

## *Banquet Policies*

### **Menus**

Menu selections are requested no later than 30 days prior to your scheduled function. The Hotel asks you to limit your entrée selection to one choice for a sit down banquet; however, an additional choice is available for those guests with special dietary restrictions. All food and beverage must be purchased through the Hotel. Gourmet, specialty and theme menus can be prepared upon request.

Outside food or beverage is not permitted in the banquet room, with the exception of a cake.

*All menu prices are subject to change.*

### **Guarantees**

A guarantee of attendance is due on all food and beverage functions three business days prior to the scheduled event. The Client is responsible for contacting the Hotel with the guarantee numbers. If no final guarantee is provided then the original amount contracted will be used as the guarantee. The Hotel will set 5% over the guarantee to a maximum of 10 people. All charges will be based upon the guarantee or the actual number of guests, whichever is larger.

### **Cancellations**

Deposits are non-refundable.

### **Service Charge/Tax**

Current service charge and tax rate will be added to all food and beverage charges.

### **Room Rental**

Room rental charges and/or setup fees may apply. Please consult your catering contact for applicable charges.

### **Deposit and payment**

A 10% or \$500.00 advance deposit is required in order to confirm a booking. Full payment is due on all events 2 weeks prior unless proper credit has been established. All functions are considered tentative until a deposit is received.

### **Liability**

The Hotel will not assume any responsibility for the damage or loss of any merchandise left in the banquet room prior to or following your function. We reserve the right to inspect and control all private parties, meetings, receptions, etc., being held on the premises. The Client agrees to be responsible for any damage done to the premises during the period of time they are in control of these premises.