

Alexis Park

ALL SUITE RESORT • LAS VEGAS

BANQUET AND CATERING MENU

375 E. Harmon Avenue

Las Vegas, Nevada 89169

702-796-3300



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All Prices are Subject to 22% Service Fee and 8.25% Nevada State Sales Tax – All Prices and Fees are Subject to Change

Continental Breakfast

Minimum of 15 people

Continental \$17

Chilled Orange and Apple Juice
Chef's Bakery Basket of Select Mini Danish and Muffins
Assorted Preserves
Coffee, Decaffeinated, Selection of Assorted
Herbal Teas

Light and Healthy Continental \$19

Chilled Orange and Apple Juice
Sliced Seasonal Fruit and Berries
Hard Boiled Eggs
Yogurt with Granola and Raisins
Coffee, Decaffeinated, Selection of Herbal Teas

Signature Continental \$21

Chilled Orange and Apple Juice
Sliced Seasonal Fruit and Berries
Fruit Yogurt and Granola
Oatmeal with Raisins & Brown Sugar
Chef's Bakery Basket of Select Mini Danish and Muffins
Assorted Preserves
Coffee, Decaffeinated, Selection of Herbal Teas

Eye Opener Continental \$24

Chilled Orange and Apple Juice
Sliced Seasonal Fruit and Berries with Strawberry Yogurt
Breakfast Burrito – Scrambled Eggs, Sausage, Cheddar
Cheese, Breakfast Potatoes and Fresh Salsa
French Toast Sticks with Warm Maple Syrup
Coffee, Decaffeinated, Selection of Herbal Teas

Enhancers

Must Be Accompanied With the Purchase of the Continental Packages

Breakfast Sandwich \$5 ea.

English Muffin, Pork Sausage Pattie, Cheddar
Cheese and Egg Omelet

Classic Breakfast Burritos \$5 ea.

Flour Tortillas Stuffed with Fluffy Scrambled Eggs,
Cheddar Cheese and Virginia Ham

Southwest Breakfast Burritos \$6 ea.

Flour Tortillas, Stuffed with Fluffy Scrambled Eggs, Jack
and Cheddar Cheese, Refried Beans and Chorizo
Sausage

Scrambled Eggs \$5 p/p

Assorted Cold Cereals and Steel Cut Oatmeal \$2 p/p

Hard Boiled Eggs \$2 ea.

Served with Sea Salt and Fresh Ground Pepper

Bacon | Sausage | Black Forest Ham \$2 p/p

Choice of One

Plated Breakfast Selections

All Entrees Accompanied By:

Basket of Assorted Breakfast Pastries, Fruit Preserves and Butter
Coffee, Decaffeinated, Selection of Assorted Herbal Teas

All American

Orange Juice
Scrambled Eggs Served With Breakfast Potatoes and your
Choice of: Bacon Strips or Sausage – \$22
Country Ham – \$25
New York Steak - \$27

Southwest \$21

Orange Juice
Breakfast Burrito of Scrambled Eggs, Bacon, Cheddar Cheese,
Breakfast Potatoes and Tomato in a Flour Tortilla
Fresh Salsa Rice Verdi and Rancho Beans

French Crunch \$24

Sliced Seasonal Melon
Cornflake Crusted French Toast with Maple Syrup
Grilled Applewood Chicken Sausage Link
Fresh Berry Compote

The Benedict

Fresh Fruit
Two Poached Eggs on English Muffins and Your Choice of:
Canadian Bacon - \$25
Honey Roasted Turkey – \$25
Beef Medallion – \$30
Smoked Salmon – \$30
Breakfast Potatoes

Enhancers

Mimosas \$6 each

Champagne \$6 each

Bloody Mary \$8 each

Breakfast Buffets

Minimum of 25 people

Alexis Park Buffet \$26

Chilled Orange and Apple Juice
Yogurt with Seasonal Berries, Raisins and Granola
Farm Fresh Scrambled Eggs with Diced Ham and Cheddar
Cheese
Applewood Smoked Bacon Strips with Choice of:
Grilled Applewood Chicken Sausage or
Sausage Links
Breakfast Potatoes with Onion and Bell Pepper
Basket of Assorted Breakfast Pastries, Fruit Preserves and
Butter
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

