***Special Day Events***

***Windemere Hotel and Conference Center***

*Let us help you make your Special Day*

*The most perfect day of your life.*

*Our Catering Staff will be happy to help you*

*Coordinate your special occasion.*

*5750 East Main Street, Mesa, AZ 85205 (480) 985-3600*

***Complete Lunch Packages***

***Crystal***

*Complimentary fruit punch in decorative fountain during cocktail reception and throughout entire reception, complimentary assorted sodas all day, 1 cold hors d’oeuvre tray and a selection of 1 hot hors d’oeuvre passed butler style unlimited during the social hour, lunch buffet with 2 entrées, carver if needed @ $34.95++per person.*

***Bronze***

*Fruit punch in decorative fountain during cocktail reception, 2 cold hors d’oeuvre trays and a selection of 1 hot hors d’oeuvre passed butler style unlimited during social hour, host 2 drink tickets per person to include: bottled import and domestic beer, wine, and soda, lunch buffet with 2 entrées, carver if needed @ $37.95++ per person.*

***Silver***

*Fruit punch in decorative fountain during cocktail reception, 2 cold hors d’oeuvre trays and a selection of 2 hot hors d’oeuvre passed butler style unlimited during the social hour,* *host 2 drink tickets per person to include: call brands, bottled import and domestic beer, wine, and soda, lunch buffet with 2 entrées, carver if needed @ $ 40.95++per person.*

***Gold***

*Fruit punch in decorative fountain during cocktail reception, 2 cold hors d’oeuvre trays and a selection of 2 hot hors d’oeuvre passed butler style unlimited during the social hour,* *host 2 drink tickets per person to include: call brands, bottled import and domestic beer, wine, and soda , lunch buffet with 3 entrées, carver if needed @ $ 43.95++per person.*

***Platinum***

*Fruit punch in decorative fountain during cocktail reception, 2 cold hors d’oeuvre trays and a selection of 2 hot hors d’oeuvre passed butler style unlimited during the social hour,* *host 4 drink tickets per person to include: call brands, bottled import and domestic beer, wine, and soda, lunch buffet with 3 entrées, carver if needed @ $ 46.95++per person.*

***Diamond***

*Fruit punch in decorative fountain during cocktail reception, 2 cold hors d’oeuvre trays and a selection of 2 hot hors d’oeuvre passed butler style unlimited during the social hour,* *host 4 drink tickets per person to include: call brands, bottled import and domestic beer, wine, and soda, dinner buffet with 3 entrées, carver if needed, and a tray of chocolate dipped strawberries placed on tables as cake is served @ $ 50.95++per person.*

\*Any Served Meal Can Be Substituted for a Buffet in the Complete Packages.

\*\*All Banquet Charges will be charged a “++” which is 20% Service Charge and 8.05% Sales Tax

\*\*\*Group may add on a Cash Bar to Crystal Package, if desired, at a $75.00++bar labor charge

\*\*\*\* An Ice Sculpture can be added to any meal @ $400.00 ++ each \*\*\*\*

***Plated Lunch Entrees***

*(Minimum of 50 pp for our entree)*

*All Lunches are served with a Caesar Salad, Spring Mixed Green Salad, or a Fresh Fruit Cup*

