

Welcome

Welcome

The Capitol Plaza Hotel is proud to assist you in planning your next banquet, reception or company meeting. As a member of the John Q. Hammons Hotels and Resorts family, one sustaining quality we all share is our skilled team of professionals. Armed with an endearing loyalty, they take pride in their work and will treat your function as if it were their own.

Combining this team of professionals with the finest facilities and amenities will make the difference between just another ordinary catering event, and a function your guests will be raving about well into the future.

CAPITOL PLAZA HOTEL

415 West McCarty Street

Jefferson City, Missouri 65101

Phone: 573-635-1234 • Fax: 573-635-9485

www.jqh.com

Corporate Meeting Planner Package

Corporate Meeting Planner Package

Choose from one of our listed packages.

Package A

Package is based on a minimum of 30 people.

DELUXE CONTINENTAL BREAKFAST

Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins, Bagels and Cream Cheese, Fruit Yogurts with Granola Topping, 100% Colombian Coffee, Decaf and Specialty Tea Selections

LUNCH

Chef's Choice of Buffet

**Plated Options are available, additional fee may apply.*

Soup of the Day, Salad Bar, Two Hot Entrees, Chef's Choice of Starch and Seasonal Vegetable, Rolls and Butter, Dessert Bar, Iced Tea and Coffee Service

EXECUTIVE PM BREAK

Assorted Jumbo Cookies and Brownies, Bottled Water and Assorted Soft Drinks, 100% Colombian Coffee, Decaf and Specialty Tea Selections

DINNER

Our Executive Chef will custom select a Plated Dinner for Your Group

MEETING SPACE

General Session based on Standard Set-Up

AUDIO-VISUAL

LCD Projector, Screen, Wired Podium Microphone and Flipchart

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Corporate Meeting Planner Package

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Choose from one of our listed packages.

Package B

Package is based on a minimum of 20 people.

DELUXE CONTINENTAL BREAKFAST

Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins, Bagels and Cream Cheese, Fruit Yogurts with Granola Topping, 100% Colombian Coffee, Decaf and Specialty Tea Selections

LUNCH

Chef's Choice of Buffet

**Plated Options are available, additional fee may apply.*

Soup of the Day, Salad Bar, Two Hot Entrees, Chef's Choice of Starch and Seasonal Vegetable, Rolls and Butter, Dessert Bar, Iced Tea and Coffee Service

EXECUTIVE PM BREAK

Assorted Jumbo Cookies and Brownies, Bottled Water and Assorted Soft Drinks, 100% Colombian Coffee, Decaf and Specialty Tea Selections

MEETING SPACE

General Session based on Standard Set-Up

AUDIO-VISUAL

Overhead Projector, Screen, Wired Podium Microphone and Flipchart

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Corporate Meeting Planner Package

Corporate Meeting Planner Package

Choose from one of our listed packages.

Package C

Package is based on a minimum of 20 people.

DELUXE CONTINENTAL BREAKFAST

*Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins,
Bagels and Cream Cheese, Fruit Yogurts with Granola Topping,
100% Colombian Coffee, Decaf and Specialty Tea Selections*

LUNCH

Chef's Choice of Buffet

**Plated Options are available, additional fee may apply.*

*Soup of the Day, Salad Bar, Two Hot Entrees,
Chef's Choice of Starch and Seasonal Vegetable, Rolls and Butter,
Dessert Bar, Iced Tea and Coffee Service*

MEETING SPACE

General Session based on Standard Set-Up

AUDIO-VISUAL

Overhead Projector, Screen, Wired Podium Microphone and Flipchart

**DOUWE
EGBERTS**



Proudly Serving Douwe Egberts Coffee

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Coffee Breaks

Coffee Breaks

CONTINENTAL

*Assorted Fruit Juices, Breakfast Pastries and Muffins, Sliced Fruit Tray,
100% Colombian Coffee, Decaf and Specialty Tea Selections*

DELUXE CONTINENTAL BREAKFAST

*Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins,
Bagels and Cream Cheese, Fruit Yogurts with Granola Topping,
100% Colombian Coffee, Decaf and Specialty Tea Selections*

EXECUTIVE PM BREAK

*Assorted Jumbo Cookies and Brownies, Whole Fresh Fruit,
Assorted Soft Drinks, 100% Colombian Coffee, Decaf and Specialty Tea Selections*