Rancheros Buffet \$27

Chilled Orange and Apple Juice
Cubed Fruit Salad with Yogurt Dressing
*Build Your Own Huevos Rancheros with Farm Fresh Scrambled
Eggs – with Choice of:*
Chorizo, Fire Roasted Corn, Fresh Salsa, Diced Jalapenos, Black
Beans, Sour Cream, Guacamole, Cotija and Pepperjack Cheeses
with Warm Flour Tortillas
Breakfast Potatoes with Onion and Bell Pepper
Warm Churros with Sugar and Cinnamon
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

Brunch Buffet \$42

Chilled Orange, Cranberry and Apple Juices
Fresh Sliced Seasonal Fruit
Garden Salad with Tomato, cucumber, Croutons and Choice of
Ranch or Vinaigrette Dressing
Antipasto Salad
Traditional Eggs Benedict
Farm Fresh Scrambled Eggs
Grilled Sausage Links
Applewood Smoked Bacon Strips
Breakfast Potatoes with Onion and Bell Pepper
Chicken Scaloppini with Spinach, Mushroom, Tomato and
Madeira Sauce
Salmon Medallions over Mexican Vegetable Rice
Fresh Vegetable Medley
French Toast with Warm Maple Syrup
Mini Muffins
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

Brunch Enhancers

Mimosas \$6 each

Champagne \$6 each

Bloody Mary \$8 each

Plated Luncheons

Plated Lunches Include Soup or Salad, Entrée, Dessert, Coffee, Decaffeinated, Selection of Assorted Herbal Teas

Salads and Soups – Select One

Tomato Basil Bisque
Creamy Chicken Penne Soup
Broccoli Cheese Soup
Minestrone Soup

Mixed Green Salad/Choice of Dressing
Traditional Caesar Salad
Baby Iceberg Wedge Salad

Poultry Entrée \$28

Breast of Chicken Marsala
Breast of Chicken Parmesean

Airline Chicken Breast with Buerre Blanc

Beef and Pork Entrée \$30

Maple Glazed Pork Loin
Filet Mignon with Wild Mushroom and Truffle Demi-Glace

New York Strip Steak with Caramelized Shallot Butter

Seafood Entrée \$32

Herb Encrusted Atlantic Salmon
Mediterranean Seafood Siciliano

Crab Stuffed Tilapia

Dessert – Select One

New York Style Cheese Cake
Chocolate Layer Cake

Mini Red Velvet Bunt with Cream Cheese Frosting

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Themed Luncheon Buffets

Minimum of 25 people - \$150.00 Labor Charge for Less Than 25 – Buffet Served for 2 Hours Only

Deli Buffet \$32

Soup du Jour
Seasonal Fresh Fruit Salad
American Potato Salad
Tri Color Pasta Salad
Sliced Roast Beef, Honey Baked Ham, Smoked Turkey Breast
Provolone, Swiss and Sharp Cheddar
Tomato, Lettuce and Onion
Sliced Sourdough, Wheat Berry and Marble Rye Bread
Kaiser and Ciabatta Rolls
Appropriate Condiments
Individual Bags of Assorted Chips
Chef's Selection of Specialty Sweet Delights
Freshly Brewed Iced Tea
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

Alexis Park Signature Buffet \$38

Tomato Basil Bisque
Mixed Green Salad with Choice of Dressing
Bowtie Pasta Salad
Marinated Cucumber and Tomato Salad
Fresh Seasonal Fruit Salad
Oven Roasted Breast of Chicken Beurre Blanc
Beef Tenderloin Medallions with Caramelized Pearl Onions and
Wild Mushrooms Demi Glaze
Tortellini Tossed in a Light Basil Cream
Chef's Choice of Starch and Seasonal Vegetable
Rolls and Butter
Chef's Selection of Specialty Sweet Delights
Freshly Brewed Iced Tea
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

Mexican Fiesta Buffet \$34

Tortilla Soup
Mexican Chopped Salad
Fresh Seasonal Fruit Salad
Chicken Enchiladas
Chicken and Skirt Steak Fajitas
Warm Corn and Flour Tortillas
Spicy Mexican Rice
Refried Beans
Cumin Rubbed Grilled Zucchini and Purple Onions
Fire Roasted Tomato Salsa, Tomatillo Salsa & Guacamole
Cinnamon Churros
Caramel Flan
Freshly Brewed Iced Tea
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

