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Attendance Guarantee

In arranging for private functions, guaranteed attendance must be specified at least three business days in advance. Sunday, Monday and Tuesday guarantees must be received by 12 noon the proceeding Thursday. If this count is not received, you will be held responsible for the count shown on the contract. Once given, this guarantee is not subject to reduction should less attend. Food will be prepared for the actual guarantee.

Cancellations

All changes or cancellations must be made directly with the Sales & Catering office. A voicemail left during a weekend, holiday or after the hours of 8am – 5pm Monday – Friday is not valid. A minimum of 14 business days is required from the date of your event to forgive Food and Room Rental. **Cancellations within the 14 business days will result in the full room rental charge and Food & Beverage order.**

Menu Selection

Final menu selections and meeting room requirements for all events are requested a minimum of two weeks prior to the event. All entree selections are limited to two choices unless special dietary needs are required.

Outside Food

No food or beverage can be brought into our banquet or meeting facilities or lobby areas with the exception of a cake, nuts and mints for a wedding reception. A service fee will be incurred based on the number in attendance if outside F&B is brought into our meeting space.

Music & Entertainment

Should the sound level of musical groups or entertainment create a disturbance, the Hotel reserves the right to request that the volume be lowered. All musical groups or entertainers must end by midnight.

Deposit on Catering functions

Your function is considered definite upon receipt of the requested deposit or credit card number and a signed copy of your confirmation letter. This deposit is non-refundable and will be credited to your account. Credit cards will be authorized 3 days prior to event.

Service Charge and Sales Tax

All Banquet/room fees are subject to a 18% service charge and 6% Idaho State Sales Tax.

Room Seating & Floor Plan Arrangements

Floor plan diagrams will be gladly provided upon request. There will be a \$50.00 room reset charge for each request to change the approved set up of a room once the room has been set.

Conference Rooms

Function rooms are assigned by the number of attendees anticipated. If the attendance drops or increases, we reserve the right to change the original room assignments.

Initials: _____ Date: _____