*Chef will select appropriate starch and fresh vegetables*

*Mixed multi grain rolls and butter*

*Fresh brewed Royal Cup Coffee, Brewed Decaf, Herbal Teas*

*Fresh brewed Iced tea and light Dessert*

*Mediterranean Chicken Pasta*

*Penne pasta with sundried tomatoes, spinach, mushrooms, peppers,*

*Pine nuts, feta cheese, marinated chicken breast*

*In a creamy chipotle Alfredo sauce*

*$19.95++ per person*

*Roast Prime Rib of Beef*

*Au jus and creamed horseradish*

*$24.95++ per person*

*Chicken Scampi*

*Medallions of sautéed chicken breast*

*With garlic and white wine*

*$ 22.95++ per person*

*Grilled Atlantic Salmon*

*With lemon caper cream sauce*

*$ 24.95++ per person*

*Roast Pork tenderloin*

*With naturel sauce*

*$21.95++ per person*

*Chicken Marsala with brown mushroom gravy or Baked Lemon Chicken*

*With light brown sugar glaze*

*$20.95++per person*

*Beef Tenderloin Tips*

*With button mushrooms*

*$21.95++per person*

*Vegetarian or Meat Lasagna or*

*Homemade Meat Loaf*

*$20.95++per person*

***Lunch Buffet***

*(Minimum 50 Guests)*

***The Courtyard Deli*** ***South of the Courtyard***

*Garden Salad with Choice of Dressing Southwest Salad with Vinaigrette Dressing*

*Potato Salad Southwest Corn Salad*

*Pasta Salad Taco Bar*

*Assorted Display of Ham, Turkey Cheese Enchilada*

*And Roast Beef Chicken Fajitas*

*Array of Sliced Cheeses Spanish rice and Refried Beans*

*Assorted Deli Rolls and Breads Tortilla Chips and Salsa*

*Relish Tray and Condiments Sour Cream, Guacamole, Tomatoes and Lettuce*

*Assorted Cookies, Brownies Churros and Mexican Flan*

*Coffee, Brewed Decaf and Herbal Tea Coffee, Brewed Decaf and Herbal Tea*

*$20.95 per person ++ $22.95 per person++*

***Southwest Barbecue***  ***Touch of Italy***

*Garden Tossed Salad with Choice of Dressing Caesar Salad, Pasta Salad*

*Potato Salad Marinated Tomato Salad*

*Coleslaw Chicken Parmesan over Spaghetti*

*Barbecue Pulled Pork Vegetable Lasagna*

*Grilled Chicken Breast Chicken Fettuccine Alfredo*

*Ranch Style Beans Fresh Steamed Vegetables*

*Corn with Red Peppers Garlic Bread Sticks and*

*Biscuits and Cornbread Fresh Rolls and Butter*

*Chef's Choice of Dessert Fruit Pies and Sherbet*

*Coffee, Brewed Decaf and Herbal Tea* *Coffee, Brewed Decaf and Herbal Tea*

*$22.95 per person ++ $22.95 per person*

***Hot Luncheon Buffet***

*(Minimum of 50 pp for our buffets)*

*(Choice of Three)*

*Garden Fresh Salad, Pavilion Caesar Salad*

*Pasta Salad, Red Skinned Potato Salad*

*Seafood Salad, Marinated Mushrooms*

*Courtyard Waldorf Salad, Creamy Cucumber Salad*

*Sweet Potato Salad, Fresh Fruit Salad*

*Entrees*

*Roast Sliced Beef with Aujus*

*Vegetable or Meat Lasagna*

*Beef Tenderloin Tips*

*Poached Lemon Salmon*

*Red Snapper Almandine*

*Roast Pork with Roasted Chili Sauce*

*Sonoran Chicken or Tequila Lime Chicken,*

*Chicken Marsala with*

*Fresh mushrooms and brown gravy*

*Lemon Chicken*

*2 Entrees $24.95 per person ++*

*3 Entrees $27.95 per person ++*

*Buffet includes*

*Rice or Potato, Fresh Vegetables,*

*Rolls and Butter*

*Coffee, Brewed Decaf and Herbal Tea*

*And Assorted Dessert Station*

***Lighter Lunches***

*(Minimum of 50 pp for our lunches)*

*Southwest Crispy chicken Salad*

*Marinated Chicken breast in hot wing sauce*

*Over a bed of crisp mixed greens, black beans,*

*Mexican corn, shredded cheese, tortilla strips*

*And chipotle ranch dressing, dessert and Beverage $17.95++per person*

*Grilled Panini Sandwich*

*Crusty French baguette bread stuffed with*

*Turkey breast, provolone cheese and grilled*

*Artichoke hearts, roma tomatoes and honey Dijon mayo*

*Fresh fruit garnish, dessert and beverage $ 17.95++ per person*

*Chicken Fajita Pita Sandwich*

*Marinated white meat chicken breast with grilled peppers*

*And onions, diced tomatoes, shredded cheese, lettuce*

*Wrapped in a whole grain pita pocket, fresh fruit garnish,*

*Dessert and beverage $17.95++ per person*

*Chicken wrap*

*Marinated grilled tequila lime chicken breast with*

*Flour or whole wheat tortilla, shredded lettuce, cheese, diced*

*Tomatoes, drizzled with chipotle ranch dressing, fresh fruit garnish,*

*Desert and beverage $17.95++ per person*

*Malibu Chicken club sandwich*

*Grilled chicken breast with crisp smoked bacon,*

*Avocado and provolone cheese, potato chips, homemade cookie,*

*Beverage $18.95++ per person*

*Mesa southwest plate*

*Homemade cheese and chicken enchiladas,*

*Crisp taco with seasoned ground beef,*

*Shredded lettuce with diced tomatoes, sour cream, Spanish rice*

*Refried beans and homemade tortilla chips and zesty salsa,*

*Churro’s, Mexican Flan and Beverage $ 17.95++per person*

*Homemade walnut chicken salad sandwich*

*Served on toasted seven grain wheat bread, sliced tomatoes, sprouts,*

*With fresh fruit garnish, dessert or homemade cookie*

*Beverage $17.95++ per person*

*Vegetarian Delight*

*Toasted whole wheat sub roll with cheddar cheese, sprouts, avocado,*

*Sliced cucumbers, tomatoes, spinach, lettuce, accompanied by sliced fresh fruits, berries*

