

Terms & Conditions

For all food and beverage functions, we require four (4) business days prior to the event, the guaranteed number of expected guests. This guarantee will serve as the guarantee for which you will be charged even if fewer guests actually attend.

If multiple entrees are ordered, the guarantee must include a count of each entree. Your food and function room setup will be prepared at 5% over the guaranteed number of guests. If a final guaranteed number of guests are not provided four (4) business days in advance, the estimated number will serve as the final guarantee.

Selections are limited to two choices plus a vegetarian entree and all meals will be charged at the higher priced entree. Place cards are required at each place setting to designate entree selections to the banquet staff.

Breakfast, Breaks, Lunch and Dinner Buffets are based on a sixty minute meal period. Station events are based on ninety minutes.

Collegian Hotel Syracuse reserves the right to make reasonable substitutions in function rooms and/or menu selections for causes beyond our control.

Collegian Hotel Syracuse holds a liquor license granted by the New York State Liquor Commission and is held responsible for complying with it's regulations. To ensure proper regulation of its licensed premises, no alcoholic beverages may be brought into or served at the Collegian Hotel Syracuse.

All food and beverage must be purchased, prepared and served by the Collegian Hotel Syracuse. Under no circumstances will outside food or beverage be permitted to be brought in or served at the Collegian Hotel Syracuse.

Prices are not subject to change within a 60-day period in advance of the event. Every effort will be made to make reasonable substitutions to the menu if a fixed price is required by the organization. The substitutions will be done with the notification and approval of the organization.

Collegian Hotel Syracuse will provide white table linens and white napkins. On a complimentary basis, the Collegian Hotel Syracuse will offer votive candles as centerpieces, which can be added to your centerpiece. When providing your own centerpieces, please remember that the flame of any candle must be fully enclosed.

Wifi is complimentary throughout the hotel.

Collegian Hotel Syracuse offers complimentary parking based on availability.

A complete line of audio visual (A/V) equipment is available through the hotel's banquet department. To ensure availability, all orders must be received two (2) business days prior to each function. Estimated costs for the equipment will be provided as the equipment is ordered. Any cancellations to the A/V order must take place one (1) day prior to the function. Same day cancellations may result in the full rental charge being applied.

All food and beverage prices, room rentals, audio visual and miscellaneous charges are subject to a 22% service charge plus the current New York State Sales Tax per NYS law.

Menu, prices and service charge are all subject to change without notice.