Welcome to the Premier Life ${ }^{\circledR}$
Waterfront Hotel and Convention Center

## Banquet Ilour

Breakfast | Lunch \| Breaks \| Dinner

Desserts | Hors D'oeuvres

Carving \& Action Stations

Beverages

Audio \& Visual Equipment Rental


## Breakfast Menu



## Breakfast Buffets

Buffets may be available to groups under the minimum of 25 people for an additional price of $\$ 75.00$.

## Sunrise Buffet

Scrambled eggs, breakfast potatoes, bacon and sausage, a variety of fresh breakfast pastries, chilled juices, coffee, hot tea and milk. \$11.99

## Waterfront Buffet

Fresh fruit, scrambled eggs, Belgian waffles with warm maple syrup, fruit topping and whipped cream. Also includes breakfast potatoes, smoked bacon and sausage, a variety of breakfast pastries, chilled juices, coffee, hot tea and milk. \$13.99

## Supreme Breakfast Buffet

Fresh fruit, scrambled eggs, eggs benedict, Belgian waffles with warm maple syrup, fruit topping and whipped cream. Also includes seasoned breakfast potatoes, smoked bacon and sausage, a variety of breakfast pastries, assorted yogurts, chilled juices, coffee, hot tea and milk. \$15.99

## Executive Breakfast Buffet

Fresh fruit, scrambled eggs, Eggs Monterey, made-toorder omelet station, Belgian waffles with warm maple syrup, fruit topping and whipped cream. Also includes breakfast potatoes, smoked bacon and sausage, assorted yogurts, a variety of breakfast pastries, chilled juices, coffee, hot tea and milk. \$19.99

## Breakfast Action Station <br> (must accompany a purchased breakfast buffet)

Omelet Station $\$ 6.99$ per person
Crepe Station $\$ 7.99$ per person
French Toast \& Pancake Station $\$ 6.99$ per person

## A la Carte Breakfast



All lunch entrées include fresh garden salad with choice of dressing, dinner rolls with butter, coffee, iced tea and milk.

## Plated Luncheon Entiées

Savory Roasted Breast of Chicken Dry rubbed with our secret spice blend, then slow roasted to retain freshness and flavor. Topped with our caramelized balsamic onion jam and classic sauce supreme. \$13.99

## Herb and Garlic Roasted Cod

Roasted cod basted with garlic and fresh herbs, served with fresh vegetables and roasted potatoes and a light citrus sauce. \$12.99

## Chicken Picatta

Marinated chicken breast topped with sautéed mushrooms, a fresh lemon and sherry sauce, served with herb smashed potatoes and haricot verts. \$1 1.99
Root Beer Marinated Bacon
Wrapped Pork Tenderloin
Locally produced pork tenderloin with Nueske's ${ }^{\circledR}$ peppered bacon. Pan seared and deglazed with rye whiskey jus, and served with rosemary redskin smashed potatoes and haricot verts. \$13.99

Italian Beef Braciole
Tender beef flank stuffed with spinach, garlic and roasted peppers. Slow braised in rich tomato sauce and served with Risotto Milanese. \$16.99
Premier Waterfront
Beef Tenderloin Tips
Pan seared beef tenderloin tips, simmered in sultry beef glace with fresh button mushrooms and onions. Served in a roasted potato boat with mashed potatoes and flame roasted corn. \$15.99


## Salauds, Sandwiches \& Wraps



## Boxed Lunches \& Luncheon Buffet

## Boxed Lunches

## All boxed lunches include condiments and wet naps.

## Wisconsin Classic

Thinly sliced roast beef piled high on a brioche butter bun, topped with Wisconsin cheddar, lettuce and tomato. Includes a bag of chips, fresh fruit and a home baked cookie. \$11.99

Tomwich
Smoked turkey with Swiss cheese on a butter croissant, topped with lettuce and tomato. Includes a bag of chips, fresh fruit and a home baked cookie. \$10.99

## Twisted Knot

Honey ham served on an artisan pretzel roll with lettuce and tomato. Includes a bag of chips, fresh fruit and a home baked cookie. \$10.99

Veggie Lovers
Cucumber herb whipped cheese, fresh tomatoes, fresh spinach, and fresh basil in a wrap. Includes a bag of chips, fresh fruit and a home baked cookie. \$10.99
When choosing more than three boxed lunches an additional charge of $\$ 1.00$ per entree per person will be added.

## Luncheon Buffets

All luncheon buffets include dinner rolls, coffee, iced tea and milk.

