

General Information

Menus received are 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 original estimated 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.

Guarantee (Saturday's November ~ April)

Full Ballroom: minimum guarantee of 230 people is required for dinner ~ seats up to 400.

2/3 Ballroom: minimum of 130 people is required for dinner ~ seats up to 240.

1/3 Ballroom: minimum of 50 people is required for dinner ~ seats up to 120.

Guarantee (Saturday's May ~ October)

Full Ballroom: minimum requirement of \$6,500.00 ~ seats up to 400.

2/3 Ballroom - minimum requirement of \$4,500.00 ~ seats up to 240.

1/3 Ballroom: minimum requirement of \$2,000.00 ~ seats up to 120.

These requirements are non negotiable. The minimum is for Food and Beverage only; miscellaneous charges such as room rental, service charge and sales tax is not included in the above minimum.

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 two months 75 percent of the estimated revenue will be charged. Within one month, 100 percent of estimated revenue will be charged.

Miscellaneous Events are 5 hours (this includes cocktail hour). You have the option to extend your event for an additional hour; a rental fee of \$200.00+ tax will be added to your final bill.

Courtyard Rental for Cocktail Hour \$275.00+ tax (rental only, food and beverage is not included in this cost)