



McCAMILY PLAZA HOTEL

Catering Policy

To ensure a well-planned and successful event, we have developed the following policies regarding our conference and catering procedures for your review.

1. All federal, state and local laws with regard to food and beverage purchases and consumption are strictly adhered to. The McCamily Plaza Hotel reserves the right to inspect and regulate all private meetings, banquets, and receptions in accordance with hotel policy and established laws.
2. All food and beverage must be provided by the McCamily Plaza Hotel.
3. A deposit of \$1,000 shall be paid to the hotel at the time of signing the contract. This deposit is non-refundable.
4. We ask that one-hundred percent (100%) of your estimated bill be received five (5) business days prior to the function date. The entire balance of your event (additional guests, billings) must be paid in full at the conclusion of your event.
5. Upon credit arrangements being approved thirty (30) days prior to the function by the hotel's accounting department, payment will be required upon receipt of billing statement. Minimum of \$1,000.00 in charges required for direct billing.
6. A twenty (20%) taxable service charge and six percent (6%) sales tax, or current tax rate, applies to all food, beverage, audio rental and room rental.
7. To confirm function space on a definite basis, a group must provide the hotel with written authorization on a McCamily Plaza contract or confirmed banquet event order. The McCamily Plaza Hotel reserves the right to assign the banquet function room accordingly.
8. Confirmation of the number of attendees to any food and/or beverage function must be submitted seventy-two (72) hours in advance to the catering department. Should we serve in excess of the guarantee, we reserve the right to serve a substitute to the original entrée ordered. All charges will be based upon the guarantee, or the actual guest served, whichever is greater. A 2 entrée choice menu is negotiable based on certain guidelines. If approved, price for menu will be based on the higher priced chosen entrée.
9. All menu selections shall be considered definite and not subject to change five (5) business days prior to function. Items listed on our menus are by no means the only items available. The McCamily Plaza's Event Specialists will be most willing to discuss alternate menu selections specially requested for your event.

All prices subject to a 20% taxable service charge and 6% sales tax.

Notice: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.



McCAMLLY PLAZA HOTEL

10. All prices are subject to change due to market fluctuations. Confirmed prices will be quoted no more than ninety (90) days prior to the scheduled function.

11. *Liquor Service Open Bar* - Charges incurred in relation to bar sales will be the responsibility of the group or individual hosting the party. *Cash Bar* - Guests purchase drinks individually. A portable bar, glasses, ice and garnishes are provided at no charge. The service of a Bartender is required and the host will incur all charges. *Hospitality Bar* - Guests service themselves in non-public area. It includes: table, glasses, ice and garnishes, for which the charge will be \$100.00. Liquor returned for credit must have unbroken seals. This type of bar is limited to full bottles. *Bartenders Fees* - There is a Bartender charge of \$75.00 per Bartender.

12. Loss or damage to a group's displays, decorations, or other property brought into the hotel premises will be the sole responsibility of the group. The hotel will assume no liability. The group responsible for the conduct of all the persons in attendance and for any damages incurred upon the hotel or its guests by individuals associated with or representing the group's organization.

13. If for any reasons beyond our control, to include but not limited to - labor strikes, accidents, government restrictions, or regulations on travel, acts of war, or acts of God - the hotel is unable to perform its obligations, then such non-performance is excused with no other liability. In no event shall the McCamlly Plaza Hotel be liable for consequential damages for any reason whatsoever.

14. The hotel requires security for all groups whose size, program or nature indicates such need. The acquisition of security personnel is at the discretion of the group, but must be a reputable, licensed guard or security agency approved by the hotel management. If not, security services shall be supplied by the hotel at the client's expense.

15. To ensure a smooth flow of service, buffet guide lines are as follows: 150 people one double sided buffet, 151 - 250 two double sided buffets 251 - 500 three double sided buffets. Hotel staff reserves the right to adjust the size and placement depending on the room configuration. If additional buffets are requested per client an additional charge of \$5.00 dollars per person will apply.

16. All buffets are designed for a minimum of 50 guests; less than 50 guests, please add an additional \$5 per person.

17. It is the policy of McCamlly Plaza Hotel that no Food & Beverage is permitted to leave the Hotel property.

The aforementioned policies explain the basic guidelines for our hotel and will assist you in the planning stages of your event. Specific details pertaining to menu selections, registration desks, room & table arrangements, entertainment and other matters will be discussed and established prior to the event. Every effort will be made by management of the McCamlly Plaza Hotel to ensure a successful event.

All prices subject to a 20% taxable service charge and 6% sales tax.

Notice: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.