Portside Buffet
Tureen of homemade soup with your choice of potato salad, pasta salad, or fresh garden salad with two dressings. Includes sliced turkey, roast beef, ham, fresh breads, Wisconsin cheeses, sliced tomatoes, onions, pickles and lettuce. Served with potato chips, condiments and assorted cookies. 16.99

Soup and Salad Buffet
Tureen of homemade soup, served with pasta salad, cottage cheese and fresh salad bar with bacon, tomatoes, mushrooms, spun carrots, hard boiled eggs, blended cheese, julienned ham, turkey and your choice of two dressings. Served with assorted cookies. 12.99

Wrap Buffet
Assorted wraps, fresh fruit, vegetable tray with dip, potato salad, potato chips and assorted cookies. 12.99

Buffets may be available to groups under the minimum of 25 people for an additional price of $\$ 75.00$.

## Themed Buffets

All themed buffets include dinner rolls, coffee, iced tea and milk. Buffets may be available to groups under the minimum of 25 people for an additional price of $\$ 75.00$.

## South of the Border Buffet

Build your own fajitas and tacos with seasoned ground beef and marinated chicken accompanied by blended cheese, sour cream, pico de gallo, tomatoes, lettuce and onions. Includes hard and soft shell tortillas with Spanish rice, taco dip with tortilla chips and fresh
churros for dessert. \$16.99

## Home Style Buffet

Homemade coleslaw, potato salad, fresh green beans, mashed potatoes and gravy with oven roasted chicken and your choice of: tenderloin tip bordelaise, baked cod, or honey roasted ham. Served with rolls and butter and a variety of freshly baked bars. \$16.99

## Italian Buffet

Mixed green salad with your choice of dressings, garlic breadsticks, antipasto salad, chef's choice vegetable, Italian sausage baked mostaccioli, marinara and Alfredo sauce with chef's choice pasta. Served with assorted mini cannolis. \$15.99

## Grill Buffet

Your choice of two: Wisconsin bratwurst with sauerkraut, hamburgers or honey BBQ chicken breast. Includes Wisconsin cheeses, homemade coleslaw, potato salad, homemade baked beans, potato chips, plentiful condiments and assorted cookies. \$15.99

## Hot Philly Buffet

Hot sliced roast beef or roasted turkey served with ciabatta bread, roasted peppers and onions, cheese sauce, potato salad, coleslaw, fresh vegetable tray with dip, fresh fruit and assorted cookies. \$16.99
Additional meat choice, add \$3.00

Ball Park Break
Warm giant pretzels with your choice of either spicy mustard or cheese sauce, roasted peanuts, popcorn, and assorted sodas. $\$ 6.49$

On Wisconsin Break
Fresh locally sourced cheese curds, Wisconsin cheese and sausage platter, mini Johnsonville ${ }^{8}$ brats with plentiful condiments and a fresh vegetable display with dip. $\$ 9.99$

Mexican Fiesta Break
Nachos con queso, taco dip with tortilla chips, pico de gallo, sour cream and guacamole. $\$ 5.99$
Add $100 \%$ seasoned ground beef or grilled chicken for $\$ 2.00$ per person
Martini Sundae Bar
Chef served ice cream bar with your choice of either chocolate or vanilla ice cream, assorted gourmet toppings including chopped nuts, chocolate chips, cherries, sprinkles and whipped cream, followed by chocolate, strawberry and caramel sauce. \$6.99

## Health Club Break

Fresh vegetables and dip, fresh whole fruit, granola bars, Wisconsin string cheese, pretzels, bottled water and hot/cold herbal teas. $\$ 7.99$

BYO Yogurt Parfaits
Build your own parfaits with vanilla low fat Dannon yogurt \& Honey Kist granola and your choice of three fruits: fresh sliced strawberries, Michigan blueberries, chuncked mango, minced Fuji apples, raisins, dried Wisconsin cranberries, chopped fresh cantaloupe, chopped fresh honeydew or minced Hawaiian pineapple. \$5.99
Made to Order Smoothie Bar
Our made to order smoothie bar is best suited to groups of less than 100.
Includes your choice of one yogurt and four ingredients as well as our featured smoothie of the month.

