

**Radisson Hotel Rockland**  
**TERMS AND CONDITIONS**

*~ ADMINISTRATIVE FEES AND TAXES ~*

All food, beverage, meeting room rental and Audio Visual equipment rental charges are subject to Administrative Fees and all applicable state and local taxes (22% Administrative Fees and 5% Mass. Sales Tax.) Groups claiming tax exemption privileges must submit a copy of tax exemption when contract is returned. A fifty-dollar (\$50.00) Administrative Fee will be applied to food and beverage functions of less than thirty (30) people.

*~-FUNCTION ROOMS ~*

Function rooms are assigned by the Hotel according to the guaranteed minimum number of people anticipated. The Hotel reserves the right to change room assignments should attendance drop or increase without prior notification. Function room rental is based on your entire function outline and anticipated revenues. Changes in your program and requirements may result in additional function room rental. A tentative program must be provided to the Hotel by 120 days prior to the first event date and a definite program 30 days prior.

*~FOOD & BEVERAGE ~*

All food and beverage prices are subject to change. Final menu selections will be confirmed at the time the Banquet Event Order is created or 60 days prior. Hotel reserves the right to make reasonable substitutions in the unlikely event the specified items are unavailable. Determination of a "reasonable substitution" will be agreed upon by both parties.

It is our service policy to display our foods in an elegant, professional culinary manner. It is in that tradition that we support health codes which prohibit the removal of leftover food from a function. No food or beverage will be permitted to be brought into or taken out of the Hotel by the patron, patron's guests or invitees.

If alcoholic beverages are to be served on the Hotel premises, (or elsewhere under the Hotel alcoholic beverage license), the Hotel will require that alcohol be provided by the Hotel and that such beverages be dispensed only by Hotel servers and bartenders. The Hotel's alcohol beverage license require the Hotel to (1) request proper identification of any person that appears to be of questionable age and to refuse alcohol beverage service if the person is either under age or proper Identification cannot be produced and (2) refuse alcohol service to any person who, in the Hotel's sole judgement is under the influence of alcohol.

*~FOOD & BEVERAGE MINIMUM~*

- A minimum of charge \$16,500.00 on food and beverage (inclusive of administrative fees and state sales taxes) must be spent in order to reserve the Grand Ballroom on a Saturday evenings.
- A minimum of charge \$11,500.00 on food and beverage (inclusive of administrative fees and state sales taxes) must be spent in order to reserve the Grand Ballroom on a Friday, Saturday daytime, or Sunday.

\*\*Discount offered on Friday, Saturday Daytime and Sunday Events (black-out dates may apply)\*\*

*~PARKING~*

Parking is complimentary for Hotel guests and attendees.

*~ SPLIT MENU FEES~*

For all meals in which a choice of two entrees is offered, the hotel will charge an additional per person fee on each meal price. A final guarantee on the amount needed of each entrée must be given to the hotel 10 business days prior to the event date. The hotel reserves the right to access a fee of \$100.00 if the count is not received ten business days prior.