

# GENERAL CATERING INFORMATION

*Please review the following policies so that we may provide you with our finest services.*

## CONFIRMATION OF ATTENDANCE

Confirmation on all meal counts is the sole responsibility of the Meeting Planner or Function Coordinator. To assist in planning your catering function, the final number of guests must be provided to the Sales & Catering Office 72 hours in advance of the event. For functions occurring on a Sunday, Monday or Tuesday, guarantees must be received by noon on the preceding Friday. This number is considered to be your guarantee and is not subject to reduction. The kitchen will be prepared to serve 5% in excess of your guaranteed number.

## SETTLEMENT

We ask that you pay in full prior to departure for all functions unless arrangements have been made through the Accounting Office for a Direct Bill Account.

## PRICES & GRATUITIES

All prices quoted are current and subject to change. The hotel will guarantee menu prices thirty days prior to function. Menu prices, audio-visual rental, service and setup fees do not reflect the 18% gratuity or 3% resort tax.

## GROUPS UNDER 20 PEOPLE & BUFFET MINIMUM

The hotel will assess a surcharge of \$5.00 per plate on all meals served for groups of less than 20 people in its banquet rooms. To order off the buffet menus, you must have 25 or more people. This does not include orders from the restaurant menus.

## BARS & COCKTAIL SERVICE

Bar service is available in all banquet rooms. A minimum of \$250.00 in sales is required; or, if the minimum is not met, a service charge of \$100.00 will be assessed for each bar. Cocktail service is available at \$10.00 per hour with a two-hour minimum.

## OUTSIDE FOOD & BEVERAGE POLICIES

No outside food or beverage of any kind, including alcohol, will be permitted in the hotel's public areas by any guest. Any exceptions to this policy will be made at the discretion of hotel management. Any outside wines or champagnes must be delivered to the hotel 24 hours prior to the function. Our corkage fee is \$5.00 per bottle.



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## REMOVAL OF FOOD & BEVERAGE

The hotel prohibits the removal of any food from the hotel premises. Should any exceptions to this policy be made, the hotel waives any liability resulting from the transport, refrigeration, or preparation of the product once it leaves the hotel.

## AUDIO-VISUAL EQUIPMENT

The hotel will provide one complimentary microphone per day to be used with our in house audio system and one easel or dry erase board with markers. Additional equipment is available through the hotel for an additional rental fee. Guests may bring in their own AV equipment; however, the hotel assumes no responsibility for outside equipment.

## SHIPPING AND RECEIVING OF PACKAGES

All packages should be sent to the hotel via UPS or Fed Ex to ensure timely delivery. Packages must be distinctly marked with the guest's name and arrival date. The hotel does not assume responsibility for freight charges, shipping charges, loss of or damage to contents prior to arrival at hotel. Guests will be responsible for packaging and making the necessary arrangements for return shipment of their conference materials. Please advise your guest that any items shipped via Airborne Express will arrive in West Yellowstone via U.S. Postal Service.

## PRESERVATION

The hotel does not permit objects to be affixed to the walls, floors or ceilings with nails, staples, tape or other adhesive products. If you have items that require hanging, please notify us and our hotel staff will be happy to handle these details for you. Damage charges will apply as a result of objects hung without hotel supervision or assistance.

## DAMAGE AND LOSS

The hotel does not assume any responsibility for the damage or loss of any articles left in the hotel before and after your function(s). The banquet hall is a public area. Items of value should be secured when not in your possession.

## CANCELLATION OF BANQUET ROOM & FUNCTIONS

You may cancel your meal and/or meal function(s) and their corresponding banquet room(s) two weeks prior without penalty. Cancellation within the two weeks will result in a penalty equal to 75% of the anticipated revenue.