Please select one: Greek yogurt, almond milk or low-fat vanilla yogurt.
Please select up to five: bananas, clementine segments, fresh honeydew melon, fresh cantaloupe, fresh pineapple, kale, mango, baby spinach, fresh mint, kiwi, strawberries, blueberries, raspberries or Fuji apple wedges. $\$ 7.99$

## A la Carte Break suggestions



## Hors <br> diocurre <br> Selection

## All quantities are 50 pieces per order unless otherwise specified.

## Cold

Butler style service is available for $\$ 20.00$ per hour per server.
Deviled egGs with smoked paprika and parsley. \$60.00
Deviled eggs with salmon locks, fresh crab and baby shrimp. $\$ 75.00$
Cream herb goat cheese stuffed
Belgian endive petals $\$ 65.00$
Fresh fruit satays with infused honey and pink sea salt. $\$ 85.00$
Fresh bruschetta en croute with locally sourced fresh mozzarella. $\$ 75.00$

Mozzarella rollups with prosciutto and fresh basil. $\$ 85.00$

South of the border pinwheel sandwiches \$75.00
Assorted gourmet cocktail sandwiches $\$ 110.00$
Stuffed cherry tomatoes $\$ 65.00$
Apricot halves with bleu cheese and
TOASTED PISTACHIOS. $\$ 65.00$
Dynamite shrimp and roasted pepper en filo. $\$ 90.00$
Antipasto skewers (fresh tomatoes, mozzarella
cheese, gourmet olives and salami). $\$ 75.00$
Cheese and sausage satays. $\$ 95.00$
Bahn Mi sandwich with chipotle and local pea shoots. \$89.00

## Hors dioeucre Displays



Vegetable Crudité with Dip Display
A selection of fresh vegetables elegantly displayed with fresh homemade dip.
Serves 40-50 $\$ 95.00$

## Fresh Fruit Display

Fresh seasonal melons, berries and citrus.
Serves 40-50 \$135.00

## Wisconsin Cheese and

Crackers Display
Includes a variety of locally sourced cheeses and crackers.
Serves 40-50 \$105.00

## Wisconsin Cheese and

Sausage Display
A variety of locally sourced cheeses, summer sausage and crackers.
Serves 40-50 \$125.00
Imported and Domestic
Cheese Display
A variety of imported and locally sourced gourmet cheeses with assorted breads and crackers.
Serves 40-50 $\$ 165.00$

## Antipasto Display

Marinated grilled vegetables, Italian meats, marinated olives and fresh Wisconsin mozzarella.
Serves 40-50 $\$ 125.00$

## Smoked Salmon Display

Whole smoked salmon served with toasted crostinis, sesame flatbreads and traditional garnishes.
Serves about 50-60 \$140.00

## Taco Display

Homemade taco dip accompanied by fresh tortilla chips.
Serves 40-50 \$65.00
Artichoke Dip Display
Homemade spinach and artichoke dip served with your choice of either fresh tortilla chips or toasted crostinis. Serves 40-50 \$85.00

## Illuminated Iced Shrimp

Cocktail Display
Large cocktail shrimp satays over illuminated ice, served with lemon wedges and spicy cocktail sauce.
50 satays $\$ 199.00$

## Seafood Cocktail Display

Large cocktail shrimp and snow cone crab claws over illuminated ice, served with spicy cocktail sauce and citrus dressing. Serves 40-50 $\$ 229.00$

## Hummus Trio Display

A trio of spicy roasted garlic, sundried tomato, and olive hummus with gourmet breads, crackers and fresh vegetables. Serves 40-50 $\$ 85.00$

# Carring \& Action stations 

## Caring Stations

Pit Ham
Chef carved pit ham served with artisan breads, hoisin BBQ, dijon aioli and sweet and sour sauce.
Serves approximately 80 people $\$ 290.00$
Roasted Tenderloin Au Poivre
Peppercorn rubbed and slow roasted beef tenderloin served with artisan breads, horseradish crème, sweet dijon aioli and red onion marmalade.
Serves approximately 20 people $\$ 275.00$
Bone in Turkey Breast
Slow roasted and brined bone in turkey breast served with fresh rolls, cranberry aioli and herb and sage crème.
Serves approximately 35 people $\$ 150.00$
Baron of Beef
Rosemary, garlic and dijon coated, slow roasted baron of beef, served with fresh artisan rolls, horseradish crème, hoisin BBQ and dijon aioli.
Serves approximately 40 people $\$ 225.00$

## Action Stations

Pasta Bar
Includes two types of preparations-penne pasta tossed with marinara sauce, peppers, onions and Italian sausage, fusilli pasta tossed with Alfredo sauce, chicken, mushrooms, asparagus and roasted tomatoes. Served with garlic bread. $\$ 7.99$ per person
Fajita Bar
Includes marinated grilled beef or chicken with peppers and onions. Served with Mexican rice, sour cream, pico de gallo and blended cheese. $\$ 7.99$ per person

