour spans. If your event goes over the 5 hour block, an additional $25.00 will be charged for each additional half hour. This charge will be assessed to your bill Events may not go beyond 12 midnight. Room rents may be discounted or waived if a meal is served. Ask you coordinator if your group applies. There is an additional fee for the following holidays: New Years Eve & Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Day.

Deposits

A deposit is required at the time of booking in order to hold your specific date. The deposit will be subtracted from your final bill. Should you need to cancel, or change to another date, the deposit will only be refunded if the date is rebooked. The deposit will be relinquished if the room is not rebooked. The final estimated bill is to be paid 10 days before the event.

Deposit Rates

Ballroom	$600.00	Keokuk	$100.00
Fox & Sac	$250.00	Iowa	$50.00
Mahaska	$100.00	Blackhawk	$100.00

Food

No outside food or beverage may be brought into Hotel Ottumwa, with the exception of birthday cakes, wedding cakes, nuts, mints and non-alcoholic punch. All prices are subject to change. Prices are subject to a 18 % service charge and 7% sales tax. All menus must be confirmed 10 days in advance, and the number of guests must be confirmed a minimum of 1 week prior to event. Confirming in advance helps to ensure that all of your guests will have an exceptional experience. If you do not give us your guaranteed number of guests 7 days prior to your event your highest estimated number will be your guarantee. We allow a 5% difference on either side of the guarantee. The estimated charges are to be paid in full 10 days prior to the event. During dinner hour times, we require a buffet or sit-down meal. There is a minimum expenditure for food and beverage of $3000.00 for the Ballroom on Saturdays.

Room Set-Up

Rooms include tables and chairs set up to your specifications. Rental fee includes Head Table, Cake, Punch, Guest Book, and Food Tables skirted. Additional skirted tables are available at $10.00 per table. Table linens are included with most meal options. A fee is applied for linen when a meal is not served. Cost for risers, picture tables and other equipment such as TV, VCR, and DVD units, screens, ect. are available from the director of sales and catering.

Guest Rooms

The Hotel Ottumwa provides comfortable accommodations for your guests, with a variety of room styles at very reasonable prices. Create your own block of rooms to make it easy for guests to call in, and to ensure a fair amount of availability. The front desk can help with all of your guests room arrangements. The AmericInn, conveniently located one block west, is also available for your guests. Please contact the front desk directly at (641) 684-8222.

Receipt of Packages

To ensure proper delivery of the packages for your event, please notify the Hotel in advance of any packages being sent to our location. Include the company/group and contact name, in addition to the date of the event on the outside of all packages.

Damages

The Hotel Ottumwa reserves the right to charge the renter for any damages to property caused by their guests. The renter is responsible for their guests' actions.