

Terms and Agreements

Banquet menus, room arrangements and other details pertaining to your event should be submitted at least three (3) weeks prior to your arrival date. The Catering Sales Manager will be happy to assist you in selecting the proper items and arrangements to ensure a successful function.

Split Menus for Plated Dinners

A split option of two (2) entrees is available. On a split menu option, the Catering Sales Manager will provide you with the exact number of tickets to identify the entrée with the least count. It will be your responsibility to distribute these tickets to your guests.

Exact guarantee number of each entrée is required by 5pm, five (5) business days prior to the date of your event. The room will be set for the guarantee, unless otherwise specified by the group contact.

Guarantees

Your exact number of people in attendance for all banquet meal functions is required five (5) business days prior to your event. This number is then not subject to change. If no guarantee is received, we will consider the number indicated on the original Banquet Contract to be the correct guaranteed number of guests.

Children's Menu

To accommodate the children, the menus are priced at 50% off of the listed banquet menu for children ages 5 – 10. Children 11 and over will be subject to adult pricing.

Tax and Service Charge

Food, Beverage and Service Charges are subject to 6% CT sales tax. A service charge of 20% will be added to all food and beverage charges.

Billing

We ask that full payment be made three (3) days prior to your event date, unless alternate arrangements have been made with the Catering Sales Manager. We will require a credit card authorization on file to guarantee final payment two (2) weeks prior to your event.

AV Needs

The Catering Manager will be happy to assist you with any audio-visual needs you may have for your event. A price list is available upon request.

Damages

Patrons are expected to assume full responsibility for any damages to the hotel property.

Room Charges

Room Charges vary according to room and square footage needed for your event. Pricing available with the sales office.