## Mashed Potato Martini Bar

Mashed potatoes in martini glasses with sour cream, scallions, blended cheese, beef tips, mushroom gravy and bacon for toppings. $\$ 5.99$ per person
Shaken Not Stirred Martini Salad Bar
Gourmet made to order salads including grilled shrimp with pineapple mango salsa, Asian grilled chicken and napa cabbage "stir fry", smoked salmon fingerlings with haricot verts and cured lemon dressing. $\$ 6.99$ per person

The above options are designed to complement your hors d'oeuvre reception and are not intended to be ordered á la carte; Food will be set out for a minimun of 2 hours.
Action stations may be available to groups under the minimum of 50 people for an additional price of $\$ 75.00$

## Dinner <br> Buffet

All dinner buffets include coffee, iced tea and milk.
Buffets may be available to groups under the minimum of 25 people for an additional price of $\$ 75.00$.

## Starters

Marinated Heirloom Tomato Salad with Ricotta Salata

Premier House Salad with choice of two dressings Roasted Acorn Squash Bisque

Kale Quinoa Salad
Farro and Feta Salad with Spinach
Black Bean and Corn Salad with Sweet Potato
Winter Greens
with Cranberry Citrus Vinaigrette
Waterfront Retro Wedge Salad
with bacon, blew cheese and tomato
Broccoli Slaw
Pear and Gorgonzola with walnuts and local greens


Creamy Classic Mashed Potatoes
Sliced Flame Roasted Red Skin Potatoes with Red Peppers
Pearled Barley and Mushroom Risotto White and Wild Rice Saffron Infused Jasmine Rice Garlic Smashed Red Potatoes Yukon Gold Gouda Smashed Potatoes Roasted Baby Red and Yukon Potatoes Truffle Laced Baby Fingerling Potatoes Flame Roasted Corn with Peppers and Onions Caramel Glazed Baby Carrots
Lemon Roasted Brussel Sprouts Retro Green Bean Casserole Savory Sage Stuffing

## Entries

Oven Roasted Rotisserie Chicken
Cider Poached Atlantic Salmon Fillet
Braised Beef Brisket with Glace du Veau

Breast of Chicken Saltimbocca
Asian Glazed Spicy Beef Coulotte
Lemon Baked Cod Almondine
Cranberry Bourbon
Grilled Cutlets of Turkey
Santa Fe Pulled Pork
Root Beer Marinated Pork Chateau
Savory Breast of Chicken with Honey Onion Jam

Breads
Artisanal Rolls and Wisconsin Butter Garlic Breadsticks
Cinnamon Pull-a-parts Thick-sliced Garlic Bread Corn Muffins
\$19.99 includes
1 starter, 2 sides and 1 entree, 1 bread
$\$ 24.99$ includes
2 starters, 2 sides and 2 entrees, 1 bread
$\$ 29.99$ includes
3 starters, 3 sides and 3 entrees, 1 bread
A la Carte Additions
Starter $\$ 2.29 \mid$ Bread $\$ 1.79$
Side $\$ 2.49 \mid$ Entree $\$ 4.19$

## Plated Dinners

## Accompaniments

Soup du Jour
$\$ 2.50$ per person

## Premium Salad

Frisee and arugula with candied pecans, fresh berries, Genovese pesto laced chevre cheese and sweet clover vinaigrette. $\$ 2.50$ per person

Dinner selections with more than two options will add a $\$ 3.00$ per person charge for all entrées.

All plated dinners include garden salad, dinner rolls and butter, coffee, iced tea and milk.

## Bepl Entróes

## Cabernet Braised Short Ribs

Slow cooked short ribs served with roasted root vegetables, red skinned herb mashed potatoes and natural jus. \$32.99

## Grilled Grass Fed Natural

## Bistro Steak

House seasoned and grilled bistro steak served with caramelized onions and roasted peppers, paired with fingerling potatoes and wild mushroom sauce. \$19.99

## Filet of Sirloin

Grilled filet of sirloin topped with wild mushroom duxelle accompanied by mashed potatoes, honey green top baby carrots and black peppercorn sauce. $\$ 25.99$

## Bacon Wrapped Beef Chateau

Petite center cut sirloin, wrapped in bacon, seasoned and grilled medium. Topped with delicate Maitre d' hotel butter and served with smoked gouda mashed potatoes and seasonal fresh vegetables. \$20.99

