



2725 Graves Rd • Tallahassee, FL

850.536.2000

*Add 20% service charge plus
7.5% sales tax to all selections*

Banquet Policies

The Holiday Inn Hotel and Suites ~ Tallahassee is pleased to offer you Banquet Services. We look forward to providing you the best quality food, beverages and service possible.

If you have any questions about the information, please do not hesitate to call.

All food items must be supplied and prepared by the hotel.

All food and beverage must be consumed on the hotel property. Removal of any food or beverage is not permitted.

All buffets require a minimum of (25) people.

A guarantee of attendance is due five (5) days prior to your event. If a guarantee is not received, prices will be based on the most recent number of attendees or the guarantee, whichever is greater. The hotel does not permit the affixing of anything to the walls, floors or ceilings of meeting rooms.

A 20% service charge & 7.5% sales tax will be added to all food & beverage sales.

A deposit is required at the time the contract is signed. The payment balance is due seven (7) days prior to the function date. Personal checks are not accepted within 30 days of the function.

If payment is to be made by credit card, a "Credit Card Authorization Form" must be completed & a copy of both the front and back of the credit card are to be provided. The authorization form with the credit card information will be used to settle the charges of the function.

For more information please refer to the "Function Contract" and the Banquet Event Order.