



# FOOD & BEVERAGE POLICIES

## CATERING GENERAL GUIDELINES

All event requirements are due to your Catering representative no later than forty-five (45) days prior to your function. Catering office must receive signed Banquet Event Order(s) and Estimated Banquet Check(s) no less than thirty (30) days prior to the event.

State of Nevada Sales Tax-exempt organizations must furnish a valid certificate of exemption from the State of Nevada to Catering office thirty (30) days prior to event.

A service charge and current Nevada sales tax will be added to all applicable charges.

Buffet designed to last 1½ hours.

All food and beverage must be provided by the Catering Department.

Food or beverages cannot be removed from the banquet facilities.

## GUARANTEES

Your estimated guest count is due at time of contract. Your Estimated Guest Count is the lowest number of guests you know will be attending your event. After this number is given, it cannot be lowered, but may be increased. An updated guest count is due thirty (30) days prior to your event, and a final count three (3) days prior to your event.

## LABOR FEES

\$150 Bartender fee will apply per bartender.

\$150 Labor fee will apply per Chef attendant.

A notation of “++” means tax and service charge apply.

## ADDITIONAL FEES

Corkage fees of bottles of wine and champagne are subjected to a \$20.00++ per bottle service charge.

Outside vendor cakes/cupcakes are subject to a \$3.50++ per person service charge. Catering must be advised in advance.

## PAYMENTS

Payments shall be made in advance of function, unless credit has been established, in which event deposit should be paid at the time the contract is signed. 75% of the estimated charges are due thirty (30) days prior to the event. Estimated balance of charges are due three (3) business days prior to the event with the final guarantee.

The Banquet Event Order (BEO) outlines all goods and services ordered by the client. Client's signature is required on the BEO and represents an agreement and approval. All banquet checks presented prior to final billing are subject to audit and may vary from final invoiced banquet checks.

## SPECIAL DIETS

Our banquet culinary team can accommodate common food allergies with advance notice of a minimum of fourteen (14) days, prior to the event.

## PLATED MENUS

A maximum of three choices will be allowed for all plated menus. All guests must be served the same soup or salad, vegetable, starch and dessert course.

Guarantee of each entrée selection is due to Catering at least ten (10) business days prior to event.

Guest entrée selection must be identified on place card provided by host.

The highest price entrée will be the entree price for all, in a split entree event.