> All Beef products are of U.S.D.A. Select
> Grade or higher.
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## Plated Dinners



## Plated Dinners

## Seafood Entriés

Seared Saffron Mahi Mahi
Sesame seared mahi mahi served with saffron risotto, fresh asparagus, and a spicy strawberry mango salsa. \$2 1.99

## Herb and Garlic Roasted Cod

Roasted cod basted with garlic and fresh herbs, served with fresh vegetables and roasted potatoes with a light citrus sauce. \$16.99

## Ancho Chili Rubbed Salmon

Fresh grilled Atlantic salmon paired with herb mashed potatoes, fresh asparagus and compound lime butter. \$20.99

## Citrus Glazed Tilapia

Herb oven roasted tilapia served over rice pilaf, with haricot verts and citrus glaze. \$17.99

## Vegetarian Entrées

## Stuffed Red Pepper

Red pepper stuffed with fresh burrata cheese, fresh basil, leek frittes and caramelized balsamic onion jam, served over saffron risotto with fresh chives. \$18.99

## Vegan Tomato Filled

Sliced EgGplant
Sliced eggplant drizzled with extra virgin olive oil, lemon and sea salt, paired with a vegan veggie pilau with almond, root vegetables and craisin. \$16.99

Wasatch Pot Pie
Portobello mushroom cap rubbed with chipotle infused olive oil, packed with flame roasted black beans, zucchini, corn and sweet peppers,topped with creamy gorgonzola, served with fragrant basmati rice. $\$ 17.99$

Vegan White Beans and Kale
Extra virgin olive oil, roasted garlic, tomato and locally grown micro kale are pan seared and seasoned with a dash of white balsamic vinegar and sea salt. \$16.99

All plated dinners include fresh garden salad, dinner rolls and butter, coffee, iced tea and milk. Dinner selections with more than two options will add a $\$ 3.00$ per person charge for all entrées.

## Plated Dinners



## Plated Desserts

## Plated Desserts

Freshly Baked Pies
Apple, cherry or blueberry by the slice. $\$ 2.99$
$\$ 3.99$ á la mode
New York Cheesecake
Traditional cheesecake garnished with fresh strawberry sauce. $\$ 5.99$

## Carrot Cake

Rich and moist carrot cake topped with a sweet cream cheese frosting. $\$ 4.99$

## Crème Brûlée

Luscious custard baked to perfection and topped with a crisp sugar crust. $\$ 5.99$

## Tiramisu

Layers of soaked sponge cake separated by sweetened mascarpone cheese, topped with whipped cream and cocoa dusting. $\$ 4.99$

## Dessert Trays

Gourmet Homemade Petit Fours
Chef prepared assorted petit fours. $\$ 100.00 / 50$ pieces.

## Gourmet Cupcakes

Fresh baked cupcakes include the choices of vanilla or chocolate cake flavors with either vanilla or chocolate buttercream frosting and one topping. \$23.99/dozen

## Custom Cupcakes

Let our pastry chef create your masterpiece from our in house bakery. \$27.50/dozen


## Beverage Service

## Beer

Domestic Beer $\$ 4.00$ bottle
Micro Beer $\$ 4.50$ bottle
Imported Beer $\$ 5.00$ bottle
Half Barrel Domestic Beer \$240.00
Half Barrel Imported/Micro Beer Price Varies

Cocktails
Rail Brand Cocktail \$4.50
Call Brand Cocktail $\$ 5.00$
House Wines by the Bottle
Chardonnay $\$ 22.00$ bottle
White Zinfandel \$29.00 bottle
Pinot Grigio $\$ 22.00$ bottle
Cabernet Sauvignon $\$ 22.00$ bottle
Merlot $\$ 22.00$ bottle
RiesLing \$22.00 bottle
Moscato $\$ 22.00$ bottle
House Champagne $\$ 22.00$ bottle
Champagne Punch $\$ 27.95$ gallon

Prestige Brand Cocktail $\$ 6.00$

## Non-Alcoholic Options

Bottled Water \$2.00 each
House Wines by the Glass

Soft Drinks $\$ 2.00$ glass
Juice $\$ 2.50$ glass
Chardonnay $\$ 5.50$ glass
White Zinfandel $\$ 5.50$ glass
Pinot Grigio $\$ 5.50$ glass
Cabernet Sauvignon $\$ 5.50$ glass
Merlot $\$ 5.50$ glass
Riesling $\$ 5.50$ glass
Moscato $\$ 5.50$ glass

## Bar Set Up

A $\$ 50.00$ bar set up fee is assessed for each private bar requested, plus $5 \%$ sales tax.