Memphis BBQ Buffet \$36

Fresh Seasonal Fruit Salad
Crispy Creamy Cole Slaw
Red Potato Salad
Mixed Green Salad with Choice of Dressing
Southern Grilled Barbeque Ribs
Oven Baked Barbeque Chicken
Macaroni & Cheese Bake
Southwestern Style Rice
Rolls and Butter
Chef's Selection of Specialty Sweet Delights
Freshly Brewed Iced Tea
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

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Lunch and Dinner Buffets

Minimum of 25 people - \$150.00 Labor Charge for Less Than 25 – Buffet Served for 2 Hours Only

Salads and Soups – Select Two

Garden Salad with Cucumber and Cherry Tomatoes
Iceberg Wedge with Crumbled Blue Cheese
Field Green Salad with Candied Nuts
Artichoke and Mushroom Salad
Three Bean Salad
Tomato Basil Bisque

Potato Salad
Macaroni Salad
Caesar Salad with Parmesan Cheese
Diced Seasonal Fruit
Bow Tie Pasta Salad
Creamy Chicken Penne Soup

Entrees – Select One

All Entrees Are Served with Chef's Choice of Seasonal Vegetables and Rolls and Butter

Chicken Marsala \$28
Trout with Dill Cream Sauce \$38
Roast Beef with Au Jus \$39*
Maple Glazed Pork Loin \$32
Airline Chicken Breast with Buerre Blanc \$34

Beef Tenderloin Medallions with Demi Glaze \$35
Herb Encrusted Atlantic Salmon \$34
Prime Rib with Au Jus and Creamy Horseradish \$42*
Chicken Parmesan \$28

For a Selection of a Second Entrée Add \$6.50 for Chicken, \$7.50 for Seafood and \$8.00 for Beef

* If a Carver is Requested There is an Additional \$75.00 Fee

Starch – Select One

Garlic Mashed Potatoes
Wild Rice
Macaroni and Cheese

Vegetable Rice Pilaf
Pasta Marinara

Dessert – Select One

New York Style Cheese Cake
Assorted Cookies and Brownies
Selection of Mini Cupcakes

Chocolate Layer Cake
Chocolate and Red Velvet Bundt Cakes

Freshly Brewed Coffee, Decaffeinated, Selection of Assorted Herbal Teas

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Themed Dinner Buffets

Minimum of 25 people - \$150.00 Labor Charge for Less Than 25 – Buffet Served for 2 Hours Only

Alexis Park Signature Buffet \$48

Mixed Green Salad with Choice of Dressing
Marinated Artichoke and Mushroom Salad
Mediterranean Cucumber Salad with Feta and Greek Olives
Roasted Airline Breast of Chicken Buerre Blanc
Oven Roasted Atlantic Salmon with Dill Cream
Beef Tenderloin Medallions with Wild Mushroom Ragout
Chef's Choice of Starch and Seasonal Vegetable
Rolls and Butter
Chef's Selection of Specialty Sweet Delights
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

Tuscan Dinner \$42

Mixed Green Salad with Choice of Dressing
Antipasto Salad
Caprese Salad
Roasted Airline Breast of Chicken Picatta
Oven Roasted Mediterranean Bass Siciliano
Penne Marinara with Shaved Parmesan
Chef's Choice of Starch and Seasonal Vegetable
Rolls and Butter
Cannoli
Tiramisu
Amaretto Cheese Cake
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

Southern BBQ \$44

Mixed Green Salad with Choice of Dressing
Fresh Seasonal Fruit Salad
Crispy Creamy Cole Slaw
Red Potato Salad
Southern Grilled Barbeque Ribs
Oven Baked Barbeque Chicken
Texas Beef Brisket
Macaroni & Cheese Bake
Southwestern Style Rice
Rolls and Butter
Chef's Selection of Specialty Sweet Delights
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