MID-MORNING BREAK

*Whole Fresh Fruit, Assorted Snack Bars, 100% Colombian Coffee,
Decaf and Specialty Tea Selections*

Specialty Breaks

OLD FASHIONED ICE CREAM SUNDAE BAR

*Vanilla and Chocolate Ice Cream served with Chocolate, Butterscotch and Strawberry Sauces,
finished off with Assorted Toppings: Nuts, M&M's, Cherries and Whipped Cream*

INTERNATIONAL COFFEE BAR

*Assortment of Specialty Flavored Syrups and Flavored Creams, served with
Fresh Baked Biscotti and Homemade Cookies*

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A la Carte Break Selections

A la Carte Break Selections

Assorted Goodies

Fruit Yogurts Sliced Fresh Fruit Whole Fruit
Assorted Muffins Danish Jumbo Style Cookies
Brownies Cinnamon Rolls Croissants Mixed Nuts
Bagels and Assorted Cream Cheeses Assorted Candy Bars
Cracker Jacks Soft Pretzels with Hot Mustard
Granola Bars Assorted Ice Cream Bars
Dessert Bars Donuts



Beverages



*Proudly Serving Douwe Egberts Coffee,
100% Colombian Decaffeinated Coffee*



Specialty Teas Hot Chocolate Lemonade or Fruit Punch
Fruit Juices Bottled Waters Assorted Soft Drinks Iced Tea
Hot Apple Cider Raspberry Iced Tea

Any of the Above Items can be added onto one of Our Packages for an Additional Cost

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Breakfast

Plated Breakfast

METROPOLITAN

*Chilled Orange Juice,
Farm Fresh Scrambled Eggs,
Choice of Bacon or Sausage,
Breakfast Potato and Broiled Tomato,
Assorted Pastry and Muffin Basket,
Coffee Service*

Breakfast Buffet

(30 Person Minimum)

SUNRISE BUFFET

*Chilled Orange Juice Sliced Fresh Fruit Tray
Assorted Breakfast Pastries and Muffins with Fruit Jams, Honey and Butter
Farm Fresh Scrambled Eggs
Crispy Bacon and Country Sausage Breakfast Potatoes
100% Colombian Coffee, Decaf and Specialty Tea Selections*

EXECUTIVE BREAKFAST BUFFET

*Chilled Orange Juice Sliced Fresh Fruit Tray
Warm Fruit Cobbler, Assorted Yogurts with Granola Topping
Croissants, Muffins, Danish and Biscuits Assorted Cereals and Milk
Farm Fresh Scrambled Eggs Double Thick French Toast
Country Sausage and Bacon Breakfast Potatoes or Grits
100% Colombian Coffee, Decaf and Specialty Tea Selections*

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Luncheon

Luncheon Salads

Includes Rolls and Butter, Chef's Dessert, Iced Tea and Coffee Service.

CHICKEN CAESAR SALAD

*Romaine Leaves, Grilled Chicken Breast, Shredded Parmesan Cheese,
Tomato Wedges and Garlic Croutons*

HAWAIIAN CHICKEN SALAD

*Fresh Sliced Pineapple Wedge topped with Diced Tender Chicken Breast, Fresh Crisp
Field Greens, finished with Walnuts and Poppyseed Dressing*

SOUTHWESTERN COBB SALAD

*Tender Strips of Chicken Breast, Bacon Bits, Corn Salsa, Diced Tomato,
Sliced Egg and Shredded Cheese with Mixed Greens*



Luncheon Sandwiches

*All Sandwiches served with Potato Chips and Pasta Salad.
Includes Chef's Dessert, Iced Tea and Coffee Service.*

PLAZA BAGUETTE

Tender Roast Beef with Provolone Cheese on a Toasted Garlic French Roll and Au Jus

CLASSIC DELI

*Choice of Three Meats: Roast Beef, Turkey, Ham, Corned Beef, Salami or Pastrami,
with Choice of Cheese: Swiss, Cheddar, Provolone and American,
served on a Homemade Deli Roll*

THE WRAP

*Large Flour Tortilla filled with Grilled Chicken, Shredded Lettuce,
Tomato and Fresh Basil Aioli*

BOX LUNCH

*Smoked Turkey and Provolone Cheese served on a Flaky Croissant with a
Piece of Whole Fruit, Pasta Salad, Fresh Baked Cookie and Soft Drink*

PESTO CHICKEN SANDWICH

Grilled Chicken Breast with Homemade Pesto and Baby Swiss Cheese on a Kaiser Bun

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Luncheon

Hot Plated Lunches

All Hot Plated Lunches include House Salad, Chef's Selection of Seasonal Vegetables, Starch, Rolls and Butter, Chef's Choice of Dessert, Iced Tea and Coffee Service.

