

# **PLANNING THE PERFECT EVENT**

*Now that you've selected the Hyatt Regency Denver Downtown to host your event, you can relax. These menus are only general guidelines. Our professional catering staff will be happy to prepare customized menus to fit any theme or occasion. All prices listed are subject to change and will be confirmed sixty days prior to your function.*

## **Guarantees**

*While arranging for your event, the attendance must be specified three business days in advance. This number will be considered a "guarantee," not subject to reduction. Charges will be made according to this number or actual if higher. The Hotel will be prepared to serve 5% over your guaranteed number. For parties of 30 or less, the Hotel will charge an additional \$4.00 per person for room set-up and breakdown.*

## **Payment**

*A non-refundable deposit may be requested to guarantee the function room on a definite basis. The balance of the function is due ten days prior to your event unless credit is pre-established, in which case payment is due within thirty days of completion of the function.*

## **Service Charge and Tax**

*All listed prices are subject to 20% service charge and state and local taxes, currently 7.7%.  
The 20% service charge is subject to 7.7% sales tax.*

## **Decorations**

*Floral arrangements, centerpieces and themed parties can be created through our catering office. Any signage that requires hanging from the walls or ceiling must be arranged in advance. Labor fees will apply.*

## **Security**

*The Hotel may require security officers for certain events. Only hotel-approved security officers may be used.*

## **Audio Visual Services**

*Hyatt has contracted Visual Aids and Electronics (VAE) as the exclusive A/V provider for the hotel.  
All A/V equipment and production must be coordinated through VAE.  
Fiber Optic Internet Service is available in all meeting rooms through VAE.*

## **Music**

*With sufficient notice, music and entertainment can be obtained at a nominal charge.  
Arrange directly with the Catering Department.*

## **Off Premise Catering**

*Regency Caterers by Hyatt Downtown  
... Detailing Every Delicious Moment*

*Regency Caterers by Hyatt can create a memorable occasion. From wedding receptions in plush gardens to corporate board meetings to extravagant galas in old mansions, Regency Caterers will offer the delicious creativity expected and delivered by Hyatt. As a full-service caterer, we will assist you with your event's theme, decor, and entertainment. So remember to make your next event memorable with Regency Caterers by Hyatt.*