

Banquet Policies

FOOD and BEVERAGE REQUIREMENTS:

Our Catering department will be available to assist you in the creation of menus and special arrangements for your planned food and beverage functions. If fewer persons are served than are designated in the guaranty, you will be charged based on the number of persons designated in the guaranty. The Hotel is relying on the Food and Beverage functions outlined on the Schedule of Events. The group agrees that a loss will be incurred by the Hotel should there be a reduction in the number of Food and Beverage and the number of Food and Beverage covers. There is a \$45.00 Service Fee for all Guarantees less than 25. If the final guarantee number represents more than twenty percent (20%) reduction from the number of guests contracted, the Hotel reserves the right to adjust any concessions previously offered (i.e. Room Rental, Setup Fees, etc. in this agreement). All Buffets scheduled will remain out for no more than 2 1/2 hours according to the Food and Beverage administration.

MEETING SPACE:

Meeting rooms are available during the times shown on the agenda. Time before and after your meeting may be scheduled for other programs. We appreciate your cooperation in following your schedule. Hotel also reserves the right to re-assign specific meeting space provided the revised meeting space adequately accommodates your meeting requirements.

DEPOSIT and PAYMENTS:

A method of payment is required with all contracts and/or banquet event orders in order to consider an event confirmed and definite. A credit card authorization form and/or deposit will be required if direct billing has not been established. Requests for direct billing must be made at least thirty (30) days prior to an event and meet minimum requirements of \$2,500.00.

CANCELLATION POLICY:

Should it become necessary to cancel your event, client agrees to pay a cancellation fee as liquidated damages and not as a penalty the following percentage.

ERROR: rangecheck
OFFENDING COMMAND: .buildcmap

STACK:

-dictionary-
/WinCharSetFFFF-V2TT9BF4ACCA
/CMap
-dictionary-
/WinCharSetFFFF-V2TT9BF4ACCA