*and cottage cheese, Beverage @ $16.95++ per person*

***Complete Dinner Packages***

***Crystal***

*Complimentary fruit punch in decorative fountain during social hour and throughout entire evening of reception, complimentary assorted sodas all evening, 1 cold hors d’oeuvre tray and a selection of 1 hot hors d’oeuvre passed butler style during the social hour, dinner buffet with 2 entrées, carver if needed*

*All for only $40.95++ per person.*

***Bronze***

*Fruit punch in decorative fountain during cocktail reception, 2 cold hors d’oeuvre trays and a selection of 1 hot hors d’oeuvre passed butler style, host 2 drink tickets per person to include: bottled import and domestic beer, wine, and soda, dinner buffet with 2 entrées, carver if needed @ $44.95++ per person.*

***Silver***

*Fruit punch in decorative fountain during cocktail reception, 2 cold hors d’oeuvre trays and a selection of 2 hot hors d’oeuvre passed butler style,* *host 2 drink tickets per person to include: call brands, bottled beer, wine, and soda, dinner buffet with 2 entrées, carver if needed @ $47.95++ per person.*

***Gold***

*Fruit punch in decorative fountain during cocktail reception, 2 cold hors d’oeuvre trays and a selection of 2 hot hors d’oeuvre passed butler style,* *host 2 drink tickets per person to include: call brands, bottled beer, wine, and soda, dinner buffet with 3 entrées, carver if needed @ $51.95++ per person.*

***Platinum***

*Fruit punch in decorative fountain during cocktail reception, 2 cold hors d’oeuvre trays and a selection of 2 hot hors d’oeuvre passed butler style, host 4 drink tickets per person to include: call brands, bottled beer, wine, and soda, dinner buffet with 3 entrées, carver if needed @ $54.95++ per person.*

***Diamond***

*Fruit punch in decorative fountain during cocktail reception, 2 cold hors d’oeuvre trays and a selection of 2 hot hors d’oeuvre passed butler style,* *host 4 drink tickets per person to include: call brands, bottled import and domestic beer, wine, and soda, dinner buffet with 3 entrées, carver if needed, and a tray of chocolate dipped strawberries placed on tables as cake is served*

*@ $58.95++ per person.*

\*Any Served Meal Can Be Substituted for a Buffet in the Complete Packages.

\*\*Bar arrangements for any package can continue on a hosted or cash bar basis.

\*\*\*All Banquet Charges will be charged a “++” which is 20% Service Charge and 8.05% Sales Tax

\*\*\*\*Group may add on a Cash Bar to Crystal Package, if desired, at a $75.00++bar labor charge

\*\*\*\*\* An Ice Sculpture can be added to any package @ $400.00 ++ each \*\*\*\*\*

