

## **PROCEDURES AND ARRANGEMENTS**

A minimum attendance is required three (3) business days in advance of your event. Once received, the minimum guarantee may not be reduced. Should you fail to provide the guarantee by the specified date, your expected number of guests will be used as the guaranteed number. We prepare food for 5% above the guarantee.

A \$2,000 deposit will be required to confirm your wedding date. Deposits will be deducted from the total cost of your function. The deposit is not refundable or transferable. The Lafayette Park Hotel & Spa requires an additional non-refundable payment of \$2,000 at four months, three months and two months prior to your event. Pre-payments are non-refundable and non-transferable.

Pre-payment of your estimated balance is required two weeks prior to your function. Any balances are due at conclusion of your function unless other arrangements have been made through the Catering Department. The Lafayette Park Hotel & Spa does not direct bill for social events. A credit card number is required to guarantee the balance. Function rooms are available only for the time stated on your contract. We reserve the right to relocate your function to a more appropriate space based on your groups expected number and our flow of business. The Lafayette Park Hotel & Spa is not responsible for the damage or loss of any merchandise or articles left on our premises before, during or after the event. Any repair cost or replacement cost due to damages will be assumed by the engager.

A taxable service charge and applicable sales tax will be added to all food, beverage, corkage and cake cutting fees.

All prices are subject to change due to market fluctuations. Confirmed prices will be quoted ninety (90) days prior to your function.

Local Health Department rulings regarding proper refrigeration and sanitation prohibit engagers from taking any food or beverage from the premises with the exception of wedding cake.

Centerpieces provided by the engager must meet with the standards of the Fire Department.

The Lafayette Park Hotel & Spa will not permit the affixing of anything to the walls, floor or ceiling of rooms unless written approval is given by the Catering Department. All deliveries, packaging or storage must be arranged through the Catering Department. The Lafayette Park Hotel & Spa assumes no responsibility for loss or damage of any and all client property.