

## WEDDING RECEPTION POLICIES

The following policies have been established to enable us to accommodate you in an organized and professional manner. We urge you to read them before initialing & signing and discuss any questions with the Sales Department prior to your function.

### **BANQUET ROOMS INITIAL \_\_\_\_\_ when read**

All banquet room assignments are based on the anticipated number of guests. Relocating an event is sometimes required and outside the control of the hotel. Please be assured it will only happen when absolutely necessary. **We contract space only and do not guarantee specific rooms or sides.** All functions will be posted accordingly, directing guests to the proper room. Please pay close attention to the contracted times for your event.

Guests will be admitted to and expected to depart the facilities in accordance with the time specified. All events must end by 12:30AM and guests must have exited the building by 1:00AM. This applies to all events regardless of the city "bar time".

In compliance with local fire codes, our maximum room occupancy may not exceed the room limitations and required seating for each person. Tables or chairs cannot be blocking aisles or fire exits.

### **BANQUET ROOM RENTAL INITIAL \_\_\_\_\_ when read**

Banquet room rental charges will apply to all wedding receptions occurring on the property. Charges vary depending on the amount of space required to accommodate your anticipated number of guests and the day of the week. All room rental charges must be paid prior to your function.

### **MENU PRICES AND GUARANTEES INITIAL \_\_\_\_\_ when read**

As is customary, food & beverage prices are subject to change due to fluctuating food costs. This hotel will guarantee all food & beverage prices for all functions 60 days prior to your event date. All food and beverage prices are subject to an 18% taxable service charge. The total of all prices and service charge is subject to state and local taxes.

Menu selections and room set-up details are required three weeks prior to your event. A guaranteed count of the number of people to be served is required 72 hours prior to your event. This figure is not subject to reduction. Guarantees for Monday & Tuesday must be received by the preceding Friday. We are prepared to serve 5% over your guaranteed count. You will be billed for the number of persons guaranteed or the number actually served, whichever is greater. If we are not notified with the established times, and number of people, the original estimated figure from the signed contract will automatically become the guarantee.

### **LEFTOVERS INITIAL \_\_\_\_\_ when read**

It is the policy of this facility to prohibit guests to take any food items at any time, including "leftover" items from any buffet or food function. The National Restaurant Association guidelines and Health Department regulations will be strictly enforced. Please understand that these restrictions are designed to ensure the safety of you and your guests and your complete cooperation is appreciated. Wedding cake is the only exception to this policy.

### **SPLIT MENUS AND CHILD PRICES INITIAL \_\_\_\_\_ when read**

An additional charge will be assessed for all split menus based on your guaranteed number. 10 or more of one entrée is considered a split menu. For example, if you have 50 Chicken, 50 Beef and 20 Seafood, that is considered a 3-way split menu. If you choose a split menu, we will need to know your menu choices, how many of each you wish to guarantee and you will need entrée cards for each guest. As an added service we can provide entrée cards for you for an additional fee. When doing split menus, everyone will receive the same salad, potato and vegetable.

**There are no children's prices on a buffet. We do offer children's meal options on our plated dinner menus**

### **DEPOSITS / CANCELLATIONS INITIAL \_\_\_\_\_ when read**

Initial deposits are required to secure a definite booking. Six months prior to the function date, an additional deposit is required. If an event is booked within a 6 month period prior to the date, we will require an initial deposit of \$2500.00, no matter the amount of space booked.

Tentative bookings will not be held for more than two weeks without a deposit. If the deposit is not received in this two-week time period, the space will be released. If a request is made for the same space and date before your deposit is received you will be notified and have 24 hours to secure your booking with a deposit.

All deposits are non-refundable in the event of a cancellation, no exceptions. Changing the date of a definite function will also result in the loss of your deposit.

