

# THE YARROW

## PARK CITY

CATERING MENU SERVICES & POLICIES



DOUBLETREE  
by Hilton™

PARK CITY-THE YARROW

# **BREAKFAST BUFFET**

*all breakfasts include assorted juices, fresh brewed royal cup regular & decaf coffee and hot tea selections*

## **CONTINENTAL \$22**

*minimum 10 guests*

seasonal sliced fruit and berry platter  
assorted fresh baked muffins and croissants  
bagels and cream cheese spread  
butter, fruit preserves

## **WAKE UP CALL \$24**

*minimum 15 guests*

seasonal sliced fruit and berry platter  
individual greek yogurt and granola  
choice of one hot entree:  
breakfast burrito (bacon, sausage or vegetarian)  
egg, cheese, croissant sandwich (ham, bacon or sausage)  
egg and cheese english muffin sandwich (ham, bacon or sausage)  
oatmeal with brown sugar and assorted toppings

## **MOUNTAIN START \$26**

*minimum 15 guests*

seasonal sliced fruit and berry platter  
individual greek yogurt and granola  
scrambled eggs or egg whites with sautéed vegetables (tomato, onion spinach, peppers, and mushrooms)  
oatmeal with brown sugar and assorted toppings

## **AMERICAN BREAKFAST \$30**

*minimum 25 guests*

seasonal sliced fruit and berry platter  
individual greek yogurt and granola  
assorted fresh baked muffins and croissants  
scrambled eggs  
applewood smoked bacon and sausage links  
breakfast potatoes

## ELEVATED BREAKFAST & STATIONS

### **TAILOR YOUR BREAKFAST**

*prices listed are per person and must be ordered for entire group.*

add any of the following to your continental breakfast or breakfast buffet.

scrambled eggs \$4 \*add cheese \$2

apple-wood smoked bacon, sausage links or country ham \$7

breakfast potatoes \$5

hot breakfast sandwich \$7

\*egg, cheese, choice of one meat sausage, bacon or vegetarian on an english muffin

cinnamon french toast, butter, warm syrup \$7

hot oatmeal with brown sugar and toppings \$5

breakfast burritos- bacon, sausage or vegetarian \$7

### **OMELET STATION \$14**

*minimum 15 guests*

eggs and omelets prepared to order with assorted toppings

chef attendant required \$100 each per hour, 1 per 50 guests required

### **AVOCADO TOAST STATION \$14**

*minimum 15 guests*

self-serve station with thick cut sourdough bread, fresh smashed avocado, and topping assortment including arugula, spinach, tomatoes, mozzarella balls, feta cheese, and everything bagel seasoning

### **CREPE STATION \$16**

*minimum 15 guests / maximum 75 guests*

crepes made to order with selection of toppings: mixed berries, banana, peanut butter, nutella, marshmallow fluff, and chocolate and caramel drizzles

chef attendant required \$100 each per hour, 1 per 25 guests required

### **EGGS BENEDICT STATION \$18**

*minimum 15 guests / maximum 75 guests*

classic or florentine eggs benedict, add crab (\$MP)

chef attendant required \$100 each per hour, 1 per 25 guests required

# LUNCH BUFFETS

*all lunches include lemonade station. add iced tea \$3 per person*

## **SOUP, SALAD, DELI BOARD \$28**

*minimum 10 guests*

served with assorted bagged chips

chef's choice seasonal soup

salad (*choice of one, served deconstructed*)

baby spinach salad with goat cheese, raisins, and candied pecans, raspberry walnut dressing

mother earth salad: zucchini, squash, sweet potato, grape tomato, quinoa, lemon poppyseed dressing

caesar salad: romaine lettuce with parmesan and croutons, caesar dressing

choice of one additional dressing: ranch, balsamic, raspberry walnut, or lemon poppyseed

deli board

sourdough, multi grain and fresh baked croissant

oven roasted turkey, ham, and roast beef

swiss, cheddar, and american cheeses

lettuce, tomato, onion, mayonnaise and mustard

dessert (*choice of one*)

chocolate fudge brownies, assorted fresh baked cookies or assorted cookie bars

## **SANDWICH BOARD \$30**

*minimum 15 guests*

chef's choice seasonal soup

salad (*choice of one, served deconstructed*)