Entree Selections

TRADITIONAL LASAGNA

Topped with Marinara Sauce and served with Garlic Cheese Bread

ROAST SIRLOIN of BEEF

Center Cut Roast Sirloin aged and slow roasted, sliced to perfection and served with Sauce Natural

GRILLED ASIAN CHICKEN

Served over a Bed of Wild Rice and topped with Pineapple and Ginger Teriyaki Sauce

CHICKEN FLORENTINE

Stuffed with Spinach and Mushrooms, wrapped in Flaky Puff Pastry and served over a Bed of Wild Rice with Sauce Mornay

GRILLED FLANK STEAK

With Roasted Shallot and Wild Mushroom Demi

ROASTED PORK LOIN

With Whole Grain Mustard Cream

PAN SEARED SALMON

With Sautéed Leeks and Balsamic Glaze

HERB GRILLED CHICKEN BREAST

With Pesto Cream Sauce

Lunch Buffets

Lunch Buffets

DELI BUFFET

(30 Person Minimum)

Mixed Garden Greens with Chef's Dressings Pasta Salad Potato Salad Fruit Salad
Deli Meats – Turkey, Roast Beef, Ham and Salami Assorted Breads and Rolls
American, Swiss and Cheddar Cheeses
Leaf Lettuce, Sliced Tomatoes, Sliced Onions and Pickle Spears
Dessert Display
100% Colombian Coffee, Decaf and Specialty Tea Selections
Iced Tea

BISTRO BUFFET

(30 Person Minimum)

Assorted Gourmet Wraps and Bistro Sandwiches Potato Chips
Homemade Pasta Salad Cucumber and Onion Salad
Mini Pastries and Desserts
100% Colombian Coffee, Decaf and Specialty Tea Selections Iced Tea

THE PLAZA BUFFET

Mixed Garden Greens with Chef's Dressing Seasonal Fruit Tray
Potato Salad Fruit Salad
Choice of Two Entrees
Chicken Marsala
Chicken Dijonnaise
English Sliced Roast Beef
London Broil
Roasted Pork Loin
Baked Orange Roughy
Fettuccine Alfredo with Grilled Sliced Chicken
Traditional or Meatless Lasagna
Chef's Selection of Seasonal Vegetables and Starch
Dessert Display
100% Colombian Coffee, Decaf and Specialty Tea Selections
Iced Tea

**DOUWE
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Dinner

Dinner Salad Choices

Choose One of the Following:

CAESAR STYLE

*Romaine Lettuce, Shredded Parmesan Cheese, Tomato Wedges
and Garlic Croutons with Caesar Dressing*

CHEF'S GARDEN SALAD

Mixed Seasonal Greens, Julienne of Carrots, Red Cabbage and Sweet Cherry Tomatoes

SPINACH SALAD

*Crisp Spinach Leaves, Sliced Mushrooms, Tomato Wedge and Chopped Egg,
topped with a Classic Hot Bacon Dressing*

Dinner Entrée Selections

*Our Plated Entrée Selections include Your Choice of Salad, Chef's Complementing Starch
and Seasonal Vegetable, Rolls and Butter, Choice of Dessert, Coffee Service and Iced Tea.*

GARLIC and HERB ENCRUSTED PRIME RIB

Herb Encrusted Prime Rib cooked to perfection, served with Cabernet Au Jus

CAPITOL STRIP STEAK

8 oz. Center Cut Kansas City Strip grilled to perfection

CHICKEN for the ARCH DUKE

*Lightly Floured and Sautéed Chicken Breast
with Artichoke Hearts and Mushrooms atop
Garlic Smashed Red Bliss Potatoes and
accented with Brandy Truffle Cream Sauce*

CHICKEN BOURSIN

*Breaded Chicken Breast laced with
a Savory Herb and Boursin
Cheese Sauce*

MARINATED PORK LOIN

Served with Roasted Garlic and Shiitake Mushroom Demi

MAPLE LACQUERED SALMON

Fillet of Salmon glazed with a Light Maple Flavor and finished with Bourbon Cream Sauce

TENDER FILET MIGNON of BEEF

Char-Grilled to perfection

CENTER CUT GRILLED PORK CHOP

8 oz. Center Cut Chop grilled to perfection

Ask Your Catering Manager to recommend the perfect Wine to accompany Your Meal.

