

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 with 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*
- *Starbucks Coffee is the exclusive provider of all coffee and tea products at the hotel*

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