



Event Information

Food and Beverage Coordinator

- *Our catering associate would be happy to customize a specific menu for your event*
- *Details must be finalized three (3) weeks prior to your event*
- *Listed prices are subject to an 18% service charge and an 8% state sales and meals tax*
- *The hotel will provide all food and beverage products, white table linens, glassware, flatware and china. Extra items will incur an additional fee.*
- *All buffets will be charged for a minimum of 20 people*
- *A final guarantee is required at least three business days (72 hours) prior to the event*

Shipping and Receiving

- *All conference materials should arrive no less than three (3) business days prior to the start of your event*
- *Please ensure that all packages arriving at the hotel have the name of the organization and the group contact*
- *Hotel staff will not move pallets or crates*

Audio Visual

- *Any audio visual requirements should be communicated at least two weeks prior to your event*

A customary 18% service charge and 8% sales and meals tax will be added to your check



Guidelines for alcohol service

The Newport Beach Hotel and Suites wants to ensure the safe and responsible service of alcohol service to all event attendees, restaurant patrons and guests of the hotel. We ask for your cooperation in complying with the laws of the State of Rhode Island concerning alcohol, including but not limited to the delivery of alcohol to a minor and the service of alcohol to an intoxicated person. Guests who look thirty (30) years of age or younger may be asked to present proper identification. No more than three ounces of alcohol will be used in any specialty drink. Shots, pitchers, carafes of wine, and doubles will not be served. Alcohol will not be served after 1:00 AM or before 12:00 PM.

The Newport Beach Hotel and Suites offers Open Bars pricing either by consumption or by the hour, plus 18% gratuity and 8% tax. Cash Bar prices include tax. A \$50.00 Bartender fee will be applied to the master account if \$450 in bar sales is not met. Each bartender can accommodate 80 guests.

Hosted bars will be set for a minimum of one (1) hour and a maximum of four (4) hours.

Hourly Bar:

Domestic Brands:

1 Hour... \$10.00 ++
2 Hours ... \$17.00 ++
3 Hours... \$22.00 ++

Premium Brands:

1 Hour... \$12.00 ++
2 Hours ... \$21.00 ++
3 Hours ... \$27.00 ++

(++ = 18% gratuity and 8% tax are not reflected in the pricing.)

A customary 18% service charge and 8% sales and meals tax will be added to your check