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Dinner

Combination Specialties

All Combination Menu Dinners include Your Choice of Salad, Chef's Complementing Starch and Seasonal Vegetable, Rolls and Butter, Choice of Dessert, Coffee Service and Iced Tea.

Our Most Popular Dinner features a Tender Filet Mignon of Beef, chargrilled and accompanied by Your Choice of the following

GRILLED BREAST of CHICKEN

With Pesto Cream Sauce

BROILED SALMON FILLET

With Roasted Red Pepper Cream Sauce

ASIAN GRILLED SHRIMP

With Herb Infused Cabernet Demi-Glace

Ask Your Catering Manager to recommend the perfect Wine to accompany Your Meal.

Dinner Dessert Choices

Choose One of the Following:

CARROT CAKE

Fruity, moist and full of flavor

NEW YORK CHEESECAKE

*Cheesecake so creamy, so smooth,
so satisfying it makes saying no, not an option*

KEY LIME PIE

A unique combination of tart and sweet, yet smooth and creamy

CHOCOLATE SEDUCTION

A Chocolate Lover's Dream...

Dinner Buffets

Dinner Buffets

DINNER BUFFET

(50 Person Minimum)

Mixed Garden Greens with Chef's Dressing

Choose Three of the Following Salads:

Caesar Salad Marinated Mushroom Salad Pasta Salad
Caesar Salad Potato Salad

Choose Two or Three of the Following Dinner Entree Selections:

Baked Chicken Breast Asian Chicken Breast
English Sliced Beef Marsala Sliced London Broil
Baked Salmon Baked Orange Roughy
Roasted Pork Loin Mediterranean Pasta

Chef's Selection of Seasonal Vegetables and Appropriate Starch

Dessert Display

TASTE of ITALY BUFFET

(50 Person Minimum)

Baked Penne Pasta Traditional or Meatless Lasagna Chicken Marsala
Tortellini Milanese Cannelloni with Rich Cream Sauce
Eggplant Parmesan Antipasto Display

Ask Our Catering Representative for Additional Selections

Dinner Buffet Enhancements

Substitute any Selected Buffet Entree with one of the following carved to order items for the additional fee of:

COUNTRY STYLE PITT HAM 2.95 per person

PRIME RIB 4.95 per person

ROASTED TURKEY 3.95 per person

Ask Your Catering Manager to recommend the perfect Wine to accompany Your Meal.

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Receptions & Hospitality

Hot Hors d'Oeuvres

(50 Piece Minimum, Per Item)

PETITE QUICHE

CHICKEN STRIPS

MEATBALLS

BBQ, Swedish, Sweet & Sour

OVEN ROASTED WINGS

CHORIZO STUFFED MUSHROOMS

TOASTED RAVIOLI

CRAB RANGOON

SPINACH and ARTICHOKE DIP

TERIYAKI POTSTICKERS

MINI BEEF WELLINGTON

CHICKEN KABOBS

CRAB CAKES

With Roasted Red Pepper Cream Sauce

Cold Hors d'Oeuvres

(50 Piece Minimum, Per Item)

JUMBO CHILLED SHRIMP

TURKEY PINWHEELS

PETITE CROISSANTS

SALAMI CORONETS

SMOKED SALMON BARQUETTES

**ENDIVE STUFFED with SUN-DRIED
TOMATOES and BOURSIN CHEESE**

Display Trays

(Priced Per Person)

CHEESE DISPLAY

*Display of Imported and Domestic Cheeses
served with an Array of Gourmet Crackers*

VEGETABLE DISPLAY

*Assorted Fresh Vegetables
served with Ranch Dip*

FRUIT DISPLAY

*Seasonal Fruit Display with
Assorted Sauces*

DESSERT DISPLAY

*Our Pastry Chef will display the Finest
Confectionaries for your pleasure*

SMOKED SALMON DISPLAY

*Fresh Salmon Fillet smoked on-site to perfection and served with
Capers, Chopped Egg and Sweet Gherkins*