baby spinach salad with goat cheese, raisins, and candied pecans, raspberry walnut dressing

mother earth salad: zucchini, squash, sweet potato, grape tomato, quinoa, lemon poppyseed dressing

caesar salad: romaine lettuce with parmesan and croutons, caesar dressing

choice of one additional dressing: ranch, balsamic, raspberry walnut, or lemon poppyseed

sandwiches (*choice of two, served in halves*)

ruben: corned beef, blaukraut, remoulade, swiss cheese on marble rye

chicken pesto shredded marinated chicken arugula on croissant

turkey green chile wrap: sliced smoked turkey, green chili, cream cheese spring mix in a warm tortilla

philly: shaved beef, caramelized onions, bell pepper, provolone served on french roll

salmon blt: smoked salmon, bacon, lettuce, tomato, garlic aioli on marble rye

sweet potato bean spout with curry aioli on sourdough bread

garlic grilled cheese sandwich: american and cheddar cheese on grilled garlic toast

dessert (*choice of one*)

chocolate fudge brownies, assorted fresh baked cookies, assorted cookie bars

## PASTA BAR \$36

*minimum 25 guests*

served with rolls and breadsticks

salad (*choice of one, served deconstructed*)

baby spinach salad with goat cheese, raisins, and candied pecans, raspberry walnut dressing

mother earth salad: zucchini, squash, sweet potato, grape tomato, quinoa, lemon poppyseed dressing

mixed field greens: tomatoes, cucumber, carrots, red onion, ranch dressing

caesar salad: romaine lettuce with parmesan and croutons, caesar dressing

choice of one additional dressing: ranch, balsamic, raspberry walnut, or lemon poppyseed

pasta (*choice of one*)

spaghetti, penne, or fettuccini

sauce (*choice of two*)

marinara, pesto cream, or alfredo

bolognese +\$2 per person

protein (*choice of two*)

grilled chicken, meatballs (gf), italian sausage links or sautéed veggies

dessert (choice of one)

assorted cheesecake, carrot cake, or flourless chocolate lava cake (gf)

## HOMESTYLE CHOICE \$36

*minimum 25 guests*

assorted rolls and butter

salad (*choice of one, served deconstructed*)

baby spinach salad with goat cheese, raisins, and candied pecans, raspberry walnut dressing

mother earth salad: zucchini, squash, sweet potato, grape tomato, quinoa, lemon poppyseed dressing

mixed field greens: tomatoes, cucumber, carrots, red onion ranch dressing

caesar salad: romaine lettuce with parmesan and croutons, caesar dressing

choice of one additional dressing: ranch, balsamic, raspberry walnut, or lemon poppyseed

sides: (*choice of one*)

sautéed roasted vegetables, grilled asparagus, or sweet soy brussel sprouts

potato: (*choice of one*)

mashed potatoes, red roasted potatoes, or roasted fingerling potatoes

protein: (*choice of two, including vegetarian option*)

pan roasted chicken breast with lemon butter, bison meatloaf, mediterranean pork loin

vegetarian options: marinara pasta with seasonal vegetables, hazelnut sage pasta

upgraded protein: salmon miso glaze or lemon beurre blanc + \$4 per person

add 3<sup>rd</sup> protein option + \$9 per person

dessert: (*choice of one*)

assorted cheesecake, carrot cake, or flourless chocolate lava cake (GF)

## HIGH DESSERT LUNCH \$39

*minimum 25 guests*

served with corn and flour tortillas

black or pinto beans, spanish rice, sauté onions and peppers, shredded cheese, salsa, sour crème, guacamole

protein (*choice of one*)

fajita chicken,

pork carnitas

carne asada

cilantro lime shrimp + \$8 per person

dessert (*choice of one*)

caramel flan or churros with chocolate, caramel, or hot fudge drizzle

## BBQ \$39

*minimum 25 guests*

served with corn bread

sides: (*choice of three*)

coleslaw, potato salad, red ranch beans (v), mac and cheese

protein: (*choice of two*)

grilled chicken

pulled pork

beef brisket

add bbq pork ribs + \$10 per person

dessert: (*choice of one*)