**Events cancelled within 4 months of their scheduled start date will be required to pay the full contracted food & beverage minimum, full room rental and estimated cash bar loss in revenue.**

### **CAKES INITIAL \_\_\_\_\_ when read**

All cakes MUST be provided by a licensed bakery. There are NO exceptions to this rule. We need a copy of that license on file prior to your event. Please check with our office to see if we already have your bakery's license on file yet. For all weddings, the cutting & serving of the wedding cake is done by our staff. For non-wedding events, there would be a charge for this service. Please make sure you have extra boxes for any left over cake

### **HALF BARRELS & COMPLIMENTARY SODA INITIAL \_\_\_\_\_ when read**

You will pay for the total amount of half barrel's ordered and we will refund the price of any untapped half barrel plus the tax to you. We do not refund the service charge. For events in half, you can choose 1 type of tap beer and for events in the whole facility, you can choose up to 2 different types of tap beer. We offer two ways you can offer guests complimentary soda. The Soda Fee is where you prepay and the cost is \$1.00++ per person based on final dinner guarantee. This option is only offered for events with a dinner, not hors'd'oeuvres. The other option is running a Soda Tab at \$.75++ and is a charge by using tab. Kiddy Cocktails are not part of the fee or the tab.

**WEDDING RECEPTION POLICIES (continued)**

**LOST AND FOUND ITEMS INITIAL \_\_\_\_\_ when read**

All items belonging to the wedding party or wedding guests need to be taken with them when leaving the night of the reception. Everything left in the reception room will be disposed of at the end of the evening when the clean up crew comes in. The hotel is not responsible for any lost or stolen items.

**LABOR INITIAL \_\_\_\_\_ when read**

All prices quoted include anticipated labor expenses. It is imperative that we all understand the importance of timeliness. If dinner does not start at the scheduled time agreed upon during the planning stages, you will incur additional labor charges.

**PAYMENT INITIAL \_\_\_\_\_ when read**

All charges must be paid in full 48 hours prior to your reception. This payment is based upon your guaranteed count and will also include payment of any alcohol and beer to be paid for by the parties involved.

Payment for any additional amount will be required within seven days of your event.

**DECORATIONS INITIAL \_\_\_\_\_ when read**

We do not allow taping, tacking, or the attachment of any posters, flyers, or any written materials to walls or doors without prior written consent from the Sales Office. Confetti, glitter or any similar material of any kind is not allowed in the Conference Center. Nothing smaller than a rose petal is allowed in the conference center. Additional labor charges will be applied if used. Any flower petals used MUST be artificial. No loose candy is allowed to be placed on tables. Candy must be wrapped or in individual wrappers. No open flames are allowed. A pillar or tapered candle MUST have a hurricane or globe around it. There must also be some type of candle plate or mirror underneath to prevent wax from going onto the linens. If candle wax gets onto any of the linens, you will be charged accordingly for the replacement. Votives MUST be in a proper votive holder. The little metal cups are not acceptable. We do not allow any lit candles in the prefunction area (outside the event room), bathrooms, on the bars, gift tables or food tables. The only food table allowed to have properly lit candles would be the cake table.

**Please check with the sales office with ANY questions**

**FUNCTION AGREEMENTS INITIAL \_\_\_\_\_ when read**

At least three weeks prior to your function, our Sales Office will contact you to complete a Banquet Event Order. This document will outline all of your specific event requirements; room set-up, menu selections, bar information and estimated meal counts.

A copy of the completed BEO will be mailed to you for your review and signature. The Sales Office must receive a signed copy of the BEO at least 72 hours prior to your function. This BEO will serve as the agenda for your entire reception.

**ENTERTAINMENT INITIAL \_\_\_\_\_ when read**

Functions that have live music, DJ, etc., must arrange to have entertainment end at 12:30AM. Everyone must have exited the building by 1:00AM regardless of what city "bar time" may be. We ask that all equipment be set up away from entrances and do not obstruct access to the room. We do not allow smoke/fog machines

**LIABILITY INITIAL \_\_\_\_\_ when read**

Groups agree to be responsible for any damage done to the premises or equipment by members, guests, invitees or outside groups contracted by the organization during the period of time they are on hotel property. Any damage will be charged accordingly.

Holiday Inn Express cannot assume responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during, or following your reception. Security arrangements should be made for all items left unattended for any time.

**SECURITY INITIAL \_\_\_\_\_ when read**

If, in the sole judgement of the hotel, additional security is needed to maintain order due to the size and nature of your function, the hotel will be happy to arrange additional uniformed security at an extra expense to the party. All security will be commissioned through a licensed and reputable company.

Under no circumstances will anyone under 21 years of age be served alcohol on premises. We reserve the right to refuse service to anyone.

***I, the customer, have read, initialed, understand and hereby agree to honor all the policies listed on this document.***

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Hotel Staff

