



## WEDDING BLOCKS Information and Policies

The Staybridge Suites Milwaukee West- Oconomowoc accommodates Wedding Courtesy Blocks for over 15 Wedding Venues in the Wisconsin Lake Country area.

Cupola Barn  
Barn @ Trinity Peak  
The Carriage House  
Mapleton Barn  
Chivaree on Park  
Rustic Manor

The Hay Loft Barn  
Delafield Hotel  
The Club at Lac La Belle  
Sugar Island Barn  
Oconomowoc Lake Club

Fete  
The Bowery  
Western Lakes Golf Club  
The Loft & Chapel at Cedar Ridge  
Oconomowoc Community Center  
Old World Wisconsin

**What is a “Courtesy Block”-** A Courtesy Block is 10 or more rooms removed from General Sale to the public and held specifically for your group to book. As a “Courtesy” there is no financial obligation to the performance of the block, and the Hotel will set booking parameters to protect inventory, such as Block Reductions and Cut-Off Dates.

- **Block reduction-** 60 days prior to the wedding date, the total number of rooms blocked is reduced by 25%
- **Group Cut-Off** -30days prior to the wedding date, all unreserved rooms in the block are released for General Sale to the public. Once Cut-Off Date is achieved, reservations can still be made at the prevailing retail rate and are subject to minimum night stay restrictions.

**Number of Rooms available?** The hotel offers three blocks per weekend with a maximum of 20 rooms per block, on the date of your wedding. 50% of Rooms in the block are Queen Studio Suites and 50% of Rooms are a One Bedroom Suites with Two Double Beds. The Hotel will also provide 10 Rooms the night before your Wedding Date for any guests wanting to arrive the evening before your special day.

**What are the differences in the two room types?** A Studio Queen Suite’s layout is similar to a Studio Apartment as the Bedroom, offering a Queen sized bed; Living Area and Kitchenette are all combined in one room with the bathroom separate. A One Bedroom Suite with Two Double Beds has the Bedroom, separate from the Living area and kitchenette. All Guest Rooms contain a full size sofa sleeper in the living room area.

**Is there a minimum number of rooms that my guests must reserve?** No, the block is considered a Courtesy Block with a Cut-Off Date 30 days prior to your wedding date. At the Cut-Off Date, any unreserved rooms still in your block are returned to General Inventory for sale. Once the Cut-Off Date is achieved, anyone needing to make reservations at that time is subject to retail rates and minimum night stay requirements.

**Can I have blocks at different hotels?** Yes, because your out of town guests are paying for their own accommodations it is recommended that you provide several options to accommodate all guest’s traveling to the area for your special day. The Staybridge Suites Oconomowoc and Hilton Garden Inn of Oconomowoc are sister properties and work together to assist as many wedding groups each weekend as possible, therefore both hotel’s cannot be booked by the same group. Neither hotel offers transportation to local venues.

**If my block is “Sold Out”, can we receive additional rooms in our block?** There are a limited number of discounted rooms available each weekend for Weddings and Group Blocks. Once all Group Block inventory has been contracted via Courtesy Agreements, no additional discounted rooms will be available for existing or additional blocks.

**What if I have a guest cancel his or her room, is it returned to the block for another guest to book? If a guest cancels their room before the “Cut-Off Date” is achieved the room is kept in your block for another guest to reserve. If the cancellation happens once the “Cut Off Date” has been achieved, the Cancelled Room will go back into General Reservations and a new booking will be subject to retail rates and minimum night stay restrictions.**

**Cancellation Policy? Block /Individual Reservation As a “Courtesy Block” there is no penalty if the Block needs to be cancelled.** It may be possible to move the block to another set of dates, based solely on block availability for new dates requested. **For individual reservations within the Wedding Courtesy Block, there is a 72-hour advanced cancellation requirement. If a guest cancels their reservation within the 72-hr timeframe, the guest will be charged for one night’s stay plus tax.**

### **Booking Perks?**

- Guests that book through the Block are being offered a Discounted Hotel Rate and are not required to stay a minimum number of nights.
- If 70% of your block is reserved by the “Cut-Off Date”, the Hotel will offer the Bride and Groom a Complimentary Upgrade to a King Suite at the Group’s rate for a Studio Suite. If 85% of your block is reserved by the “Cut-Off Date”, the Hotel will offer a Comp Night for the Bride and Groom on the night of their Wedding.
- Hotel will hand out Welcome Bags supplied by Group, **to all guests who have booked within the group block**, at time of guest arrival. All bags must be identical and non-personalized. Personalized bag handout or In-Room delivery is \$5 per bag.

When can Reservations be made and will I receive specific Booking Instructions for our Group Block? The Hotel’s reservation system allows bookings 10.5 months out, the Hotel will supply your group with a Group Code and Booking Link along with detailed instructions on how to book within the Wedding Block.

### **Notable Items:**

- **Room Location-**A Group Block does not mean that all rooms will be located together within the hotel. The hotel will make every effort to block your group close together, however based on arrival and departure patterns of our guests, along with room type requests, there is no guarantee that all of your rooms will be on the same floor or wing of the hotel.
- **Early Arrival-** the Hotels guaranteed arrival is on or after 4:00PM. We do understand that many events begin on or before 4:00PM, therefore we highly recommend that guests arrive the night before to allow ample time to prepare for your event. With the large number of Wedding Rooms booked each weekend it is not possible to provide all arrivals with early check-in. IHG Rewards Club Spire Elite, Platinum Elite and Gold Elite are provided first right of refusal for any Early Arrival availability.