

## **CATERING GENERAL INFORMATION**

### **FOOD AND BEVERAGE POLICIES**

*Menu selections and set up arrangements must be finalized at least two weeks prior to the scheduled event. A detailed Banquet Event Order will be completed at that time. Only food and beverage provided by the Marriott may be consumed on hotel premises. **Your signature is required on the Banquet Event Order as well as this General Information document.***

### **GUARANTEE OF ATTENDANCE**

*In order to ensure the success of your function, the Catering office must be notified of the exact number of guests three business days prior to your function. This guaranteed number is not subject to reduction. If the guarantee is not confirmed three business days in advance, the expected count will be considered the guarantee. Final charges will be based on the guarantee or actual attendance, whichever is greater. **The minimum guarantee may be no less than 90% of the expected number.***

*For parties of more than 100 guests, we will have seating for an additional 3% beyond the guaranteed number. For parties of less than 100 guests, we will have seating for 5% beyond the guaranteed number. **The hotel cannot be held responsible for service in excess of the guaranteed number.***

*Room assignments are made by the hotel staff to accommodate the expected attendance. The Hotel reserves the right to reassign space if attendance changes from the expected count or as deemed necessary. Floor plans are available upon request. If there is to be assigned seating, please submit your completed seating diagrams at least (3) business days prior to your event.*

### **PRICES AND BILLING**

- 1. Food, Beverage, and Audio Visual prices will be subject to 20% Service Charge and 7.7% Sales Tax for Food and Beverage, 7.2% sales tax for Audio Visual.*
- 2. Payment must be made in advance unless credit has been established with the Hotel's Accounting Department at least two weeks prior to the event. Payment in full is required 30 days after the receipt of the bill. Cash, Check or Credit Card must be used as payment for functions projecting less than \$2,500.00 in total revenue.*
- 3. In some cases, non-refundable advance deposits are required to confirm a function on a definite basis. Specific requirements will be indicated in your contract.*
- 4. Full charges will apply if a meal function is canceled within three business days of the scheduled event unless otherwise noted in your contract.*
- 5. Meal prices are based upon groups of 25 people minimum. A \$75.00 service fee will be assessed if less than 25 people are guaranteed.*
- 6. A \$5.00 per person premium will be applied to buffets with less than 25 guests guaranteed.*

## ***Audio Visual***

*A complete line of Audio Visual equipment is available on premises through Marriott Visual Presentations.*

***Marriott reserves the right to assess a service charge equal to 50% of the projected revenue on Audio Visual equipment not supplied by Marriott Visual Presentations.***

## ***Shipping and Receiving***

*Materials shipped to the hotel may not be received more than two business days prior to the start date of your event. All materials must have the name of your hotel representative, your on-site event contact, your company or event name and date(s) of your event clearly marked on the exterior of the packages. The hotel will assess a storage fee for all materials received earlier than the above stated time frame or left more than twenty-four hours after the conclusion of your event. The Hotel is not responsible for materials or equipment left in the function rooms.*

## ***Valet Parking***

*Valet Parking is provided at the hotel on a space available basis. Valet Parking may be guaranteed to all of your guests if charges are direct billed to your account.*

## ***Electrical Charges***

*All electrical charges will be added to the master bill at a rate of \$1.50 per amp per day. It is not the responsibility of the hotel to collect these fees from your exhibitors, entertainment or audio visual companies.*

## ***Exhibits***

*Exhibit layout and electrical requirements must be approved and meet with the Denver City Codes.*

## ***Decorations and Exhibits***

*All decorations, exhibit layouts and electrical requirements must meet the approval of the Denver Fire Department and the Denver Marriott City Center. The hotel will not permit the affixing of anything to the walls, floor or ceiling of rooms with nails, staples, tape or any other substance unless approval is given by this office. No signs, banners or decorations may be utilized without prior approval from your hotel representative. We will be happy to help you enhance your event with decorations, theme props, and entertainment.*