

**Henry Clay Inn  
Corporate Policies**

**Corporate Rates:**

Discounted rates apply only to those individuals conducting business in the Ashland/Richmond area. Inn requires all corporate guests to fill out corporate information form and credit card authorization form.

Guest rooms will be discounted Sunday through Thursday nights only unless otherwise approved by innkeeper. Guest rooms are available at 2pm for check in and 11am for check out.

**Meetings:**

Meeting rates will apply for the Drawing room, Parlor and Gift Shop for use during the day, Monday – Friday. (All receptions, cocktail parties, showers, dinner parties, luncheons... should see our policies for events.)

Half-day rates apply for meetings from 7am- 12pm or 12pm – 5pm. If your meeting runs from mid morning to mid afternoon you will be charged the full day rate. Cancellation of any meeting with less than two weeks notice will be billed room fee unless otherwise approved by management.

**Corporate Retreats:**

The inn offers 14 guest rooms, meeting space, meals and a/v equipment for retreats. A contract will be drawn up based on space requirements and meal plans. You must cancel at least one month prior to retreat otherwise you will be responsible for payment of all room rentals including meeting rooms.

**Payments:**

All guest rooms and meeting spaces must be secured with credit card and billing information. Payment may be made the day of arrival or at the end of the meeting (for meetings only). We will be happy to send your bill to accounts payable at your company given prior notice. You may use cash, check or credit card to pay for all expenses.

**Meals:**

Inn will provide all breaks for meetings. Lunches may be brought in by one of our preferred caterers or a local restaurant. Dinners will require use of one of inns preferred caterers or catering fees will apply. \*\*All lunch and dinner meetings will require rental of inn along with use of inns preferred caterers.

If you have any questions pertaining to our current policy please feel free to contact us.

Thank you for your consideration,

Ann-Carol M. Houston, GM

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