Southwest Fiesta \$40

Tortilla Soup
Mexican Chopped Salad
Fresh Seasonal Fruit Salad
Chicken Enchiladas
Pork Carnitas
Chicken and Skirt Steak Fajitas
Warm Corn and Flour Tortillas
Spicy Mexican Rice
Refried Beans
Cumin Rubbed Grilled Zucchini and Purple Onions
Fire Roasted Tomato Salsa, Tomatillo Salsa & Guacamole
Cinnamon Churros
Caramel Flan
Coffee, Decaffeinated, Selection of Assorted Herbal
Teas

Plated Dinners

Plated Dinners Include Soup or Salad, Entrée, Dessert, Coffee, Decaffeinated, Selection of Assorted Teas

Salads and Soups – Select One

Tomato Basil Bisque
Cream of Mushroom Soup
Broccoli Cheese Soup
Minestrone Soup
Lobster Bisque
Mixed Green Salad with Choice of Dressing

Traditional Caesar Salad
Baby Iceberg Wedge Salad
Caprese Salad
Roasted Beets, Arugula & Goat Cheese
Spinach Salad with Red Onion, Crisp Prosciutto & Crumbled Blue Cheese

Poultry Entrée \$40

Roasted Airline Breast of Chicken Buerre Blanc
Breast of Chicken Marsala
Spinach, Tomato and Goat Cheese Stuffed Breast of Chicken
Rock Cornish Game Hen with Artichokes and Wild Mushroom

Beef and Pork Entrée \$50

Maple and Allspice Brined Kurobuta Pork Chop with Pineapple Ginger Chutney
Filet Mignon with Wild Mushroom and Truffle Demi-Glace
New York Strip Steak with Caramelized Shallot Butter
Veal Osso Buco with Burgundy Glace de Veau

Seafood Entrée \$45

Oven Roasted Atlantic Salmon with Pommery Mustard Cream
Sea Bass Siciliano
Jumbo Gulf Shrimp
Crab Stuffed Dover Sole Béarnaise

Desserts – Select One

Classic Tiramisu
Flourless Chocolate Cake with Fresh Berry Compote

Crème Brulee
Amaretto Cheese Cake
Fresh Fruit Tart

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Build Your Own Break

Freshly Brewed Coffee or Decaffeinated Coffee - \$48 Gal.

Selection of Herbal Teas - \$48 Gal.

Freshly Brewed Ice Tea - \$48 Gal.

Assorted Donuts – \$30 Doz.

Assorted Large Muffins – \$30 Doz.

Flakey Croissants – \$30 Doz.

Fresh Danish Pastries – \$30 Doz.

Bagels and Cream Cheese – \$30 Doz.

Lemonade, Fruit Punch or Arnold Palmer – \$52 Gal.

Bottled Water 12 oz. – \$3 Ea.

Assorted Soft Drinks – \$3.50 Ea.

Large Assorted Freshly Baked Cookies – \$28 Doz.

Mini French Pastries – \$4 Ea.

Fresh Whole Fruit - \$3 Ea.

Chocolate Brownies – \$31 Doz.

Themed Breaks

Take Me Out to the Ball Game \$20

Cracker Jack

All Beef Hot Dogs and Bun – 1 p/p

Nachos with Jalapenos and Queso Dip

Assorted Soft Drinks and Bottled Water – 1p/p

Fitness Break \$18

Fresh Fruit Yogurt with Homemade Granola

Assorted Granola and Snack Bars

Carrot and Celery Sticks with Ranch Dressing

Sliced Fresh Melons and Seasonal Berries

Mini Muffins

Coffee, Decaffeinated, Selection of Assorted Herbal Teas

Bottled Water – 1 p/p

Snack Time \$14

Assorted Soft Drinks – 1 p/p

Individual Bags of Assorted Chips and Pretzels

Assorted Mini Candy Bars

Chips and Dips \$18

Hummus, Hot Spinach and Artichoke Dip

Carrot and Celery Sticks

Tri-Color Tortilla Chips

Coffee, Decaffeinated, Selection of Assorted Herbal Teas

The Bar \$20

Selection of Ice Cream Treats

Assorted Mini Candy Bars

Assorted Soft Drinks and Bottled Water – 1p/p

Coffee, Decaffeinated, Selection of Assorted Herbal Teas

Receptions for Special Occasions

The Following Items are Priced per Piece and Require a Minimum Order of 50 Pieces
Tray Passed Service Requires a Server at \$125 Per Server

