

FOOD & BEVERAGE POLICIES

EXCLUSIVE CATERER

The University Inn is proud to be the exclusive provider of all food & beverage services at the Best Western Plus University Inn. No outside food, beverage, or alcohol may be brought into our event facilities. Exceptions are made for custom wedding and party cakes. We are confident our Chef prepared meals will provide an exceptional culinary experience for you & your guests. We strive to exceed your expectations & make the event planning process simple, easy & worry free for you.

FOOD & BEVERAGE PRICING

Menu pricing may be subject to change without notice due to the fluctuating market prices. We reserve the right to make comparable product substitutions when necessary.

ADDITIONAL FEES

All house linen colors, tables, chairs, plates, flatware & service equipment are included at no additional charge. Any specialty linen, decor, or equipment requests will be arranged per event & fees will be discussed on a case-by-case basis.

MENU SELECTION

In order to ensure proper planning of your event, menu selections are due 10 business days in advance, along with preliminary estimated attendance. For groups over 50, menu selections are limited to two entrees per served meal, plus a vegan / vegetarian option. An exact count is required for each plated selection. If two plated entrees are chosen, the higher price will be charged per plate. All buffets require a 15 person minimum.

SERVICE CHARGE & TAX

The University Inn will add a 20% service charge plus current Idaho state sales tax, to applicable food & beverage, rental, or service related charges.

PAYMENT & GUARANTEED ATTENDANCE

Pre-payment or billing details, plus final guaranteed attendance are due five business days prior to the start of the first scheduled event. If a customer fails to notify of the guaranteed attendance within the time required, the most current estimate given on the banquet event order will be used as the guaranteed number. The University Inn will prepare 5% above the guaranteed number to cover overruns. Should the attendance of the event exceed the guaranteed number, substitution menu items may be used & the additional meals provided will be charged at the same price per person / per item, plus service charges & sales tax.

WEDDING DEPOSITS

A \$600.00 deposit is required for all wedding ceremony and reception reservations. This deposit is non-refundable and non-transferrable in dates. The full deposit amount will be credited toward the final bill for the event.

ROOM RENTAL FEES

Meeting and meal space are assigned based on the type of set up and number of people in attendance. Meeting room charges may be waived providing meeting and meal functions are consistent with the contracted agenda and 90% of the meeting participants attend group meal functions. Unless otherwise agreed upon, all catered food and non-alcoholic beverages will be deducted from the room rental minimum.

CANCELLATION & CHANGES

Specific cancellation policies may be stated in event contracts and will supersede this policy. Groups cancelling or making changes within 48 hours of the event are financially responsible for all contracted charges for labor, food & beverages. Groups making changes to the contracted set up on the day of the event may be subject to a reset fee of \$50- \$200.

DAMAGE & CLEANING FEES

Any damage done to the facility is the responsibility of the group. An additional cleaning fee of \$500 or more will occur if glitter and/or confetti are released in the event center. The Best Western reserves the right to shut down the event at any time. We are not responsible for any lost, stolen, or damaged items.

BUFFET & EXCESS FOOD To ensure food quality the food cannot be on the buffet table for more than two hours. State & local health guidelines dictate that food items provided by the University Inn must be consumed during the specific event & may not be taken off property. To minimize potential waste, we work closely with event planners to determine proper quantities of food to prepare.

BAR SERVICES

No outside alcohol is allowed in the University Inn event facilities and all guests consuming alcohol must have 21+ identification. For hosted & no-host bars, Idaho state law requires that wine, beer & spirits be purchased through approved vendors. The standard host or no-host bar ratio is one bar per 75-100 guests. The number of bars will be determined by the final guarantee & event flow. If the number of bars requested exceeds our standard ratio, additional labor charges may be assessed.

COURTYARD

For events booked in the courtyard, the back up space will be utilized if the forecast has an expected to be temperature of 85* or more, 65* or less, wind speeds of 10 mph or more, or rain chance of 20% or more. Decisions to move the event into the backup space will be made no less than 24 hours in advance. Hotel guests have access to courtyard area & it is not able to be booked as a private space.

OFFSITE & DELIVERY CATERING

Delivery available in Moscow city limits \$25. Outside Moscow city limits charged at \$1/mile rate. For staffed off-site catering or equipment rental pricing, please contact the catering department for details. Food consumed outside of the facility is done so at the consumer's own risk. It is deemed unsafe by the USDA to ingest food that has been at room temperature for two hours or more.

SORORITY & FRATERNITY SECURITY

All sorority and fraternity events where alcohol is served are financially responsible for security services which will be contracted out by the hotel.

CUSTOMER SIGNATURE: _____

DATE: _____