



BANQUET AND MEETING FACILITIES POLICIES AND CONDITIONS

Hotel reserves the right to reassign meeting rooms if the attendance deviates from the original number indicated on the "Banquet Event Order", the Hotel may substitute or eliminate meeting space as needed within the Hotel.

Cancellation by the Group must be made before the "Cancellation Date" indicated on the "Banquet Event Order"; otherwise the Hotel may charge the Group for part or all of any resulting lost revenue. **All Corporate Events and Banquets are required to submit a Credit Card Authorization to hold on file. All Banquets & Special Events must submit advanced payment for the estimated balance due no later than one week prior to event. All groups who offer an "Open Bar" must put down an advanced deposit which will be determined prior to the event. Any unpaid balance leftover will be charged to the credit card that is on file.**

The final guarantee regarding the number of guests in any function involving food and beverage service must be received no later than ONE WEEK prior to the function. If the client fails to contact us according to this policy, the sales representative will make every effort to contact the client to obtain the final guarantee. In case the Catering Department is unable to do so, the latest number confirmed will become the guarantee. The guarantee number is the minimum charged for the function.

The Hotel reserves the right to provide and serve all food and beverage on the Hotel premises. Clients may not bring in any food or beverage from outside the Hotel premises. Leftover food and beverage may not be removed from the Hotel premises. This is in compliance with regulations of the Maryland Health Department and the Maryland Liquor Commission.

The Hotel will apply a service charge of eighteen percent (18%) to the price of food and beverage served to groups unless it is stated in writing that the price quoted includes such gratuity.

The Hotel will apply all applicable taxes to the price of all products and services supplied unless it is stated in writing that the price quoted included such tax(es) or unless the Group provides the Hotel with acceptable documentation of its tax-exempt status.

The Hotel and the Group each agree to carry adequate liability and other insurance protecting themselves against any claims arising from any activities conducted in the Hotel.

A Labor Charge of \$150.00 will be added to any function that changes the room set-up on the day of the function.

Food and beverage prices and availability are subject to change without notice.

Failure to comply with payment agreements herein will result in legal action if deemed necessary. Any and all legal fees incurred due to non-payment will be the full responsibility of the client.

Updated As of 01/24/13