assorted cheesecake, carrot cake bars, or seasonal fruit cobbler

## BUILD YOUR OWN BOXED LUNCHES \$28

served with assorted bagged chips, pickle, whole fruit selection, doubletree chocolate chip cookie, bottled water

salad (*choice of one*)

italian pasta salad, macaroni salad, mustard potato salad

upgrade \$2 hot german potato salad

sandwich (*choice of three including vegetarian option*)

roast beef & provolone on marble rye

ham & swiss on sourdough

turkey club croissant

buffalo chicken wrap

roast veggie & hummus wrap

sweet potato bean spout sandwich with curry aioli.

# SPECIALTY BREAKS

*minimum 10 guests, 30 minutes service time, must purchase for entire group*

## **YOGURT PARFAIT BAR \$14**

greek yogurts with seasonal fresh berries local honeycomb and granola

## **SMOOTHIE BOWL BREAK \$18**

smoothie base (choice of two)

strawberry, peanut butter chocolate or super greens

served with assorted toppings: shredded coconut, assorted berries, banana, honey, assorted nuts and granola  
chia seeds, pumpkin seeds, sunflower seeds

## **BRUNCH BREAK \$20**

choice of three:

lox and dill cream cheese bagels

blackberry honey cream cheese bagels

utah fry bread served with choice of honey butter, cinnamon honey butter, or fruit preserves

breakfast breads- assortment of banana, lemon, and seasonal chefs' choice

assorted muffins

homemade frittata (*vegetarian and meat*)

brown sugar peppered candied bacon

seasonal fruit tray

add additional items \$6-9 per person

## **SALAD BAR \$22**

all salad bars include cucumber, tomato, red onion, carrot, garlic croutons

lettuce (*choice of two*)

spring mix, romaine, or spinach

cheese (*choice of two*)

goat, feta, parmesan, jack cheddar or cotija

additional toppings (*choice of five*)

veggies: roasted red pepper, black bean corn salsa, kalamata olives, pepperoncini, roasted veggie melody, pickled beets,

fruits: green apple, mango, blueberries, raspberries, strawberries, raisins, golden raisins,

crunch: pumpkin seeds, sunflower seeds, almonds, candied pecans or walnuts, tortilla strips, wonton crisps

protein: hardboiled egg, bacon bits, quinoa, avocado, chickpeas, salami

add grilled chicken \$5 per person

dressing (*choice of two*)

ranch, balsamic, caesar, cilantro lime, raspberry walnut, or lemon poppyseed

**COLD BREW COFFEE STATION \$8**

cold brew coffee with assorted flavorings and milks (2%, whole, half n' half, oat milk, soy milk, almond milk)

**MILK & COOKIES \$9**

chilled whole and 2% milk with assorted cookies, and fresh baked doubletree chocolate chip cookies

**CLASSIC CONCESSIONS \$14**

hot pretzel bites with hot queso, fresh popped popcorn with assorted seasonings, churro cones

**HIGH DESERT SALSA BAR \$17**

hot queso dip, guacamole, pico de gallo, black bean and corn salsa, pineapple salsa served with corn tortilla chips

**MOUNTAIN ENERGIZER \$18**

fruit smoothies, vegetable crudité with dip, roasted red pepper hummus and pita

**AFTERNOON ANTIPASTI \$19**

selection of artisan cheeses, assorted cured meats, assorted raw, marinated, and roasted vegetables and seasonal fruit served with assorted breads and crackers

**ANCIENT GRAINS BOWL \$25**

grain base (*choice of one*)

brown rice, quinoa, or faro

protein (*choice of one*)

herb marinated chicken, roasted pork loin or braised jackfruit

upgraded protein grilled flank steak or salmon for+\$5 per person

add second protein +\$7 per person

toppings (*choice of five*)

diced red onion, edamame, diced carrot, green peas, roasted corn, roasted zucchini, roasted squash, roasted sweet potato, avocado spring mix, dried cranberry, golden raisin, diced green onions, bean sprouts, grape tomatoes crispy rice noodle wonton crisps.

sauce (*choice of two*)

hoisin lime, sweet soy glaze, basil pesto, lemon butter, balsamic glaze, red pepper coulis, or thai peanut.

