

Radisson Plaza-Warwick Hotel Philadelphia
1701 Locust Street * Philadelphia, PA 19103
215-735-6000 (phone) * 215-790-7780 (fax)

EVENT INFORMATION & POLICIES

We thank you for selecting the Radisson Plaza- Warwick Hotel to host your event. Our Catering and Convention Service Managers are ready to assist you with all aspects of your event. We ask that you take a few minutes to familiarize yourself with the following banquet policies. The following information is intended to assist you in planning a successful event and to familiarize you with our services. All space reservations and agreements are made upon and subject to the rules and regulations of the Hotel and the following terms and conditions:

Menu and Room Arrangements

The Radisson Plaza-Warwick Hotel Philadelphia is dedicated to providing exceptional services and the finest quality of cuisine. Menu, room arrangements and all other information pertinent to the success of your event are required by our staff four weeks prior to your event. The contents of our menus are merely suggestions. We are ready to accommodate or custom design a special menu for your event.

- We are prepared to offer suggestions for theme events and/or most all dietary restrictions you may request.
- It is our pleasure to provide a choice of up to three entrée selections; however, the higher entrée price will prevail for all entrees.
- Our menu pricing is subject to change, based on market fluctuations. All events are subject to 20% service charge, 7% tax, and 10% liquor tax (where applicable).

Food & Beverage

It is the policy of the Radisson Plaza-Warwick Hotel that all food and beverage must be purchased from our facility. Exceptions for Kosher or other ethnic foods may be considered for your event upon written agreement and with proper insurance and indemnification.

- The Radisson Plaza-Warwick Hotel prepares the quantities of food and beverages based on the guaranteed number of guests and in ample amounts to ensure that all guests enjoy an attractive selection of food.
- All buffets are available for a 90 minutes; coffee breaks are available for 30 minutes and reception for 2 hours unless otherwise noted.
- Buffet meal functions less than 25 guests served may incur an additional \$5.00 per person fee.
- The hotel does not permit any food or beverage to leave the premises due to state health regulations.
- Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

Coat Check

Arrangements can be made to have a coat check attendant at your event, at a fee of \$125.00. Attendants will begin ½ hour prior to your event and remain ½ hour after the conclusion of the event totaling 5 hours maximum.

Banquet Bars

Pennsylvania Liquor Control Board regulations require we provide a bartender to dispense all alcoholic beverages. A fee of \$125.00 per bartender is charged. One bartender per 100 people is required. All cash bars require a cashier. The cashier fee is \$85.00. No alcoholic beverages will be served to persons under the age of twenty-one (21). The hotel reserves the right to refuse service of alcoholic beverages to any group or individual guest.

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Guarantees

It is the Group responsibility to notify the Sales Office by 10:00am, seventy-two (72) hours prior to your event, with the exact number of guests attending. In the case of multiple entrée selection, the specific count for each entrée choice must be confirmed to the catering office seventy two (72) hours prior to the event as well.

- Once specified this number will be considered the guarantee, not subject to reduction, and charges made according to the specified guarantee or the number of guests in actual attendance whichever is greater. It is your responsibility to advise of your guarantee number for attendance. The attendance listed on the catering agreement will automatically become the guarantee if not advised by the above deadline.
- If attendance increases after the guarantee count is received the hotel will make every effort to provide the same or like meal for the additional guests. They will set for 5% above your guarantee number for less than 100 guests and 3% for events over 100 guests. One guarantee will apply to all meal periods held same day.

Guarantees are due according to the following schedule:

Day of Function	Guarantee Due 10am Date Prior
Sunday-Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday

Function Space

Function rooms are assigned according to anticipated number of guests. The hotel reserves the right to move your assigned room if necessary based on space availability and increases or decreases in final guarantee numbers. We will inform you of such changes immediately. It is the policy of the hotel and with respect to other clients that all scheduled event times in the contract are strictly adhered to and that the banquet rooms are vacated on schedule. If your time schedule requires a change, please contact the Sales Office who will make every effort to accommodate your request.

- If a room set-up change is required the day of the event, which differs from that which is on the signed Banquet Event Order a labor charge of \$150.00 per room will be assessed.
- Tax regulations require that room rental and labor fees be assessed the appropriate tax. Pennsylvania Law states that the service charge is subject to sales tax, federal, state and local taxes.

Parking

For your guests convenience there is a parking garage adjacent to and across from the hotel. Special arrangements may be made for host paid parking through your service manager. Garages are owned and operated separately from the hotel

Business Center

Complimentary business center services are located on the lobby level of the hotel. Additional services are available by contacting the guest service desk.

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Electrical

If your event requires any special electrical needs for exhibitors, bands or special equipment, we will be happy to complete those arrangements for you with the help of our Engineering Department. We will share all cost information with you as soon as you inform us of your specific needs.

Banquet Room Liability

You will be held fully responsible for all replacement costs and repair charges as determined by the Hotel management for any loss, theft or damaged caused by you or your attendees. To avoid damages to wall coverings, the hotel does not allow the use of strong tapes, tacks or any other attachments for any poster, flyer or written material to walls or doors without prior consent from the hotel. All signage to be posted in public areas must be of professional quality and have our approval prior to placement. Due to the historic nature of the property and the vaulted ceilings, a service fee of \$50.00 per banner may be imposed if assistance if needed from our engineering department.

Security

The Hotel is not responsible for damages or loss of any articles or merchandise or equipment left in the hotel prior to or following your banquet meeting. Security arrangements should be made for all merchandise or equipment that is to be left in your meeting room between events. Safety deposit boxes are available for valuables if needed.

A lock change may be required for meeting rooms which require a 24-hour set-up (i.e., offices, storage, exhibits, computer training, etc.) The charge is \$50.00 per lock change. Lock changes are not possible in the Grand Ballroom. In the event that a 24-hour set-up is necessary for exhibits, computer training, etc., a security guard is required during times when area is unattended. The charge is \$30.00 per hour per security guard with a 3-hour minimum.

Shipping, Receiving and Package Handling

Packages for functions may be delivered to the Hotel three (3) working days prior to the date of the function. A storage fee of \$25.00 will be charged per item per day for all packages received more than three business days prior to the contracted arrival date. The following information must be included on all packages for delivery to be accepted and to ensure proper delivery:

- Name of Organization & Event Name
- On-Site Contact's Name
- Attention Convention Service Manager (indicate name)
- Date of Function and Box Number of Total Number

All incoming and out going packages are subject to a handling fee.

Pounds	Handling Fee
0 – 5 pounds	No fee
6 – 20 pounds	\$5.00 each
21 – 50 pounds	\$10.00 each
Over 50 pounds	\$25.00 each
Crates and Pallets	\$75.00 each

Please consult with your catering or convention service manager. No C.O.D.'s will be accepted. Please note forklifts and loading docks are not available.

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Smoking Policy

The Radisson Plaza Warwick Hotel Philadelphia and all its entities are 100% smoke-free.

Miscellaneous Services

Our catering managers and audio-visual managers can assist you with recommendations for additional services such as audio-visual, floral arrangements, entertainment, décor, photography and transportation.

- Audio-Visual equipment brought into the hotel will be subject to a surcharge of 20% of hotels' published price on the item(s).
- Outside contractors providing services must have insurance.
- All outside vendors and personnel must check in with hotel security personnel before entering the property.

Tax Exempt

In order for an organization to be considered tax-exempt, they must have a certificate of exemption from the State of Pennsylvania. Tax exemption status must be reviewed prior to Group arrival.

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