

GENERAL CATERING INFORMATION

Please review the following policies so that we may provide you with our finest services.

CONFIRMATION OF ATTENDANCE

Confirmation on all meal counts is the sole responsibility of the Meeting Planner or Function Coordinator. To assist in planning your catering function, the final number of guests must be provided to the Sales & Catering Office 72 hours in advance of the event. For functions occurring on a Sunday, Monday or Tuesday, guarantees must be received by noon on the preceding Friday. This number is considered to be your guarantee and is not subject to reduction. The kitchen will be prepared to serve 5% in excess of your guaranteed number.

SETTLEMENT

We ask that you pay in full prior to departure for all functions unless arrangements have been made through the Accounting Office for a Direct Bill Account.

PRICES & GRATUITIES

All prices quoted are current and subject to change. The hotel will guarantee menu prices thirty days prior to function. Menu prices, audio-visual rental, service and setup fees do not reflect the 18% gratuity or 3% resort tax.

GROUPS UNDER 20 PEOPLE & BUFFET MINIMUM

The hotel will assess a surcharge of \$5.00 per plate on all meals served for groups of less than 20 people in its banquet rooms. To order off the buffet menus, you must have 25 or more people. This does not include orders from the restaurant menus.

BARS & COCKTAIL SERVICE

Bar service is available in all banquet rooms. A minimum of \$250.00 in sales is required; or, if the minimum is not met, a service charge of \$100.00 will be assessed for each bar. Cocktail service is available at \$10.00 per hour with a two-hour minimum.

OUTSIDE FOOD & BEVERAGE POLICIES

No outside food or beverage of any kind, including alcohol, will be permitted in the hotel's public areas by any guest. Any exceptions to this policy will be made at the discretion of hotel management. Any outside wines or champagnes must be delivered to the hotel 24 hours prior to the function. Our corkage fee is \$5.00 per bottle.



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