

FOOD & BEVERAGE POLICIES

No food and beverage will be permitted into the Kansas Star Event Center from outside premises.

Detailed, written food and beverage requirements for each event must be received by the Kansas Star Event Center thirty (30) days prior to the event. All food and beverage prices are subject to change without notice and may be confirmed ninety (90) days prior to event. A twenty-one percent (21%) service charge and current Kansas state sales tax will be added to all applicable charges. Tax exempt organizations must furnish a valid certificate of exemption to KSC thirty (30) days prior to event.

The Kansas Star Event Center reserves the right to apply meeting room rental and room set up labor charges.

GUARANTEE

The guaranteed number of attendants may be increased or decreased up to fifteen (15) days prior to Event.

The Kansas Star Event Center catering department must be notified no later than noon, three (3) business days (72 hours) prior to the scheduled function, as to the exact number of persons to attend all planned functions. Should actual event attendance exceed ten percent (10%) of the guaranteed attendance, additional labor charges may apply. See the chart below for guarantee due days. This number is not subject to reduction. If no guarantee is received, the number of guests indicated on the banquet event order will be the guaranteed attendance.

FUNCTION IS...

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

GUARANTEE IS DUE...

Wednesday by 12:00pm
Thursday by 12:00pm
Friday by 12:00pm
Monday by 12:00pm
Tuesday by 12:00pm
Wednesday by 12:00pm
Wednesday by 12:00pm

INCREASES IN GUARANTEES

Please note the following shall apply to all increases in guarantees received within 72 business hours: guarantee increases over 10% of the original guarantee received 48 hours prior to the function (with the exception of coffee, decaffeinated coffee, tea, and bottled drinks ordered on a consumption basis) shall incur a 15% price increase.

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LABOR FEES

- \$75.00 bartender fee will apply per bartender
- \$75.00 labor fee will apply per chef attendant requested.
- Notification of service charge and tax ++= plus tax and service charge.

NEW ORDERS WITHIN 72 HOURS

Any menu ordered within 72 hours of the function date will be considered a “pop-up” and subject to special menu selections and pricing. Consult your catering manager for pop-up menus and pricing.

SPECIAL MEALS

Kosher and halal meals are available upon request. Requests must be made with your catering manager at least seven (7) days in advance.” Fresh” style meals are available, pricing as follows:

- | | |
|-------------|-----------------|
| • Breakfast | 50.00 / person |
| • Lunch | 70.00 / person |
| • Dinner | 100.00 / person |

SPECIAL DIETS

Chefs can often substitute different ingredients and offer other food options so that dining for those with restricted diets can still be a delectable affair. Our banquets culinary team can accommodate the following common food allergies and intolerances:

- | | |
|-----------------------------------|----------------------------------|
| • Wheat free / gluten free | • Vegetarian / semi-vegetarian V |
| • Kosher / halal | • Vegan VG |
| • Dairy free / lactose intolerant | • Heart healthy |

ADDITIONAL CHARGES

1. For plated menus served as a buffet, a surcharge of \$7.00 per person will apply for all functions 25 persons or more.
2. In the event that a buffet is served for an amount under the minimum quoted on the banquet menu, a surcharge of \$5.00 per person will apply for guarantees between 30 and 99 guests.
3. In the event that a buffet is served for an amount under the minimum quoted on the banquet menu, a surcharge of \$7.00 per person will apply for guarantees between 10 and 29 guests.
4. For plated menus served with multiple entrée choices, the following guidelines apply: all guests must be served the same starter and dessert course; the highest menu price will apply for all selections; guarantee of each entrée selection is due to catering manager at least 3 business days prior to event; guest entrée selection must be identified on place card provided by host.
5. Meeting room setup changes made less than 24 hours prior to a function may incur a labor charge.

KANSAS  STAR[®]

casino ★ hotel ★ event center

ALL. RIGHT. HERE.

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GENERAL TERMS

All reservations and agreements are made upon, and are subject to, the rules and regulations of the Kansas Star Event Center and the following conditions:

1. The quotation herein is subject to a proportionate increase to meet increased costs of food, beverage, and other costs of the operation existing at the time of performance of our undertaking by reason of present commodity prices, labor costs, taxes, or currency values. Patron expressly grants the right to the hotel to raise the prices herein quoted or to make reasonable substitutions on the menu and agrees to pay such increased prices and to accept such substitutions.
2. In arranging for private functions, the attendance must be definitely specified three (3) business days in advance. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly.
3. All federal and district taxes which may be imposed or be applicable to this agreement and to the services rendered by the hotel are in addition to the prices herein agreed upon, and the patron agrees to pay them separately.
4. Alcoholic beverages of any kind will not be permitted to be brought in by the patron or any of the patron's guests or invitees from the outside. All food and beverage items must be purchased from the Kansas Star Event Center. We welcome your request for special items, which will be charged in their entirety per specific ordered quantities. Kansas state law further prohibits the removal of alcoholic beverages purchased by the Kansas Star Event Center for client consumption.
5. Prices printed and products listed are subject to change without notice.
6. Payment shall be made in advance of the function unless credit has been established to the satisfaction of the Kansas Star Event Center, in which event a deposit should be paid at the time of signing the contract. The balance of the account is due and payable 30 days after the date of the function. A service charge of one-and-one-half percent per month is added to any unpaid balance over 30 days old.
7. The banquet event order (BEO) is the governing document for all goods and services order by the client. Client's signature on said BEO represents and agreement and approval for the goods and services represented on the BEO. All banquet checks presented prior to final billing are subject to an audit and may vary from final invoiced banquet checks.