

## **CATERING INFORMATION AND SERVICES**

### **Room Rental and Ceremony Fee**

Independence Ballroom and Fountain Courtyard Room Rental \$1,950  
Ceremony Fee \$1,550

### **Food and Beverage Policies**

All food and beverage must be purchased and served by the hotel. You may select up to two entrees.

With the A La Carte menu the higher priced entrée will prevail.

### **Cake Policy**

Katrina Rozelle, Patisserie Lafayette and Legateau Elegant are our preferred bakers. If you order your cake from Katrina Rozelle, Patisserie Lafayette or Legateau Elegant you are not charged a cake-cutting fee. The only charge you will incur when selecting one of these bakers, is the actual cost of the cake. The bakery will provide you with a quote before finalizing your order. If you go through an outside baker you will be charged a cake-cutting fee of \$3.00 Per Person.

### **Guarantees**

Your guaranteed number of guests is required by our Catering Department three (3) business days prior to your event. Once received the guarantee may not be reduced. If we do not receive a guarantee by the specified date, your agreed number of guests as stated in the Sales contract will prevail. The hotel will provide service and seating for 3% over your guarantee.

### **Service Charges and Taxes**

All food and beverage services are subject to a 20% service charge and 8.25% sales tax.

### **Payment Policy**

A deposit will be required to confirm your wedding date. Additional deposits will be due two, three and four months in advance. Pre-payment of your estimated balance is required two weeks prior to your function. Any balances are due at the conclusion of your event. A credit card number is required to guarantee the balance.

**Security**

The hotel will not assume liability or responsibility for damages or loss of personal property left in any banquet room prior to, during or after a function.

**Parking**

Complimentary Self-Parking is available. Valet Parking is also available at the prevailing rate.

**Audio-Visual**

Our in-house audio-visual company, Presentation Services, can provide all your equipment rentals.

Audio-visual equipment and services contracted will be subject to a 20% Service Charge and 8.25% Sales Tax.