Catering Policies

1. In arranging for private functions, the attendance must be specified at least 48 hours in advance. Sunday, Monday and Tuesday guarantees must be received by 11:00 AM the preceding Thursday. This number will be used accordingly. If no guarantee is received, the hotel will prepare and charge for the number of persons estimated from the catering contract. A minimum of 20 people is required or a set up charge will be assessed. A bartender charge of $75.00 will be assessed on each banquet bar: this is a minimum of 2 hours service. An additional charge of $50.00 will apply for each additional hour of service.

2. The quotation herein is subject to a proportionate increase to meet increased costs of operation existing at the time of the function by reason of increase in present commodity prices, taxes or currency values. Patron expressly grants the right of management to make reasonable substitutions on the menu and agrees to pay such increased prices and accept such substitutions up to six (6) months prior to the event date.

3. All federal, state and municipal taxes which may be imposed or be applicable to this agreement and to the services rendered by the hotel are in addition to the price, herein agreed open, and the patron agrees to pay them.

4. No beverage or food of any kind will be permitted to be brought into the hotel by the patron or any of the patron’s guests or invitee from the outside.

5. Performance of the agreement is contingent upon the ability of management to complete the same, and is subject to labor troubles, disputes or strikes; accidents; government (federal, state or municipal) requisitions, restrictions upon travel, transportation, foods, Never ages or management preventing or interfering with performance. In no event will the Hotel be liable for the loss or profit of consequential damages whether based on breach of contracts, warranty or otherwise.

6. Full payment shall be made 14 days in advance of the function unless credit has been established to the satisfaction of management, in which event, a deposit will be paid at signature of the contract or no more than thirty (30) days after signature. Payment via Personal/Company Check, Cashier’s Check, or Money Order will not be accepted 14 days or less prior to the event date. All social events require the deposit paid before the space is exclusively reserved. Deposits are partially refundable only if cancellation is received 30 days (general), 90 days (social), 180 days (Holiday, Family Reunions and Weddings) prior to the scheduled function. Should the entire or partial program cancel, the Hotel will collect as liquidated damages, fees according to the following schedule: Date of Signature to 90 days in advance 50%, 89 days to 30 days in advance 75%, 29 days or less in advance 80%.

7. Signs and banners are not permitted in the hotel lobby. All displays or exhibits, if any, must conform to the city code fire ordinance rules. The hotel will not permit the affixing of anything to the walls, floors or ceiling of rooms with nails, staples, tape or any substance, unless approval is given by this office in writing. In the event this is done without authorization and any damage is suffered, the cost of repair and/or replacement will be billed to the patron.

8. The Hotel reserves the right to assign another room, should we be unable to allocate the named room. Downward adjustments in attendance in excess of 20% of the original guarantee, within 60 days of the function date, will be subject to additional rental charges in the event that the reserved space cannot be resold. To best accommodate all set-ups and menu requests, the final arrangements should be confirmed 7 days in advance of the function to the catering department. The final guarantee count is the amount which will be utilized as the number of place settings prepared in the space. Room usage times are: Daytime events, 8:00 am to 5:00 pm; Evening events, 6:00 pm to 11:00 pm. Changes in room arrangements within 24 hours will be subject to additional labor charges. Additional surcharges of $5.00 per chair & $25.00 per table will be assessed for delivery outside a meeting space. An additional set up fee of $200.00 will also be assessed for use of the Atrium, installation of dance floor and/or excessive clean up at the conclusion of the event.

9. The hotel applies a mandatory 20% service charge which is taxable.

10. All special equipment and services can be arranged with our catering department. For your convenience, with 24 hour notice we can make arrangements for complete audio/visual services. We do request that the catering department be notified of any equipment that you will provide. The Hotel reserves the right to approve the type and time of all entertainment and music.

11. The Hotel will not assume responsibility for damage of loss of any merchandise or article left in the hotel prior to, during or following the function. Any freight or shipping charges incurred as a result of materials, i.e. literature, audio visual and video equipment, books, etc., being shipped to/from the catering department. The final guarantee count is the amount which will be utilized as the number of place settings prepared in the space. Room usage times are: Daytime events, 8:00 am to 5:00 pm; Evening events, 6:00 pm to 11:00 pm. Changes in room arrangements within 24 hours will be subject to additional labor charges. Additional surcharges of $5.00 per chair & $25.00 per table will be assessed for delivery outside a meeting space. An additional set up fee of $200.00 will also be assessed for use of the Atrium, installation of dance floor and/or excessive clean up at the conclusion of the event.

12. Packages for meetings may be delivered to the hotel one business day prior to the meeting date with prior notification and approval from your catering representative. A storage fee of $5.00 per box per day will be assessed for any boxes shipped to the hotel earlier than two business days prior to the event date. The following information should be included on all packages: A. Group name, B. Hotel, C. Meeting Contacts, D. Date of function.

13. Children’s menu pricing is one half off of the standard menu price per person. Pricing is valid for children 3-6 years of age.

Prices are subject to appropriate Sales Tax (7%) and 20% gratuity charge