

Catering Policies

Guarantees:

The final guarantee is due 72 business hours prior to the start of the function. Should the client fail to communicate a final number of guests, the original number of expected guests will be considered the guarantee. Your final guarantee is not subject to reduction. All charges will be based upon the guaranteed number, or the actual number served, whichever is greater. The hotel will automatically set and prepare food for 5% over the guarantee number. A \$50.00 surcharge will apply for functions under 20 people.

Food and Beverages:

All food and beverage must be purchased from the hotel and may not be brought in from outside sources. Food and beverage may not be taken off the premises, unless arranged and approved in advance by the Sales and Catering Office. Menu selection and room set up requirements are required no later than TWO (2) weeks prior to your event. All federal, state and local laws with regard of food and beverage consumption are strictly adhered to. All meeting room, food and beverage, and related services are subject to applicable taxes (currently 6%) in effect on the date(s) of the event and subject to change without notice. Prior to the application of any taxes, a service charge of 13% will be charged on all food & beverage sales. The service charge will be distributed in its entirety directly to eligible food & beverage staff as a tip or gratuity for their services. In addition, an administrative fee of 8% will be charged on all meeting room fees and related services, costs and/or expenses other than employee wages. The administrative fee is not a tip, gratuity or service charge and will be retained by the hotel. Please note that the administrative fee is subject to all applicable taxes.

Banquet and Meeting Rooms:

Function rooms will be assigned when guarantee numbers are received. If a change in room set up is required the day of the function, a labor fee will be assessed. We reserve the right to relocate your function to another room should the need arise. We will make every effort to contact you in advance if this becomes necessary. We request that any drastic changes in your estimated number of guests be communicated to the sales office promptly. In addition, because other events are often scheduled prior to or following yours, we appreciate strict adherence to the agreed upon times.

Payment Policies and Deposits:

Requests for direct bill privileges must be submitted no less than two weeks in advance of functions state. Credit approval requires references which will be checked by our accounting office. A minimum deposit totaling 25% of the estimated amount of the event is due at the time contract is signed. Ninety days prior to the event, an additional 25% of the estimated amount is due, and the remainder of the balance is due 3 business days prior to the event. Cash, credit card or money orders will be accepted for final estimated payments or any additional charges that you may incur. All monies on deposit are non-refundable.

Delivery of Conference Materials:

The hotel would be happy to accept and store your conference materials a maximum of three (3) business days prior to your event date. Please clearly label all boxes with the company or seminar name, date of arrival, and contact name. Hotel is not responsible for the condition or security of materials or equipment left at the hotel after conclusion of function.