



MEET WITH CONFIDENCE | EVENT SPACE

Whenever and wherever you travel, IHG® Hotels & Resorts is ready to meet you there. When you are ready to plan your next meeting or group event, you can book with confidence with our new flexible meeting offer.

Providing a safe, healthy, and clean stay for every traveler has always been important to us and this allows you to stay focused on your meeting objectives. Giving you the additional confidence in our approach is more critical to us than ever before. IHG will continue to refine and update the plan as guidance continues to evolve from global health organizations including the World Health Organization (WHO) and Centers for Disease Control (CDC), and state and local authorities.

Crowne Plaza Lombard Downers Grove is working hard to have protocols in place after our re-opening. **IHG Way of Clean** already includes deep cleaning with hospital-grade disinfectants, and guests can expect to see evolved procedures throughout the hotel, which include:

***Reception:** Reduced contact at check-in, touchless transactions, front desk screens, sanitizer stations, sanitized key-cards, paperless check-out

***Public Spaces and Facilities:** Additional deep cleaning of high touch surfaces, social distancing, guidance to implement 'last cleaned' charts, and best practices for pools, fitness centers and lounge.

***Guest Room:** Reduction of in-room furnishings/high-touch items, new laundry protocols, and the addition of in-room IHG Clean Promise cards with cleaning procedures.

***Food & Beverage:** New standards and service approach to buffets, banquets, room-service and catering

***Meeting & Banquet Space:** New seating capacities that allow for social distancing, more frequent cleaning in high traffic areas, meeting and event spaces. Single serve and pre-packaged food & beverage options will be available. All colleagues will wear face masks and using gloves where appropriate.

Below is our latest seating capacity chart.

	MEETING & FUNCTION SPACE			CAPACITY			
	Floor/Rm #	Unit (SF)	Classroom 1.5 per 6'	Theater	U Shape or Conference	Reception	Banquet RD of 6
Plains Ballroom	1st Floor	2,698	60	60	22	108	83
West Plains	1st Floor	798	18	32	6	32	25
Central Plains	1st Floor	1,102	24	44	9	44	34
East Plains	1st Floor	798	18	32	6	32	25
Executive Boardroom	1st Floor	336	7	13	3	13	10
Fields Ballroom	2nd Floor	3,807	85	152	30	152	117
North Fields	2nd Floor	2,491	55	100	20	100	77
South Fields	2nd Floor	1,316	29	53	11	53	40
Meadow	2nd Floor	840	19	34	7	34	26

Subject to change without notice.

Crowne Plaza Lombard Downers Grove
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[IHG Travel Advisory Policy](#)