



## Catering Contract & Policies

Sam's Town Hotel and Gambling Hall is confident that we will provide you with the finest meeting and banquet facilities in Las Vegas and the service necessary to support your function. Our banquet facility was designed to accommodate meetings, conventions, elegant wedding receptions and dinners, as well as small, intimate gatherings.

The following rules and regulations apply to contracting a function with Sam's Town. This contract must be signed and returned to us with a deposit before function space will formally be reserved for your function. If not received within ten (10) days, Sam's Town reserves the right to release the function space to another party.

### Deposit & Payment

An initial deposit is required to reserve space and additional deposit requirements will be established at time of booking. Unless credit has been established in advance with Sam's Town, the remainder is due three (3) business days prior to the function by cashier's check or money order.

The guest agrees that by signing the Banquet Event Order (BEO) and/or the banquet check for food, beverage, and/or services, he/she acknowledges the fact that there is no dispute over such services and sponsor is solely responsible for the payment of the total amount due.

### Guarantees

The Catering Office must receive guarantees for all functions at least three (3) business days prior to the function. If no guarantee is received, the last received number of persons will be used as a guarantee. You will be charged the guaranteed number, or the number of people actually served whichever is greater. In addition, we will not be obligated to serve or set for more than 5% above your guaranteed number.

### Service Charges

Room Rental will apply for all meals of 50 guests or less. Function Space is reserved for four-hour time periods. Additional time will be billed at \$150.00++ per hour. An 18% Set & Strike Fee will apply to all audio/visual equipment. House music is available at \$25.00 per room. The Clark County Fire Department thirty (30) days prior to the date of the function(s) must approve floor plans for meetings and food and beverage functions with 300 people or more. A Fire Marshall Fee will apply to these set-ups. Therefore, the Catering Department must receive all decorations, audio/visual, and room set-up requirements no later than forty-five (45) days prior to the function(s). Floor plans are final once the Fire Department approves them. Therefore, no changes or alterations may be made with the exception of deleting equipment, tables, and decorations, or additional fees will apply. If the Catering Department forty-five (45) days prior to the function(s) do not receive requirements, the room set-up will be at the Hotel's discretion.

### Meeting Space

Meeting space will be assigned on a request as available basis. Meeting room fees are based on number of guests attending and are based on availability. Midweek versus Weekend and time of year are determining factors for price. Prices available through catering office. If lunch or dinner is included in your meeting, all or a portion of meeting space fees may be waived, meal function attendance must match the meeting attendance. Function rooms are assigned by the HOTEL, according to the guaranteed minimum number of guests anticipated. We reserve the right to room changes as needed. Hotel reserves the right to increase room fees if the anticipated food & beverage requirements drop or meeting rooms are required for additional hours.

### Audio/Visual Equipment

Equipment and Services are available at an additional charge. Subcontracting of A.V. is not permitted. Audio/Visual rental should be ordered directly through the Catering Department. Audio/Visual price list is available upon request. Telephone lines installed at \$150.00 per phone plus all related charges direct through the Catering Department. An 18% Set & Strike Fee and Applicable Nevada State Sale Tax applies to all audio/visual.

It is the client's responsibility to notify the Banquet Department, either the Catering Office, Banquet Manager or even the Banquet Porter on duty, who can be located through the Hotel Operator, when your event is over to return any/all audio-visual equipment, including microphones rented from the Hotel. Should this not occur and Hotel experiences "missing" equipment from your event, you will be charged for missing item (s), at full retail sales price.

### Food & Beverage

Guests must provide Catering Department all menu choices 30 days prior to scheduled events. All food and beverage prices listed are current and are subject to change without notice. Sam's Town Catering Department will be the sole provider of all food and beverages served in the banquet facilities. No food or beverage is to be brought in or removed from the banquet facilities by the patron or patron's guests. Wedding Cakes may be provided from an outside source at a fee of \$1.75 per person charge plus tax and gratuity and delivered to Sam's Town the day of the event.