Tab Bar
Charged to the host on a per drink basis, plus $18 \%$ service charge and $5 \%$ sales tax.

Cash Bar
Guests purchase each drink.

Bar Set Up Hospitality Suites
Includes ice, fruit, napkins, 100 plastic glasses, stir sticks, picks and bar table. $\$ 60.00$

Ice Service
Hospitality suites only; Tub of ice and scoop.
Serves $15-25 \mid \$ 25.00$

## Audio \& Visual Equipment Rentals

Projectors and Screens
Data Projector \& Screen \$200.00
Smart Board Located in Henrietta Room \$60.00
Screens No Charge When Renting our Projector \$40.00

Teleersion Monitors and Microphones
60" Flat Screen \$45.00
Microphones (One Standard Wired Microphone Included with each Room Set.)

Cordless Microphone Hand Held $\$ 40.00$
Lavaliere Microphone Wireless $\$ 40.00$
Extra Microphone Wired \$10.00

## Meeting Aids

CD Player \$25.00
Whiteboard and Markers \$25.00
Flipchart, Easel and Markers \$25.00
Additional Pad of Flipchart Paper \$20.00
Post It ${ }^{\circledR}$ Notepad, Easel and Markers \$35.00

Laser Pointer \$20.00
Large Pad and Pen $\$ 3.00$

Wireless Remote \$35.00

## Miscellaneous

Extension Cord \$5.00

Power strip W/Surge Protector \$5.00
A/V TABLE (without our Equipment) \$25.00
Exhibit Tables (with Linen and Power) \$25.00
Exhibit Tables (without Power) $\$ 15.00$
Polycom (Speaker Phone) \$55.00
Masking Tape (Roll) \$10.00
Dial "9" Access Phone Line \$25.00
Dedicated Phone Line 14-Day Notice Required \$110.00

An Event Manager will contact you well in advance of your event to discuss food, beverage and meeting room arrangements, as well as assist you with any additional items you may need.

## Food and Beverage Policies

The sale and service of alcoholic beverages are regulated by the Wisconsin State Liquor Commission. As a licensee, the Hotel and Convention Center is responsible for the administration of these regulations. It is our policy therefore, that liquor cannot be brought into function rooms from outside sources. (Wis. State 125.32 (6)) Alcoholic beverages will be dispensed by a licensed bartender at all functions. Everyone consuming alcoholic beverages must be of legal drinking age. No food may be allowed in any function room of the hotel from outside sources according to Wisconsin Administrative code (DH \& SS, Section 196.07). The only exception is special occasion cakes. For liability reasons, leftover food cannot be taken out of the function rooms or off the premises.

## Menu Prices

Menu selection, room set up and other meeting/event details must be submitted to your Event Manager three weeks prior to the date of your event. The menu prices are our current rates and may be subject to change. Definite pricing will be confirmed 60 days prior to your event date. If you require special menus, our Event Manager will work with you in creating a special menu.

Service Charge and Tax
An $18 \%$ service charge and $5 \%$ sales tax will be added to the final food and beverage items. The service charge is taxable by law in the state of Wisconsin.

## Guarantee <br> and Payment

Three business days prior to each function, a guaranteed number of guests is required. Guarantees cannot be decreased after this point. Billing will reflect this guaranteed number plus any additional guests attending, including tax and service charges. If no guarantee is received, the Hotel will prepare and charge for the highest number of estimated guests as indicated on the Catering Contract. At that time, an estimated bill of all food and beverage charges incurred throughout your event )based on your guaranteed count) will be calculated and payment for that amount will be received unless credit arrangements have been made with this Hotel in advance.

Groups requesting sales tax exemption must submit a copy of their Tax Exempt Certification at least 30 business days prior to a scheduled function, as well as the estimated number of guests.

## Miscellaneous Policies

The Hotel is not responsible for damage to, theft, or loss of any items left in the Hotel prior to, during, or following any function. The contracting organization is responsible and shall reimburse the Hotel for any damage, loss, or liability incurred by the Hotel by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during, and after the function.

Meeting room locations are not guaranteed when the total number of attendees decreases or changes, or changes to the program occur. Audio visual presentations can be important part of a successful meeting and provide excellent "in house" support to this vital function. Prior to your meeting, our Event Manager will contact you regarding your needs and coordinate them to complement your meeting agenda.