# **BEVERAGE BREAK**

*minimum 10 guest, must purchase for entire group, replenished am/lunch break and pm, maximum 8 hour serve time*

## **ALL DAY BEVERAGE \$20**

coffee regular, decaf, hot tea,  
assorted coke products, bottled water

## **ALL DAY ASSORTED SODA \$15**

assorted coke products, bottled water

## **ALL DAY COFFEE STATION \$15**

coffee regular, decaf, hot tea

## **ALL DAY COLD BREW COFFEE STATION \$15**

cold brew coffee with assorted flavorings and milks (2%, whole, half n' half, oat milk, soy milk, almond milk)

## **PREMIUM BEVERAGE UPGRADE**

red bull™ energy drinks \$6 each  
bottled naked™ fruit juice \$6 each  
assorted powerade™ \$4 each  
assorted sparkling water \$4  
specialty mineral water \$6  
starbucks™ frap \$6 each

# A LA CART

assorted bagels <i>served with flavored whipped cream cheeses, whipped butter, fruit preserves</i>	\$45 per dozen
assorted fresh baked muffins	\$45 per dozen
individual fruit yogurt parfait <i>(minimum order 10)</i>	\$9 per person
whole seasonal fruit	\$3 per person
granola bars	\$3 each
protein bars	\$4 each
individual trail mix packets	\$3 each
assorted individual candy bars	\$3 each
assorted cookies	\$37 per dozen
doubletree chocolate chip cookie	\$37 per dozen
carrot cake bars	\$37 per dozen
assorted cookie bars	\$37 per dozen
chocolate fudge brownies	\$37 per dozen
lemon bars	\$39 per dozen
seasonal fruit platter	\$10 per person
vegetable crudité platter	\$8 per person

## A LA CART BEVERAGES

gallon royal cup coffee	\$45 each
gallon hot water and assorted teas	\$30 each
gallon fruit infused water	\$30 each
gallon lemonade	\$30 each
gallon iced tea	\$30 each
assorted coke™ products	\$3 each
bottled dasani™ water	\$3 each
assorted individual fruit juices	\$4 each
assorted powerade™	\$4 each
assorted sparkling water	\$4 each
specialty mineral water	\$6 each
nano fit™ oxygen infused specialty water	\$6 each
red bull™ energy drinks	\$6 each
bottled naked™ fruit juice	\$6 each
starbucks™ frap	\$6 each

# DINNER BUFFETS

*minimum 25 guests, all dinner buffets include lemonade or iced tea and water stations*

## **RUSTIC ROMA \$42**

served with assorted rolls and butter or garlic breadsticks

salad (*choice of one, served deconstructed*)

baby spinach salad with goat cheese, craisins, and candied pecans, raspberry walnut dressing

mother earth salad: zucchini, squash, sweet potato, grape tomato, quinoa, lemon poppyseed dressing

mixed field greens: tomatoes, cucumber, carrots, red onion ranch dressing

caesar salad: romaine lettuce with parmesan and croutons, caesar dressing

choice of one additional dressing: ranch, balsamic, raspberry walnut, or lemon poppyseed

sides (*choice of one*)

seasonal vegetables or grilled asparagus

sauce (*choice of two*)

marinara, pesto cream, alfredo

bolognese +\$2 per person

protein (*choice of two*)

pork loin marsala

grilled chicken

chicken parmesan

baked salmon lemon beurre blanc

additional protein selection +\$6 per person

dessert (*choice of one*)

assorted cheesecake or tiramisu

## **HIGH DESERT \$44**

served with warm corn and flour tortillas

mixed field greens with queso fresco, cherry tomato, diced avocado, black beans, crispy tortillas served with creamy ranch and vinaigrette dressing

black and pinto beans, spanish rice, sauté onions and peppers

shredded cheese, salsa, sour crème, guacamole

protein (*choice of two*)

enchilada chicken

pork carnitas

carne asada

cilantro lime shrimp + \$8

churros with warm caramel and hot fudge

## SMOKEHOUSE \$48

served with cornbread muffins or rolls

salad (*choice of one, served deconstructed*)

