

GENERAL INFORMATION

These menus are only guidelines designed to assist you in selecting a menu for your event. Our catering staff will be happy to prepare customized proposals to meet your specific needs. Menu prices will be confirmed by your catering manager ***FOUR MONTHS*** prior to your function. All prices are subject to change. **All food and beverage items *MUST* be purchased from our hotel.**

Deposits & Payment

To reserve the ballroom we require a non-refundable deposit of \$500.00 and a valid credit card number to secure your date as a definite booking. 75% of the total balance is due two months prior to your date; 90% is due two weeks prior. All deposits are applied toward your final bill at full value. All advanced deposits are non refundable and are applied only to the original booking date. The credit card number we have on file to ensure final payment will be preauthorized based on your guaranteed number of attendees four days prior to your event for the full value due. No personal checks are accepted for payment.

Guarantee

In arranging for private functions, guarantees are required for all catered food and beverage events. Final attendance must be confirmed four (4) business days in advance, or the expected number will be used. This number will be your guarantee and is not subject to reduction. We will set for 5 percent over the guarantee.

Full Ballroom a minimum guarantee of 230 people is required.

2/3 Ballroom a minimum guarantee of 130 people is required.

1/3 Ballroom a minimum guarantee of 75 people is required.

Guarantee (Saturday's May - October)

Full Ballroom - minimum requirement of \$6500.00 in food & beverage must be purchased.

2/3 Ballroom - minimum requirement of \$4500.00 in food & beverage must be purchased.

1/3 Ballroom - minimum requirement of \$2000.00 in food & beverage must be purchased.

These requirements that are non negotiable.

Labor Charges

A \$75.00 minimum set-up charge will be applied to any food function less than 25 guests. All room rentals will be determined based on the size of the room needed, food & beverage orders & setup. A \$75.00 set-up fee per bar will apply to all cash bars. Additional fees may apply with specific set up requirements.

Audio Visual

A complete line of modern audio visual aids is available with a minimal rental charge.

Service Charge & Sales Tax

8 percent sales tax will be added to all food and beverage charges. Our standard service charge for events catered inside the hotel is 18 percent. State law requires that the service charge be subject to sales tax.

Cancellation

If an event is cancelled within two to six months, 50 percent of the estimated revenue will be charged, within one to two months 75 percent of the estimated revenue will be charged. If an event is canceled within one month, 100 percent of estimated revenue will be charged.