**GUEST RESERVATIONS PROCEDURE**

**Thank you for your interest in reserving your event at the Seminary of Immaculate Conception. We have outlined the reservations procedure below in an effort to help you with your planning process.**

**To Make Reservations:**

You may download a Group Request Form from our website at [www.icseminary.edu](http://www.icseminary.edu) or we will email it to you.

* You must fill out the form completely.
* Send back the completed form online or download and email to lzollo@icseminary.edu or sichospitality@icseminary.edu or fax: 631.423.2346
* Once your event has been approved, you will receive your confirmation letter and estimate.

**When you call:**

* We are happy to let you know if your requested are available, but please note that does not constitute a reservation.
* We will explore options with you and send you a Group Request Form for a formal request.

**You received your confirmation packet:**

* Review everything carefully. Be certain all of the information agrees with your plans and notes.
* Sign the Confirmation and Estimate and the Guidelines.
* Return the signed copies of documents to us (preferably via email)
* Mail your deposit check or for your convenience we can accept credit cards (4% fee)

**We have received your signed confirmation and deposit**

* Your event is now confirmed and booked with your non-refundable deposit.
* You should contact your insurance provider to obtain the necessary liability certificate.
* Send us final headcount, schedule, and special dietary requests **no later than 10 business days** prior to your event.

**QUESTIONS: Main Office 631-423-0483**

**We look forward to having you at the Seminary!**