

GUIDELINES

PRICING

Menus are priced per person and subject to a 20% taxable service charge and 7% sales tax. All items are displayed for a maximum of 60 minutes to ensure health and safety standards.

FINAL ATTENDANCE

Your final guarantee of attendance is due 7 days prior to the event. After that point, it is possible to increase the guest count but not reduce it. If the number of guests exceed the guarantee, appropriate charges will be incurred. If a guarantee is not received, the hotel will consider your contracted number of guests to be the guarantee. All charges will be based on the guaranteed number or actual number served, whichever is greater.

FINAL MENU SELECTIONS

Final menu selections must be submitted to Hotel's catering office at least 30 days prior to event, otherwise items selected cannot be guaranteed. At that time, a Banquet Event Order (BEO) will be created and presented for your review and approval.

BILLING

An advance deposit of 20% of the estimated food and beverage charge is required upon signing of contract. Full prepayment of the function, including all anticipated food and beverage charges, rental, gratuity and taxes, is due 7 days prior to the event based on your guaranteed number of guests.

FOOD & BEVERAGE POLICY

Due to licensing and insurance requirements, all food and beverage to be served on property must be supplied and prepared by Hotel.

CHILDREN'S MEALS

Children's Meals will be offered to those 12 years old and younger at a discounted price of \$16.00 per person.

VENDOR MEALS

Vendor Meals will be offered to those providing services for your event at a discounted price of \$24.00 per person.