### Liquor Service

A labor charge of \$100.00 per bartender will be added to the check. A \$250.00 minimum guarantee will apply to the bar(s). The minimum is based on four (4) hours, additional hours may require a higher guarantee amount. Sam's Town reserves the right to refuse service to any person who visibly appears to be intoxicated.

### Tax & Gratuity

All food and beverage prices are subject to the applicable Nevada State sales tax and 18% gratuity. Tax -exempt organizations must furnish a certificate of exemption to the Catering Department at least two weeks prior to the event.



Catering Contract & Policies Page 2

Seating

Seating set up requirements must be submitted to the Catering Department two (2) weeks prior to the event. For events of 300 guests or more please see service charges for Fire Marshall requirements. Any last minute changes to room set up upon arrival will result in additional room set up fees. A formal head table, gift table, and/or guest book may be provided. If you plan to assign your guests to numbered tables, please advise us. Dance floor or platforms for staging are available at an additional charge.

Displays, Signs, & Decorations

Displays, signs, and decorations may not be used unless and until Sam's Town gives written approval for them. Affixing any materials to the walls, floors, ceilings, or furnishings is not permitted. Any banners that need to be displayed will be hung by Sam's Town staff for a charge of \$20.00 per banner. Any signs provided to be displayed or hung in the banquet facilities must be of professional quality. Any decorations must use Flameless Candles per the Clark County Fire Department. No Open Flame is allowed in the banquet facilities. Favors can be placed on tables by hotel staff for a charge of \$25.00. Otherwise, you may place them approximately one hour prior to your event. Solicitation, White Boards, Flipcharts, and Corkboards are not permitted in the public areas. With advance notice, suitable ICE SCULPTURES may be provided for decoration at an additional charge starting at \$175.00.

Linen

Sam's Town offers a variety of linen colors to choose from. Should we not have the color available we can rent them for you at an additional charge.

Loss or Damage to Personal Property, Equipment or Facilities

Patron agrees to be responsible for any damage done to equipment or facilities during the time on premises, including but not limited to, damage or excessive clean up made by florists, decorations, or outside agencies during set-up or tear-down. Sam's Town is not responsible for loss or damages to any property which you or your guests leave at Sam's Town before, during, or after the use of the facilities.

Security

Client will be responsible for arranging any security deemed necessary, above and beyond the security that is provided by Sam's Town, in order to protect materials and valuables left unattended. Sam's Town may require security officers for certain events. Only Sam's Town security may be used at an hourly rate of \$35.00 per hour.

Shipment of Packages

All packages for meetings and/or functions must be addressed as follows:

Sam's Town Hotel & Gambling Hall/Catering Dept.  
5111 S. Boulder Hwy.  
Las Vegas, NV 89122  
(Guest's/Groups Name & Arrival Date)

We are unable to accept any packages earlier than seven days prior to group arrival. Packages weighing more than 70 pounds cannot be accepted unless prior arrangements have been made through the catering department. Guests are responsible for all arrangements made for handling INCOMING AND OUTGOING packages. There will be a handling charge for incoming and outgoing packages. Contact the catering department at (702) 454-8020 for more information.

Exhibit/Display Tables

A charge of \$25.00 per table will apply when two or more displays and/or table top exhibit tables are requested in a room. Any function that has an admission charge or fee, or has merchandise for sale, must be approved and licensed with the Clark County License Board. A copy of the Certificate must be presented to the Catering Office two (2) weeks prior to the event.

Cancellation Policy

Unless Otherwise Specified by the Catering Staff, you may cancel up to ninety (90) days prior to the date of booking and receive a refund of any and all deposits received. Less than ninety - (90)- days prior, will result in a 100% forfeiture of any and all deposits.

The undersigned hereby covenants and agrees to save and hold Sam's Town Hotel and Gambling Hall, its subsequent subsidiaries, affiliates, officers, directors, shareholders and employees harmless for, from, and against all liabilities, loss cost, expenses, including attorney fees, judgements, claims and demands of accident, injury, or damage whether to individuals or personal property which occurs before, at, in, upon, about, or in any manner connected with the stay at Sam's Town Hotel and Gambling Hall.

Agreed to Accepted By:

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Function