baby spinach salad with goat cheese, raisins, and candied pecans, raspberry walnut dressing

mother earth salad: zucchini, squash, sweet potato, grape tomato, quinoa, lemon poppyseed dressing

mixed field greens: tomatoes, cucumber, carrots, red onion ranch dressing

caesar salad: romaine lettuce with parmesan and croutons, caesar dressing

choice of one additional dressing: ranch, balsamic, raspberry walnut, or lemon poppyseed

sides (*choice of one*)

mashed potatoes, roasted red potatoes, au gratin potatoes or mac and cheese

vegetable (*choice of one*)

roasted asparagus spears, sweet soy brussels sprouts or corn on the cob

protein (*choice of two*)

grilled chicken breasts

pulled pork

beef brisket

upgrade to barbequed salmon +\$6 per person

upgrade to barbequed pork ribs +\$8 per person

seasonal fruit cobbler

## ASIAN FUSION \$45

served with jasmine rice

spring mix with green onion wonton crisps, water chestnut, carrot, cucumber, red cabbage, bok choy, cilantro with a with a sesame ginger vinaigrette.

appetizer (*choice of one*)

vegetarian spring rolls

pork pot sticker

edamame (traditional, sriracha, or teriyaki)

vegetable (*choice of one*)

sweet soy brussels sprouts

stir fry vegetables

bok choy and green onion

protein (*choice of two*)

teriyaki chicken

chicken lo mein

beef & broccoli

bulgogi beef

sweet and sour pork

upgrade to cashew shrimp, mongolian beef, miso salmon +\$8 per person each

## THE YARROW \$49

served with assorted rolls and butter

grilled asparagus

salad (*choice of one, served deconstructed*)

baby spinach salad with goat cheese, raisins, and candied pecans, raspberry walnut dressing

mother earth salad: zucchini, squash, sweet potato, grape tomato, quinoa, lemon poppyseed dressing

mixed field greens: tomatoes, cucumber, carrots, red onion ranch dressing

caesar salad: romaine lettuce with parmesan and croutons, caesar dressing

choice of one additional dressing: ranch, balsamic, raspberry walnut, lemon poppyseed

starch (*choice of one*)

roasted red potatoes

smashed fingerling potatoes

au gratin potatoes

wild rice pilaf

protein (*choice of two*)

pan roasted chicken with lemon butter

bison meatloaf

marinara pork loin

seasonal vegetarian pasta

upgrade to garlic butter beef medallions, salmon lemon beurre blanc, or

apple onion chutney pork chop +\$10 per person each

dessert (*choice of one*)

seasonal fruit cobbler, chocolate mousse cake, tiramisu, or cheesecake

## ELEVATE YOUR BUFFET

add custom salad bar to buffet \$16 per person

# **PLATED DINNER**

*minimum 25 guests, all plated priced per person. add after dinner coffee service for \$5 per person*

preset or served

assorted dinner rolls, butter

mixed field greens salad ranch and balsamic dressing

sides *(choice of one)*

seasonal vegetables

grilled asparagus

starch *(choice of one)*

wild rice pilaf

roasted red potatoes

au gratin potatoes

whipped potato

smashed fingerling potatoes

entrée *(choice of three, including vegetarian option)*

stuffed chicken breast \$36

chicken plicata \$34

roasted airline chicken breast \$39

pork tenderloin \$36

thick cut pork chop \$39

new york steak \$42

angus filet \$49

baked cod \$36

salmon \$38

vegetarian \$30

chef's choice dessert

## **MAKE IT A PLATED DUET**

select any two proteins to make it a duet plated dinner +\$10 per person

# SMALL BITES

*minimum 15 guests, priced per person. listed items are served as display, server passed for additional \$100, 1 server per 50 guests required 1.5 hour serve time. additional hours subject to additional fees*

## **TOPPED CROSTINI \$6**

*(choice of one)*

sliced roast beef with chevre on toast  
smoked salmon dill cream cheese  
balsamic reduction and basil chiffonade  
strawberry canapé

