

## MEETING PLANNERS GUIDE

### GUARANTEES

Guaranteed number of guests is required by 12 noon three business days prior to your event. Based on the guarantee, the hotel will be prepared to serve food 3% over the guarantee. If a guarantee is not received three business days prior to the function, the original "expected" number will serve as the guarantee and will be billed accordingly. Guarantees may not be lowered once submitted, but may be raised upon approval of the Catering Department. All menu selections shall be considered definite & not subject to change three business days prior to the event.

### SALES TAX & SERVICE CHARGE

The prices listed on the catering menus are current. However, due to market conditions these prices are subject to change without notice. All food prices are subject to a 10.775% state sales tax and 20% service charge. All liquor prices are subject to 13.275% state and local sales tax and 20% service charge.

### BILLING

A signed catering contract, signed Banquet Event Order (BEO) and a signed credit card authorization form are required in order for services to occur. Credit arrangements must be approved thirty days prior to the event by the graves|601 hotel Accounting Department. Payment will be required upon receipt of the billing statement.

### DEPOSITS

Some events will be subject to deposit & prepayment specifications. The deposit is non-refundable if your event should be canceled.

### MULTIPLE ENTREES

Up to three entrees (one choice being vegetarian) may be ordered for your event at the cost of the highest entrée price. Guarantees for each entrée must be confirmed three business days prior to the event.

### FOOD & BEVERAGE

No outside food or beverage may be brought into the graves|601 hotel without prior approval from the Catering Department, with the exception of wedding cakes. Minnesota State Food Safety & Licensing prohibits the removal of prepared food from the premises once it has been served.

### FUNCTION ROOMS

The hotel reserves the right to change room assignments to comparable accommodations as it deems necessary, based on optimum traffic control, logistics, and guaranteed number of attendees. There will be a minimum labor charge of \$100 for changing the

room set-up on the day of the function once the room has been set according to your signed Banquet Event Order.

### PACKAGE RECEIVING

Please note that the first six (6) packages will be complimentary. All incoming boxes/pallets - \$5.00/box, \$50.00/pallet. All outgoing boxes/pallets - \$5.00/box, \$50.00/pallet. A storage fee of \$5.00/box, \$50.00/pallet per day will be charged on all boxes/ pallets received 3 days prior to your event or left 2 days after the conclusion of your event. Please label the packages with your catering representative's name as well as the name and date of your meeting, and the on-site contact's name.

### ELECTRICAL CHARGES

Special electrical needs should be arranged through our Catering Department. Charges will be based on labor involved, equipment required, and energy consumed.

### AUDIO VISUAL

A complete listing of equipment is available. A service fee will pertain to audio visual equipment brought in from an outside vendor. This charge will be 25% of our retail pricing.

### SIGNAGE

The graves|601 hotel does not permit the placement of any signs or banners in the public areas. The hotel does not permit the affixing of anything to walls or ceilings of rooms without the prior approval of the Catering Department.

### DÉCOR

Decorations may be brought into the graves|601 hotel based on prior approval from the Catering Department. Smoke/Haze/Fog Machines, Glitter, and Confetti are prohibited. A fee will be assessed in the event of noncompliance.

### COAT CHECK

The Catering Department will arrange for a hosted coat check at a charge of \$100 per coat check attendant, providing one attendant for every 100 guests. The hotel is not responsible for guests' garments or its contents.

### SECURITY

The graves|601 hotel shall not assume responsibility for the damage or loss of any merchandise left in the hotel prior to or following an event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

