

HOTEL EVENT POLICIES

EVENT DETAILS

The menu and all other details of the Event are to be finalized a minimum of 30 days prior to the date of the Event.

GUARANTEES

The guaranteed number of attendees at each catered function must be communicated to the events office at the hotel not less than five (5) business days prior to the Event. After this time, the guarantees cannot be reduced. If a guarantee is not specified, the estimate will automatically become the guarantee. The Patron will be charged for the guarantee of the actual number, whichever is greater.

For action stations, full guarantees are required. For break packages and reception displays, a minimum of 80% guarantee is required.

SERVICES FEES AND TAXES

all menu prices are subject to a 22% service charge and 9.3% sales tax

SERVICE TIMES

Menu pricing (excluding coffee breaks) is based on 90 minute presentation. For longer service times, additional labor or menu fees will apply.

LABOR FEES

Additional labor charges will be assessed as follows:

Chef Attendant - \$150 per hour, 2 hour minimum

Bartender - \$75 per bartender, per hour

Coat Check - \$35 per attendant, 2 hour minimum

Displays with less than 25 attendees - \$250 per meal function

OUTSIDE FOOD AND BEVERAGE

No food or beverage of any kind can be brought into the hotel by the patron without the written permission of the hotel, and are subject to such service and/or labor charges as are deemed necessary by the hotel. Per the hotel's liquor license, alcohol purchased outside of the hotel is restricted and may not be brought into the event space or guest rooms.