## **CILANTRO LIME SHRIMP WITH CHILI BUTTER \$9**

## **CRISPY EGG ROLLS WITH DIPPING SAUCE \$4**

choice of pork or vegetarian

## **COCONUT SHRIMP WITH SWEET CHILI SAUCE \$9**

## **SKEWED MINI CAPRESE TIMBALES \$5**

## **THAI SATE CHICKEN WITH PEANUT SAUCE \$6**

## **PRETZEL BITES WITH QUESO \$4**

## **CRISPY POT STICKERS \$5**

choice of pork or chicken

## **BBQ GLAZED MEATBALLS \$5**

## **MEATBALLS (GF) WITH MARINARA \$6**

## **BEEF BULGOGI SKEWER \$8**

## **PROCCIUTO WRAPPED MELON \$4**

## **PROCCIUTO WRAPPED ASPARAGUS \$5**

## **BORZEN CHEESE STUFFED ENDIVE WITH CANDIED PECAN & CHIVES \$5**

## **MINI SLIDERS \$10**

*(choice of one or choice of two for groups over 50)*

bacon cheddar burger  
pulled pork  
buffalo chicken  
shrimp po' boy (\$14)

## **TOASTED MINI SANDWICH MELTS \$9**

*(choice of one or choice of two for groups over 50)*

ham and swiss  
turkey and cheddar  
grilled cheese with bacon and tomato

## **SPECIALTY CHEESE AND STONE FRUIT DISPLAY \$12**

domestic and imported cheeses, stone fruits, and assorted breads and crackers.

## **CHARCUTERIE DISPLAY \$16**

assorted cured meats, domestic and imported cheeses, chef accompaniments assorted breads and crackers

## **VEGETARIAN ANTIPASTI \$8**

selection of raw, marinated, and roasted vegetables, assorted breads and crackers

## **BAKED BRIE ENCROUTE \$50**

*(serves 25 and only available as an accompaniment to cheese, charcuterie or antipasti)*

served with fig jam and local honey and assorted breads

## **LOCAL UTAH HONEY COMB \$50**

*(serves 25 and only available as an accompaniment to cheese, charcuterie or antipasti)*

# **BANQUET BAR**

*hotel requires a minimum of one bartender for events up to 50 guests, and an additional bartender for each increment of 50 people thereafter. bar set up fee is \$150 per bar, per event. all bars require \$250 sales minimum.*

## **CLASSIC COCKTAIL \$12**

house brand spirits including; vodka, gin, gold tequila, bourbon, scotch, white rum, whiskey

## **PREMIUM COCKTAIL \$16**

premium brand spirits including; vodka, gin, silver tequila, spiced rum, scotch, whiskey, rye whiskey

## **DOMESTIC BEER \$8**

## **IMPORT BEER \$9**

## **CRAFT & LOCAL BEER \$10**

## **HOUSE RED & WHITE WINE \$12**

## **SPARKLING WINE \$65 per bottle**

## **RED BULL ENERGY DRINKS \$6**

## **BOTTLED FRUIT JUICE \$4**

## **ASSORTED COKE PRODUCTS \$3**

## **BOTTLED WATER \$3**

# **CATERING POLICIES**

The following information is provided to assist you in planning your function at Hotel. Please consult with the Hotel Sales Team for further details.

## **OUTSIDE FOOD**

All food and beverage must be supplied by Hotel. The Hotel is the only authorized licensee to sell and serve food, liquor, beer and wine on the premises. This includes hospitality suites and food amenity deliveries. Due to health regulations, no leftover food or beverages (with the exception of wedding cakes) can be taken from the premises. Food items cannot be transferred from one event to another. Any food and beverage brought to Hotel in violation of this policy is subject to a charge.

## **BEVERAGE / ALCOHOL SERVICE**

All alcoholic beverages must be confined to the private function area. Functions executed inside and outside of The Hotel are subject to Utah Liquor Laws requiring establishment of a perimeter for control purposes. Please consult with your Conference Services Manager for further details. Hotel requires a minimum of one bartender for events up to 50 guests, and an additional bartender for each increment of 50 people thereafter. Bar set up fee is \$150 per bartender. All bars require \$250 sales minimum.