Receptions & Hospitality

Hors d'Oeuvres Packages

PACKAGE 1

*(Price based on 2 Hours of Unlimited Hors d'Oeuvre Service)
(50 Person Minimum)*

Cold Selections

Cheese Display with Fresh Fruit Garnish

Fresh Vegetable Crudite with Ranch Dip

Petite Croissants

Hot Selections

Teriyaki Potstickers

Meatballs

Chicken Strips

Petite Quiche

PACKAGE 2

*(Price based on 2 Hours of Unlimited Hors d'Oeuvre Service)
(50 Person Minimum)*

Cold Selections

Cheese Display with Fresh Fruit Garnish

Fresh Vegetable Crudite with Ranch Dip

Turkey Pinwheels

Smoked Salmon Baguettes

Hot Selections

Crab Rangoon

Mini Beef Wellington

Chicken Kabobs

Spinach and Artichoke Dip

Carving Station

Roasted Pork Loin

Receptions & Hospitality

Carving Stations

All Items will be served with the Appropriate Accompaniments.

STEAMSHIP ROUND of BEEF

(Serves Approximately 150 Guests)

ROASTED TENDERLOIN of BEEF

(Serves Approximately 25 Guests)

BONELESS ROASTED BREAST of TURKEY

(Serves Approximately 35 Guests)

BAKED HONEY GLAZED HAM

(Serves Approximately 40 Guests)

ROASTED BARON of BEEF

(Serves Approximately 50 Guests)

ROASTED PORK LOIN

(Serves Approximately 50 Guests)

Carving Fees to Apply



Theme Stations

(50 Person Minimum, Priced Per Person)

SOUTH of the BORDER

Beef Enchiladas, Build-Your-Own Tacos, Refried Beans, Spanish Rice, Chips and Salsa, Beef and Chicken Fajitas, Roasted Corn Salsa

WESTERN BAR

Smoked Beef Brisket, Corn O'Brien, BBQ Baked Beans, Fresh Made Corn Muffins and Silver Dollar Rolls

Ask Our Catering Representative for Additional Selections

Chef Fees May Apply to Theme Action Stations

Beverage Selections

Wine Selections



CHARDONNAY

Medium-bodied with hints of apple, citrus flavors.

WHITE ZINFANDEL

Light-bodied with strawberry flavors and a crisp finish.

CABERNET SAUVIGNON

Medium-bodied with berry fruit flavors and a hint of plum and spice.

MERLOT

Medium-bodied with flavors of blackberry and cherry.

REDWOOD CREEK WINES OF CALIFORNIA

CHARDONNAY

Notes of fresh pear and pineapple with a smooth finish.

CABERNET SAUVIGNON

Flavors of cocoa, black cherry and vanilla with a soft finish.

MERLOT

Flavors of ripe plum and chocolate with notes of vanilla.



CHARDONNAY

Soft and approachable yet crisp and fruit-forward; intense fruit flavors of citrus, green apple and peach.

CABERNET SAUVIGNON

Flavors of ripe black cherry with hints of vanilla and spice.

PINOT NOIR

Flavors of cherry, plum and strawberry with an earthy finish.

Sparkling Selections

Celebrate your special occasions with a champagne toast for your entire group.

TOTT'S BRUT

A crisp, light mouthfeel with hints of citrus and peach indicative of Chardonnay

Beverage Selections

Premium Beverage Service

We offer only Premium Beverage Choices to suit Your Function including:

	<u>PREMIUM WELL</u>	<u>SUPER PREMIUM</u>
Vodka	Smirnoff	ABSOLUT
Rum	Bacardi	Captain Morgan
Scotch	J&B	Johnnie Walker Black Label
Blend	Seagram's VO	Crown Royal
Bourbon	Jim Beam	Jack Daniel's
Tequila	Sauza Gold	1800 Reposado
Gin	Beefeater	Tanqueray
Beer	Budweiser, Bud Light, Heineken, Miller Lite, O'Doul's, Sam Adams	Amstel Light, Budweiser, Bud Light, Heineken, Miller Lite, O'Doul's, Sam Adams, Michelob Ultra

Fine Mixes by



BY THE HOUR

A package designed to ease your budgeting plans. Simply choose the Package you prefer.
The amount charged is on a Per Person Basis in accordance with the
guaranteed attendance or the actual attendance, if higher.

