

# INFORMATION



# THE CLIFT

ROYAL SONESTA HOTEL

## GENERAL EVENT POLICIES & INFORMATION

*We hope that these menus and beverage suggestions are helpful to you in planning your upcoming event. Our team of culinary professionals and event specialists are happy to prepare a custom menu if you desire. The following information will help you plan a successful event.*

### Audiovisual Requests

The Clift can provide you with a highly trained audiovisual staff with the latest in technical equipment.

Rates and information are available under separate cover.

Please inquire with your Events Manager for additional information.

### Labor & Bartender Charges

A labor charge of \$150 per break and \$150 per meal will apply for all food functions of fewer than 20 guests.

All events with alcoholic beverage service require a bartender.

We require one (1) bartender per seventy-five (75) guests.

There is a bartender labor charge of \$270 for a minimum of three hours.

A \$75 overtime charge per bartender per hour will be incurred after three hours.

Should bar hours exceed original contracted time, additional fees will incur.

### Chefs & Carvers

Chefs and Carvers are required for certain menu items and are charged at \$225 per chef.

### Coatroom

To ensure security of your guests' belongings, we recommend a coatroom attendant.

All evening events require a coatroom, unless entire group is staying in house.

Coatroom attendants are charged at \$200 per attendant.

### Conduct & Liability

Events must be confined to room rented and scheduled.

The Clift reserves the right to exclude or eject any and all objectionable persons from the function or hotel premises without liability.

Client agrees that all guests of the event will vacate the function space at the closing hour as indicated and agrees to reimburse The Clift for any wage payments or costs incurred due to a failure to comply.

The Hotel will not assume any responsibility for the damage or loss of any merchandise or articles left in the hotel before or after your function unless prior arrangements have been made.

### Confirmation of Setup

Preliminary arrangements are due two (2) weeks prior to your event date.

Confirmation of final room setup is due at the time of your final number guarantee, and no later than seventy-two (72) business hours prior to the start of your function or meetings.

Menu items may change due to seasonal availability. Consuming raw, cooked to order or undercooked meats, poultry, seafood, shellfish or eggs may significantly increase your risk to foodborne illness, especially if you have certain medical conditions. Before placing your order, please inform us if a person in your party has a food allergy. A 24% banquet gratuity and current sales tax percentage will be added to all food and beverage charges. Please note that the service charge is taxable and food and beverage prices are subject to change without notice. All prices quoted in this menu do not include applicable taxes and gratuity.

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### Cover Count Attrition & Meal Guarantee

Confirmation on all meal functions as to number of guests to be served is the sole responsibility of the host.

The guest count guarantee must be received prior to 11:00AM seventy-two (72) business hours in advance or the original number of persons specified on the event order will be charged.

If the number falls below the meal guarantee, the host is responsible for the number guaranteed.

Upon request, the hotel will set for up to 3% above the guarantee for plated meals.

### Decor

Linen is provided at no charge for your catered event.

Specialty linens, floral arrangements, ice sculptures, chair covers, soft furniture, etc., can be provided at an additional charge with advance notice.

Please inform The Clift, in advance, should you prefer to make these arrangements yourself.

Kindly supply a list of vendor contact information so that we may assist them in servicing your needs.

### Event Time Extensions

Additional fees and gratuities will be applied to extend an event after the contracted end time.

The fees and gratuities will be based on the original guarantee for the event.

If there is a request to extend the bar, overtime labor fees will apply, and the bar package will be increased accordingly per person for the original guarantee of the event.

All events must conclude at 12:00AM (midnight) unless previously arranged.

### Food & Beverage

All food and beverage must be purchased through the hotel.

It is hotel policy that food and liquor cannot be brought into the hotel from outside sources with the exception of the following: Wine and liquor may be brought in for a corkage fee of \$30++ per bottle; cake from an outside vendor may be brought in for a cake cutting fee of \$7++ per person.

The hotel also prohibits the removal of food from the hotel premises.

### Menu Selection

We are pleased to answer questions about pricing and can help you select and create appropriate menus.

Menu selections are to be submitted at least two weeks prior to the event date.

All menu prices and ingredients are subject to change with appropriate notification.

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### Music & Entertainment

Our Events Department will be pleased to recommend or make arrangements for a variety of musical and entertainment options.

All entertainment and music must be pre-approved by the events department.

### Payment Schedule

An initial non-refundable deposit of a minimum of 50% of the estimated total cost of the function will be required to hold the banquet space and will be due and payable as stipulated in your event contract.

An estimated prepayment of the balance of the function will be due and payable, ten (10) business days prior to the date of the function, by check or credit card.

### Security

The hotel can arrange security for your function, if needed. Current rates will apply.

We require our security for all evening functions with alcohol.

\$250 per guard based on seventy-five (75) guests over a four-hour period.

We appreciate your consideration of The Clift and look forward to providing you with a most memorable event.

### Service Charge & Sales Tax

A 24% service charge and current sales tax percentage are added to all food and beverage charges.

Please note that the service charge is taxable and food and beverage prices are subject to change without notice.

All prices quoted in this menu do not include applicable taxes and gratuity.

### Shipments

Shipments may be delivered a maximum of three (3) business days prior to the date of the event.

Please contact your Event Manager for details and information on portage charges, load in and load out details.

### Signage & Displays

No signs, banners, or displays shall be erected or displayed in any part of the hotel.

The hotel will not permit the affixing of anything to the walls, floors, windows, or ceilings throughout the property.

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