***Dinner Buffet***

*(Minimum 50 People)*

*Salads*

*(Choice of Four)*

*Tossed Caesar Salad*

*Garden Salad with Choice of Dressing*

*Romaine and Spinach with Raspberry Vinaigrette*

*Red Potato Salad, Pasta Primavera Salad*

*Fresh Fruit Salad, Greek Salad*

*Marinated Mushrooms, Seafood Salad*

*Sliced Beefsteak Tomatoes with*

*Shredded Mozzarella, California Waldorf,*

*Creamy Cucumber Salad*

*Entrees*

*Chicken Piccata*

*Chicken Marsala or Lemon Herb Chicken*

*Teriyaki Chicken*

*Stuffed Sonoran Chicken*

*Carved Roast Prime Rib of Beef*

*(Chef’s carving charge @ $75.00)*

*Roast Beef with Bordelaise Sauce*

*Roast Pork Tenderloin*

*Grilled Halibut or Filet of Salmon*

*Meat or Vegetable Lasagna*

*(Choice of Two)*

*New Potatoes with Herb Butter*

*Sautéed Zucchini, Wild Rice Blended*

*Rice Pilaf, Fresh Steamed Vegetables*

*Baked Potatoes, Potatoes Au Gratin*

*Lyonnais Potatoes, Green Beans Almandine*

*Fresh Baked Rolls and Butter*

*Assorted Desserts*

*Royal Cup Coffee, Brewed Decaf and Herbal Tea*

*Choice of Two Entrees $33.95per person ++*

*Choice of Three Entrees $36.95per person ++*

*(Our ballrooms require a 100pp minimum for a Saturday Evening)*

***Plated Dinner Entrees***

*(Minimum of 50 pp for our entrees)*

*All Dinners are served with a Garden Salad and Choice of Rice or Potato, Fresh Vegetables,*

*Fresh Baked Rolls and Butter*

*Royal Cup Coffee, Brewed Decaf, Herbal Tea and Dessert*

*Roast Prime Rib of Beef Au Jus*

*$32.95 per person ++*

*Filet Mignon*

*$35.95++*

*Filet Mignon and Shrimp Scampi*

*$34.95 per person ++*

*Grilled King Salmon*

*$31.95 per person ++*

*Blackened Swordfish*

*$30.95 per person ++*

*Shrimp & Lobster*

*Fettuccini Alfredo*

*$26.95 per person ++*

*Chicken Marsala with Brown Gravy and*

*Fresh Mushrooms or Beef Tips with Brown Gravy and Fresh Mushrooms*

*$27.95 per person ++*

*Sonoran Chicken or Chicken Cordon Bleu*

*$28.95 per person ++*

*Chicken Parmesan Over Noodles*

*$27.95 ++ per person*

*Vegetable or Meat Lasagna*

*$24.95++ per person*

*(Our Ballrooms require a 100pp minimum for a Saturday Evening)*

*Dessert Options*

*Carrot Cake*

*New York Style Cheese Cake*

*Double Chocolate Cake*

*Ice cream with topping*

*Assorted Mousse cakes*

*Fruit Filled Pies*

*Peach Melba*

***Hors D’oeuvre Receptions***

*(Minimum of 50 people)*

*The Courtyard*

*Garden tossed salad with choice of dressings on the side,*

*Corn Tortilla Chips*

*With Salsa, Guacamole*

*Cheese Enchiladas*

*Mini Beef Chimichangas*

*Refried Beans & Spanish Rice*

*Fajita Station*

*(Chicken and Beef) with Cheese, Diced Tomato and Sour Cream*

*Flour Tortillas*

*Iced Tea, Coffee, and Decaf*

*$28.95 per person ++*

*The Pavilion*

*Imported and Domestic Cheese Display*

*Vegetable Display with Dip*

*Fresh Fruit Display with Yogurt Dip*

*Crab Stuffed Mushrooms*

*Spinach in Phyllo*

*Seafood Puff Pastry*

*Scallops wrapped in Bacon*

*Thai Chicken Skewers with Peanut Sauce*

*Petite Beef Kabobs*

*Iced Tea, Coffee, and Decaf station*

*$30.95 per person ++*

*(Our ballrooms require a 100pp minimum for a Saturday Evening)*

***A La Carte Hors D’oeuvres***

*All Hot and Cold Hors D’oeuvres listed below are included in the Complete Wedding Reception Packages, unless otherwise selected. Pricing that is listed is based on any Hors D’oeuvres ordered in addition to what is included in the Complete Packages.*

***Hot Hors D’oeuvres***

*Smoked Chicken Quesadilla Horns $160.00++ per 100 pieces*

*Mini Vegetable Spring Rolls $130.00++per 100 pieces*

*Chicken Teriyaki Skewers $160.00++per 100 pieces*

*Spinach Pesto Puffs $145.00++per 100 pieces*

*Southwest Beef Tortilla Crisp $240.00++per 100 pieces*

*Mushroom Caps Stuffed with Crabmeat $250.00++per 100 pieces*

*Boneless Chicken Tempura with Sweet and Sour $230.00++per 100 pieces*

*Swedish Meatballs $195.00++per 100 pieces*

*Mini Assorted Quiche $140.00++per 100 pieces*

*Chicken Flauta with Prickly Pear BBQ Sauce $230.00++per 100 pieces*

*Pineapple and Water Chestnuts wrapped in Bacon $175.00++per 100 pieces*

*Spinach and Mushroom Puff Pastry $150.00++per 100 pieces*

*Red Chile Beef Mini Chimichanga $175.00++per 100 pieces*

*Mini Chicken Wellingtons $230.00++per 100 pieces*

*Scallops wrapped in Bacon $240.00++per 100 pieces*

*Assorted Mini Deep Dish Pizzas $145.00++per 100 pieces*

*Baked Breaded Zucchini Rounds $145.00++per 100 pieces*

*Beef Cocktail Franks wrapped in Puff Pastry $160.00++per 100 pieces*

***Cold Hors D’oeuvres***

*Imported and Domestic Cheese Tray with Crackers and Lavosh $180.00++ (Serves 50pp)*