HOST BAR

A complete Beverage Service, with attractive Portable Bars and garnishes are offered.
All Charges reflect the actual number of Drinks served.

CASH BAR

Cash Bar Prices are inclusive of Sales Tax.
Please ask your Catering Coordinator about a combination Host/Cash Bar.

LABOR CHARGES

A \$25.00 per hour bartender fee per bar will apply for all beverage functions
if revenue per bar does not average \$150.00 per hour.

CORDIALS & COGNACS

(50 Person Minimum - Priced Per Person)

– IMPORTED –

Romana Sambuca Baileys Grand Marnier Kahlua
Chambord Midori Hennessy V.S Hennessy V.S.O.P

Domestic Cordials Provided By: 



Enjoy Douwe Egberts Specialty Coffee Beverages
with Your Favorite Cordial

General Information

General Information

TO OUR CUSTOMERS & GUESTS

We are eager to help you, both in the planning and serving of the function. Should the menu selections presented here not fulfill your requirements, please let us know as we welcome the challenge to custom tailor menus to your specific needs. Thank you for choosing our hotel and the food and beverage team.

FOOD & BEVERAGE

All food items served on the hotel premises must be supplied and prepared by the hotels culinary team. All alcoholic beverages to be served on the hotels premises (or elsewhere under the hotels alcoholic beverage license) for the function must be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

BILLING & DEPOSITS

We welcome new accounts, and require that credit be established with our accounting office thirty days prior to that arrival date if you require billing privileges. Credit can only be established for functions over \$1,000.00. Approved billings are payable within 30 days of receipt of statement. In the event billing arrangements are not made, full payment is due three working days prior to the event or guaranteed with a major credit card. Advance deposits, when required, are non-refundable 60 days prior to the event (unless otherwise stated on proposal).

ENGINEERING, ELECTRICAL & AUDIO-VISUAL

Special engineering requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved and power drain. A wide selection of audio-visual equipment and services are available in-house on a rental basis. Orders may be placed through the Catering Department. Outside audio visual equipment is not permitted without approval from the hotel in writing. The hotel may charge 20% of assessed rental value on all equipment brought in from any outside source.

GUARANTEE AGREEMENT

We require a confirmation of guaranteed attendance at least 72 hours in advance of all functions. Your bill will be based on the guaranteed number, plus charges over and above. Meals will be prepared for your guaranteed figure. Our Banquet Kitchen will make every effort to duplicate your menu for the additional guests, in the event this cannot be done, a substitute entrée will be provided. In the event we do not receive a guarantee, we will consider the number of guests indicated as estimated on the catering contract as the guarantee.

INSURANCE & INDEMNIFICATION

Guest shall indemnify and hold Hotel and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any hotel property by guests or any attendee of the function on the hotel's premises.

LIABILITY

The hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought onto the premises.

General Information

LOST & FOUND

The housekeeping department administers lost and found. The hotel cannot be responsible for damage or loss of any articles or merchandise left in the hotel prior to or following your banquet or meeting. Security arrangements should be made for all merchandise or articles set-up prior to the planned event, or left unattended for any time.

PARKING

The hotel is not responsible for loss or damage to the automobiles or their contents while parked on hotel property.

ROOM & SET-UP FEE

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign accordingly the banquet function room. The hotel reserves the right to charge an additional fee for set-up changes made the day of the function.

SERVICE CHARGE & TAX

All food and beverage functions are subject to applicable service charges and tax as specified on the contract. All food and beverage functions require a minimum number of attendees. Any function not meeting the minimum requirement is subject to a surcharge. Service fees for bartenders, food station attendants, cashiers and other additional service staff are applicable. All food or beverage functions under twenty persons are subject to a fifty dollar surcharge. This is in addition to the customary service charge and sales tax.

SHIPPING & RECEIVING

All incoming packages should be addressed to your catering and convention services manager and marked with the company's name and date of your meeting. There is a \$2.00 charge per box for each box received at the hotel/convention center. Because there is limited storage space, boxes can be accepted no more than three working days prior to your meeting. A storage fee of 2.50/per day, per box will be applied to any materials shipped earlier than three days prior to the event. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded. Any item over 250 pounds must be delivered to a drayage company; your catering manager can assist you with these arrangements.

This is general information, please see your Catering Contract for full terms and policies.