



Catering Guidelines

Food Service (Catering)

Prices are subject to change with 30-day advance notice. A 20 % taxable Service Charge will be added to all food and beverage purchases. An 8.25% Sales Tax will then be added to the total amount. Prices for rooms, food and beverage service, if requested will be confirmed (60) days in advance of the function. **The customer may not remove remaining uneaten foods prepared by the hotel from the premises.** The customer is required to submit a firm guarantee no later than Noon, three business days prior to the scheduled event. All charges will be based on the guarantee or the actual number served if greater than the guarantee. The hotel-catering department must receive menu selections at least 14 days prior to the function. The hotel will prepare the following amounts over the guarantee:

<u>Guarantee</u>	<u>Overset</u>
11-200 people	5% of guarantee
201-350 people	3% of guarantee
351+ people	10 servings over guarantee

Any request for increase in submitted guarantee is subject to hotel approval and will result in forfeiture of overset.

If a split entrée is chosen, the guarantee for EACH ENTRÉE must be given. There will be an additional \$100 labor charge for two separate entrees and \$150 for three entrees excluding buffets. If split desserts are chosen, the guarantee for EACH DESSERT SELECTION must be given. There will be an additional \$25 labor charge for two desserts and \$50 for three desserts.

Beverage Service

The hotel reserves the right to require hotel security and/or TABC Certified bartenders on all alcoholic beverage events at the client's expense. If alcoholic beverages are to be served, the hotel's alcoholic beverages license requires the hotel to request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or cannot produce identification. It is the hotel's right to refuse beverage service to any person who, in the hotel's judgment, appears intoxicated, threatening or disorderly. **Additionally, the hotel reserves the right to close any and all alcoholic beverage service at any time based on guest and facility safety and security. The only alcoholic beverages permitted on hotel premises are those dispensed by the hotel in accordance with its liquor license.**

Payment Policy

A non-refundable deposit is required with the return of the signed contract. It is further agreed that the entire amount due the hotel shall be paid 72 hours prior to the function upon receipt of our final guarantee of attendance in the form of cash, cashier's check or a credit card unless credit has been previously established with the hotel's accounting department. With approved credit, payment is due upon receipt of the statement. A finance charge of one and one half percent per month (18 percent per annum) will be applied to the unpaid

balance after 30 days. All one-time functions such as wedding receptions, reunions and private banquets must be paid in full 72 hours prior to the function. Groups requesting tax exemption must submit a copy of their tax exemption certificate with their signed contract.

Cancellation Policy

Should the function or any part thereof cancel the hotel reserves the right to charge a cancellation fee. All deposits are non-refundable. Complimentary meeting and sleeping rooms is based on attendance at meal functions and number of sleeping rooms utilized. Material reduction in these figures will result in a reduction of complimentary rooms and imposition of meeting room rental charges based on a sliding scale according to actual room pick-up and number of meals guaranteed. If the hotel shall be unable to perform any of its obligations under this agreement by reason of fire, strikes, civil disturbances, unavoidable casualties, public carrier delays, inability to obtain necessary supplies or acts of public authorities, obligations on the part of the hotel shall immediately terminate. The hotel reserves the right to immediately terminate service or occupancy in case of violation of any laws, regulations or hotel policies.

Function Space

No food or beverages of any kind is permitted in banquet or meeting rooms unless the hotel provides it.

Hotel staff must hang all banners. No glitter or confetti is allowed. Any damage incurred to hotel premise or extraordinary litter or refuse requiring atypical cleaning or maintenance will be paid for by the customer. All trash, papers, cartons and other unwanted materials must be removed by the customer at the conclusion of the function.

No exhibit shipments will be accepted until 72 hours prior to the setup date (unless contractual arrangements have been negotiated). Any packages shipped to the hotel must be clearly labeled with conference name, ONSITE group contact name and date of event.

Guest Signature

Date