*Sliced Fresh Fruit Tray with Yogurt Dip $180.00++ (Serves 50pp)*

*Assorted Mini Finger Sandwiches $160.00++ per 100 pieces*

*Crudités of Vegetables with Herbed Dip $140.00+++ (Serves 50pp)*

*Tortilla Chips with Homemade Salsa $35.00++ (Serves 25pp)*

*Ruffled Potato Chips with Onion Dip $45.00++ (serves 25pp)*

*Decorative Fresh Fruit Skewers $200.00++ per 100 pieces*

*White and Dark Chocolate Dipped Strawberries $200.00++ per 100 pieces*

*Low Sodium Ham and Asparagus Cream Cheese Rolls $160.00++per 100 pieces*

*Turkey Breast, Spinach and Cream Cheese Pinwheels $150.00++per 100 pieces*

*Upgraded Cold Hors D’oeuvres*

*(Not included in the Complete Packages)*

*Jumbo Gulf Shrimp with Cocktail Sauce on Crushed Ice $250.00++ per 100 pieces*

*Smoked Salmon Display with Lobster Medallions with $200.00++display (Serves 40pp)*

*Lavosh & Crackers*

***Beverage Selection***

***Host Bar Cash Bar***

*Cordials $ 6.00 per drink $ 6.50 per drink*

*Premium Brands $ 6.00 per drink $ 6.50 per drink*

*Call Brands $ 5.00 per drink $ 5.50 per drink*

*House Wine $18.00 per bottle $19.00 per bottle*

*$ 4.50 per glass $ 5.00 per glass*

*Champagne $18.00 per bottle $19.00 per bottle*

*$ 4.00 per glass $ 4.25 per glass*

*Imported Beer $ 4.50 per bottle $ 5.00 per bottle*

*Domestic Beer $ 4.00 per bottle $ 4.75 per bottle*

*Non Alcoholic Sparkling Cider $ 9.00 per bottle*

*Soft Drinks $2.00 per drink*

*Unlimited Soda Bar $3.00++ per person*

*Fruit Punch $30.00 per gallon*

*Ginger ale Punch $30.00 per gallon*

*Margaritas $60.00 per gallon*

*Champagne Punch $45.00 per gallon*

*Keg of Beer $325.00++ Domestic*

*$375.00++ Import*

*Bar Labor Charge of $75.00++ per Bar*

***Windemere Audio Visual Services***

*Projectors*

*35mm Slide Projector with Wireless Remote $ 50.00*

*High Intensity Light Overhead $ 50.00*

*LCD Projector with audio and cabling $325.00*

*Screens*

*6 Ft. Tripod $25.00*

*8 Ft. Tripod $ 35.00*

*10 X 10 Fast Fold with Dress Kit $140.00*

*7.5 X 10 Fast Fold with Dress Kit $125.00*

*9 X 12 Fast Fold with Dress Kit $140.00*

*Microphones*

*1st Mic Free, Additional Microphone $ 25.00*

*Lavalier Microphone $ 5.00*

*Wireless Lavalier or Wireless Hand Held Microphone $125.00*

*Table Microphone Stand $ 5.00*

*Floor Microphone Stand $ 10.00*

*PZM Table Microphone $ 35.00*

*Video*

*½ VHS Player/Recorder with Remote $ 50.00*

*25” Color Monitor $ 75.00*

*½ VHS Camcorder with Tripod $100.00*

*XGA Data Video Projector with VCR, Mixer and Cart $325.00*

*Video Projector with cable connections to laptop $175.00*

*Camcorder Video Technician Labor (Per Hour) $ 65.00*

*Audio*

*Portable Cassette Recorder $ 25.00*

*Stereo Cassette Deck with Mixer $ 60.00*

*DVD Player or CD player with Mixer $ 50.00*

*Stereo Boom Box $ 25.00*

*4 Channel Mixer $ 35.00*

*Portable Stereo Sound System with Mixer (200 Watts) $150.00*

*Special Packaged Deals*

*2 25” Color Monitors/VHS $160.00*

*4 25” Color Monitors/VHS $250.00*

*Miscellaneous*

*High Speed Wireless Internet No Charge*

*Lap Top Computer rental per day $ 175.00*

*Laser Pointer $ 40.00*

*Flipchart with Paper & Markers $ 25.00*

*Tripod Easel $ 7.00*

*1,000 Watt Spot Light $ 80.00*

*100 Watt Spot Light $ 30.00*

*Overhead Acetate Roll $ 15.00*

*Safe lock Stand $ 5.00*

*TV Stand $ 10.00*

*Speaker Phone $ 30.00*

*3 X 4 Chalkboard or Whiteboard $ 20.00*

*Technician Labor (Per Hour) $ 30.00*

*2-Way Radios $ 15.00*

**Windemere Hotel and Conference Center Policies**

*1. The Windemere Hotel and Conference Center will add a 20% service charge and an 8.05% sales tax to all charges.*

*2. A guaranteed number of guests attending all functions contracted on a per person basis must be confirmed at three business days prior to the start of the function. The Client will be charged for the greater of either the guaranteed number or the actual number of guests served. If the guarantee is not received when required, the Client will be charged for the expected number as indicated on the Banquet Event Order or the actual number served.*

