

GENERAL INFORMATION

These menus are only guidelines designed to assist you in selecting a menu for your event. Our catering staff will be happy to prepare customized proposals to meet your specific needs. All prices are subject to change. Menu prices will be confirmed by your catering manager.

GUARANTEE

In arranging for private functions, guarantees are required for all catered food and beverage events. Final attendance must be confirmed four (4) business days in advance, or the expected number will be used. This number will be your guarantee, not subject to reduction. We will set for 10% over the guarantee for groups of 10-100 guests.
We will set for 5% over the guarantee for groups of 101 guests or more.

SECURITY

The hotel may require security officers for certain events.
Only hotel approved security officers may be used.

LABOR CHARGES

A \$25.00 minimum set-up charge will be applied to any food function of less than 25 guests.
A \$40.00 set-up fee per bar will apply to all cash bars.

AUDIO VISUAL

A complete line of modern audio visual aids is available with a minimal rental charge.

SERVICE CHARGE AND SALES TAX

A 17% taxable service charge and state sales tax will be added to all food and beverage charges. Our standard service charge for events catered inside the hotel is
State law states that the service charge is subject to sales tax.

CANCELLATION

If an event is cancelled within (6) six months 25% of the estimated revenue will be charged,
within (3) three months, 50% of the estimated revenue will be charged,
within (1) one month 75% of the estimated revenue will be charged.
If an event is canceled within (4) four business days,
100% of estimated revenue will be charged.