

CATERING POLICIES AND REQUIREMENTS

All reservations and agreements are made upon, and subject to, the rules and regulations of the Hotel and the following conditions:

1. All food and beverage, audiovisual and room rental prices are subject to all applicable state sales taxes, 15% alcoholic beverage tax and a 20% service charge. Menu prices are guaranteed within 90 days prior to the functions.
2. In arranging guarantees for functions, it is the sole responsibility of the client contact for any given function to contact the Hotel with the specific number of attendees for any food function. This guaranteed number must be received prior to noon, Eastern Standard Time, at least three business days in advance of your function. The Hotel is not responsible for service to more than 3% over the stated guarantee. If the required guarantee is not obtained by the deadline date, the estimated number reflected on the Banquet Event Orders will serve as the minimum guarantee.
3. All social functions require pre-payment at least five business days prior to the function date. Any remaining balance is due at the end of the function, either by cash or credit card.
4. The Hotel specifically prohibits the removal of food from any catered function by the Client or any of the invitees.
5. No food or beverage of any type will be permitted to be brought into any public area of the Hotel by the Client or any of the invitees.
6. Client agrees to begin its function promptly at the scheduled time and agrees to have their guests, invitees and other persons vacate the designated function area at the closing hour indicated.
7. Client will conduct their function in an orderly manner and in full compliance with the rules of the Hotel and all applicable laws, ordinances and regulations. Function must be confined to function space rented.
8. The Hotel will not assume any responsibility for damage to or loss of any merchandise or articles left in the Hotel prior to or after the function.
9. The Hotel does not permit the affixing of anything to the walls, floors or ceiling of the rooms with nails, staples, tape or any other substance. Any damage-suffered cost of repair and/or replacement will be billed to the occupant.
10. This agreement is contingent upon the ability of the Hotel to perform the same and is subject to accidents or other causes beyond its control, and in any such event, the Hotel shall not be liable beyond the amount paid for the use of the rooms reserved. If the room reserved cannot be made available to the Client, the Hotel reserves the right to substitute similar or comparable accommodations for the function and shall be deemed by the Client as full performance under this agreement.
11. Agreements signed in the name of a corporation, partnership, association, club or society, the person signing represents to the Hotel that he/she has full authority to sign such a contract and that in the event that he/she is not so authorized, he/she will be personally liable for the faithful performance of this contract.
12. In confirming this event on a definite basis, the Hotel reserves the right to charge cancellation fees equal to the function room rental charge plus 75% of estimated food and beverage charges, along with applicable 20% service charge, 15% alcoholic beverage tax and 9.25% sales tax, should your events be canceled within fourteen (14) days of the scheduled event date.

All menu prices are subject to state sales tax of 9.25% and applicable service charge of 22%. A set up and labor charge of \$50.00 will apply for functions under 20 guests. All prices are subject to change without notice.

GENERAL INFORMATION

Engineering and Audiovisual

Special Engineering requirements must be specified to our Catering Department at least 72 hours prior to the function. Audiovisual requirements are available through the Catering Department.

Meeting Space

The Hotel reserves the right to assign meeting space based on anticipated attendance. Charges for meeting rooms are based on your program as outlined, including the group food and beverage. Should your final program change, additional charges for meeting rooms will apply. The Hotel also reserves the right to change groups to a meeting room suitable for the attendance, with notification, if attendance drops or increases.

Liability

The Embassy Suites Hotel reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Hotel cannot assume responsibility for personal property and equipment brought onto the premises.

Gratuity and Tax

On all food and beverage functions, audiovisual and room rental, there will be a 20% service charge, 15% alcoholic beverage tax and 9.25% state sales tax applied.

Labor Charges

Bartenders are \$100.00 each. Bartender charges apply only if beverage revenue, exclusive of service charge and tax, does not exceed \$350.00 per bartender. Labor charges are based on a four (4) hour minimum with rates quoted based upon the Banquet Department's needs. A labor charge will be assessed for unloading vehicles and moving items to a storage area. The Hotel should be advised of any items over 100 pounds that will be displayed in any function room

Parking

Parking is complimentary.

Price

Prices are subject to change without notice and will not be confirmed more than 90 days prior to your function date.