*3. The Hotel will prepare food and set the function room for 5% over the guaranteed number. This is the maximum we will prepare. We, as the Hotel, are not obligated to bring in any more chairs or tables or prepare any more food other then what your guaranteed number of attendees is and 5% over the guaranteed amount of attendees. If the guarantee number increases, the food preparation and room set counts will be limited to the guaranteed number. As the client, if there are more guests to arrive, payment will be taken care of by the conclusion of the event by cash, debit or credit card to take care of any extra accommodations.*

*4. Social Event Times are as follows daytime 11:00am to 4:00pm or evening 5:30pm to 11:30pm. The Client will be charged for any additional time at the rate of $150 per hour. Times are customized per each individual group.*

*5.* ***NO FOOD OR BEVERAGE OF ANY KIND IS PERMITTED IN FUNCTION ROOMS UNLESS THE HOTEL PROVIDES IT. NO FOOD OR BEVERAGE PROVIDED BY THE HOTEL IS ALLOWED TO BE REMOVED FROM THE CONFERENCE CENTER DUE TO THE MARICOPA COUNTY HEALTH REGULATIONS.***

***\*RECEPTION CAKE IS AN EXCEPTION.***

*6. A non-refundable and non-transferable advance deposit is required. This deposit will be credited to your master account and the balance of charges will be due three (3) days prior to the function date based upon your final guarantee by cashier check, money order, debit or credit card and cash. The hotel will not accept personal checks for the final payment. An additional payment will be made 1 month after booking that will be credited to your master account. Payment depends per each individual groups booking date compared to actual date of event.*

*7. The Client agrees to begin the function promptly at the scheduled time and agrees to have all attendees vacate the function room and have all equipment, meeting materials and personal items removed by the closing time indicated. Failure to properly vacate may result in overtime charges at the rate of $150 per hour. The setup and breakdown of vendors is not included in this overtime charge.*

*8. The Client agrees to conduct an orderly function in compliance with the rules of the Hotel. The Hotel reserves the right to exclude or eject any and all persons exhibiting objectionable behavior from the function. The Client agrees to accept responsibility and pay for any damage to the Hotel premises.*

*9. Function rooms are assigned by the number of guests expected. If attendance increases or decreases, the Hotel reserves the right, with or without notification, to reassign function space suitable for attendance or type of function.*

*10. The Hotel will not accept responsibility for the damage or loss of any items in function rooms or public areas prior to, during or following a function. Arrangements for security of exhibits, merchandise or articles set up for display must be made prior to the event.*

*11. If there is more than one group scheduled on a particular date, either group will NOT be permitted to solicit their goods, materials, handouts, information etc. to the opposite group on or around premises.*

*12. On a Saturday evening there will be a minimum of 100 Adults. If under 100 Adults you will be responsible for payment of 100 guests.*

*I understand that the guarantee number of attendees and payment is due three business days prior to my*

*function. A non-refundable advance deposit is required, this deposit will be credited to your master account. If*

*a cancellation is to occur within 10 days of the event date, full payment is due; if within 30 days prior to the*

*event date 75% of estimated charges would be due. If a cancellation is 31 days or more prior to event date*

*50% of estimated charges are due.*

***Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***