## **GUARANTEES**

Providing an accurate guarantee assists us in making your function a success. The exact number of guests attending each event must be provided by 12:00pm (noon) three business days (excluding Saturdays and Sundays) prior to the first scheduled event. Guarantees for Wednesday events must be confirmed on the preceding Friday. If updated information is not received, the last number given will be considered the guarantee to represent a minimum billing. If fewer than the guaranteed number of guests attend the function, the client is charged for the original guaranteed number.

We are prepared to serve up to 5% over the guaranteed attendance for groups of 100 or less and 3% for groups over 100. We are prepared to serve up to 5% over the guaranteed attendance for your group if your attendance requires an increase of the guarantee number on site. If the guarantee exceeds 5% anytime within the 72-hour period, a 10% surcharge will be included on the cost of the additional meals and is subject to possible substitution of other items based on availability.

Signed Banquet Event Orders must be received (14) business days prior to the event. Food and Beverage product will not be ordered and staff will not be scheduled without signed Banquet Event Orders.

## **BUFFETS**

Buffet tables are replenished frequently to maintain a quality and appearance. Meals are priced by a maximum of 60 minutes of service, not by the amount of food prepared. If you wish to extend your serve time an additional surcharge may apply. Buffet minimums apply regardless of the number of persons served. Functions served with less than the required minimum attendance of guests will be charged a per person surcharge up to the minimum required. Small group options are available, please consult your Conference Service Manager.

To ensure food safety and quality, buffet food may not be removed from function locations. No food, beverage, or alcohol purchased outside of hotel is allowed in any event venue.

## **ROOM CHANGES**

Specific requirements for the setup of a room, which include Audio Visual, must be confirmed a minimum of 72 hours prior to your event. Changes made to the set-up plans within 72 hours of the event are subject to a minimum \$150 room change fee. The Hotel assigns function rooms based on the guaranteed minimum number of people anticipated. The Hotel reserves the right to assign another room for a function in the event the room originally designated for such function shall become unavailable or inappropriate. The Hotel reserves the right to make the final decision regarding the disposition of outdoor functions. The decision to move a function to an indoor location will be made no less than four (4) hours prior to the event based on prevailing weather conditions and the local forecast. In the event that the function is moved inside after the four (4) hour cut off, labor charges will apply.

## **LATE FEE**

Groups will be charged a late fee of \$150 if food service is delayed more than 30 minutes past the pre-arranged time

## **ADDITIONAL AUDIO-VISUAL TECHNOLOGY SERVICES**

A complete list of services through our preferred vendor is available. Connectivity and services vary, based on client's individual agreement with the preferred vendor. Your Conference Service Manager can assist you with these arrangements. No additional fees for Group utilizing their preferred AV vendors so long as the Vendor is licensed and insured and can provide hotel with such documentation prior to the event.

## **DECOR**

Hotel does not provide table décor or centerpieces. Glitter, open flame, candle wax, confetti, paint, dyes, and any form of pyrotechnics are prohibited from Hotel premises. Signs and other displays are not to be mounted or affixed to walls, furnishings or doors. Any décor that will be hung, wrapped or affixed must be pre-approved by your Conference Services Manager. Any décor set-up that requires a ladder must be executed by either Hotel or by a licensed and insured décor company. All favors that are food-related must be wrapped and remain unopened during the event.

## **SET UP AND TEAR DOWN**

It is understood that all banquet and pre-function areas will be left in a neat and orderly condition, free of décor, debris or display refuse. The client is liable for any charges associated with damages to the premises. Please arrange for someone in your event to remove all personal items, décor, and miscellaneous items at the end of the event. Hotel is not responsible for any remaining items upon conclusion of the event. Disposal and removal of such items are subject to a minimum \$150 cleaning fee. The client agrees to have any subcontracted companies (e.g. musicians, decorators, florists, production companies, wedding planners, etc.) adhere to all Hotel policies, regulations and insurance requirements.

## **SECURITY**

The Hotel cannot assume liability or responsibility for damage or loss of personal property or equipment left in any meeting or banquet room. The Hotel may require additional security staff for event functions. Your Conference Service Manager can assist you with these arrangements.

## **SERVICE CHARGES AND SALES TAX**

Our catering prices do not include the 21% service charge on food and beverage and room rental. Applicable sales tax is added to all food and beverage, service charge and audio-visual rental. All prices and menus are subject to change.