



## BANQUET POLICY

### Food and Beverage

Food and beverage items consumed in hotel rooms, suites, villas, and banquet rooms or in hotel premises shall be purchased from the hotel. Food and beverage cannot be removed from the premises due to license restrictions. Our guests that participate in events or use our facilities agree to conform with any restrictions that are imposed by State liquor control, insofar as they affect these premises.

### Confirmation of Attendance

The number of people attending a function must be communicated to the hotel by 12 Noon, forty-eight (48) hours in advance. This number is considered a guarantee, not subject to reduction. Guarantees for Sunday, Monday, and Tuesday are required by Noon the preceding Friday. The hotel is not responsible for service over five percent (5%) of the estimated guarantee. The hotel reserves the right to deny entrance to more than the maximum number or persons estimated. The Management reserves the right to change the rooms if number of attendance has changed to accommodate the parties properly. A \$50.00 server fee is applicable to food/beverage functions with a guarantee of 20 or under.

### Service Charges and Labor

Prices are current and subject to change. All food and beverage charges are subject to 22% service charge. A Florida State Sales Tax of 6.5% is applicable on the total charges including fees. There will be a \$50.00 server fee applied for all food functions with a guarantee of 20 or under. Function rooms are assigned according to the anticipated guarantees. If there are any fluctuations in the number of attendees or room setups, the hotel reserves the right to charge additional fees.

### Scheduling

Patron agrees to begin function promptly at the scheduled time and agrees to vacate the designated function area at the closing hour as indicated. The patron also agrees to reimburse the hotel for any wage payments or other expenses incurred due to the Patron's failure to comply.

### Authorized Signatures (s)

Approved individuals to sign Master Account charges must be specified no later than 15 days prior the group's scheduled arrival.

### Electrical Requirements

The hotel requires all electrical service needs be submitted no later than fifteen (15) days prior to the function. All required electrical work will need to be completed by the hotel's approved electrical contractor, *Edlen Electric (407) 290-0161* and charged to the group's Master Account.

### Rigging

Any attachments to the building structure must be coordinated and installed exclusively by our approved rigging contractor *National Production Services (888) 4-RIGGERS* and charged to the group's Master Account.

2012 Price Guidelines

Prices are Subject to Change Without Notice -

All prices are subject to 22% service charge and 6.5% sales tax.

**REVISED January 2012**



### Signage and Banners

The hotel will not permit affixing of anything to the walls, floor or ceiling with nails, staples, pins, glue, tape, etc. The hotel reserves the right to approve all signage in the banquet and meeting areas, as well as all public space. All signage must be professionally printed. Printed signs must be free standing or on easels. A labor charge will be applied to the assistance of placement by the hotel

### Outdoor Functions

An additional charge will be applied for outdoors events:

- 1) attendance up to 100 guests, a flat fee of \$250.00 minimum or
- 2) attendance in excess of 100 guests, a fee of \$2.50 per person.

### Damage and Loss

The hotel will not assume any responsibility for the damage or loss of any merchandise or articles left in the hotel before or after your function unless prior arrangement have been made.

### Liability

The hotel is not liable for its failure to perform any signed contract if such failure is due to acts of God, labor problems, including but not limited to strikes, fire, flood, weather, earthquake, restriction upon travel, food, beverage, or supplies, or any other cause beyond its control or interfering with performance whether enumerated herein or not.

### Security

For certain events the hotel may require Security Guards be provided at the client's expense. Only hotel and approved security firms may be used.