Cold Hors D' Oeuvres

Individual Mini Crudite – \$2.50
Deviled Egg with Salmon Caviar – \$1.50
Caprese Skewers – \$2.00
Melon Wrapped with Prosciutto – \$2.50

Chicken Salad in Belgian Endive – \$2.50
Dill Shrimp Salad Served on a Crostini – \$2.00
Chilled Gulf Shrimp – Cocktail Sauce – \$4.50

Hot Hors D' Oeuvres

Buffalo Chicken Wings – Ranch Dressing – \$1.50
Vegetable Spring Rolls with Sweet and Sour Sauce – \$2.50
Spanakopita - \$1.25
Assorted Mini Beef Burritos – \$2.00
Potstickers with Ginger Soy Sauce – \$3.00
Chicken Satay with Thai Peanut Dip – \$3.25
Chicken Empanada – \$3.75
Cheese Burger Sliders – \$3.75
Crab Stuffed Mushrooms – \$2.50
Coconut Fried Shrimp – \$4.25
Crabcakes – Remoulade Sauce – \$4.25
Mini Beef Wellington – Filet – Port Wine and Truffles – \$4.50

Carving Stations

Two Hour Maximum – Attendant Required at \$125
Includes a Selection of Soft Carving Rolls and Appropriate Condiments

Butter Basted Turkey Breast – Serves Approximately 50 - \$325
Maple Glazed Bone-in Ham Serves Approximately 75 – \$325
Rosemary Crusted Prime Rib of Beef – Serves Approximately 50 – \$550
Dijon Crusted Tenderloin of Beef – Serves Approximately 50– \$525
Steamship Round of Beef – Serves Approximately 200 - \$700

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Mirror Displays

All Displays are Priced for 50 People

Fresh Fruit Display - \$175

A Display of Whole and Cut Melons, Pineapples, Berries and Tropical Fruit

Garden Crudite – \$175

Crisp Seasonal Vegetables with Buttermilk Ranch Dip

Chilled Grilled Vegetables – \$175

Grilled and Roasted Mediterranean Vegetables Marinated with Extra Virgin Olive Oil, Balsamic Vinegar and Roasted Shallots

Domestic Farmstead Creamery Cheese Board – \$200

Assorted Domestic and Imported Cheeses with Assorted Crackers

Antipasti Display – \$300

The Chef's Selection of Imported and American Artisan Charcuterie and Cheeses. Presented with Grilled and Marinated Vegetables, Imported Olives, Italian Breads, Infused Olive Oils and Balsamic Vinegar

Cocktail Receptions

	No Host	Hosted*
Well Brands	\$8.00	\$7.50
Call Brands	\$10.00	\$9.25
Premium Brands	\$15.00	\$14.00
Domestic Beer	\$7.00	\$6.50
Imported Beer	\$8.00	\$7.50
House Wine	\$6.00	\$5.50
Soft Drinks	\$3.00	\$2.75
Fruit Juice	\$3.50	\$3.25

Hosted Bars by the Hour

Well Brands – \$21 per Person for the First Hour – \$8 per Person Each Additional Hour

Call Brands – \$27 per Person for the First Hour – \$10 per Person Each Additional Hour

Premium Brands – \$41 per Person for the First Hour – \$15 per Person Each Additional Hour

Domestic Beer and Wine – \$20 per Person for the First Hour – \$7 per Person Each Additional Hour

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INFORMATION

To assist you with your planning our experts are available to answer your questions

Meal Service

Plated meal service is based on a two (2) hour serve time. Breaks are based upon a thirty (30) minute serve time.

Buffets (breakfast, lunch, reception and dinner) are served for one and a half to two hours. Due to health regulations and quality concerns, items from the buffet cannot be served during mid-morning, afternoon or evening breaks.

An extension of actual service times is subject to additional labor fees.

In cases of *Multiple Plated Selections*, the price of the entrée will be at the higher price.

Maximum of 3 Entrée Selections - Including Vegetarian

Additional Charges

Butler-Style Servers: \$125.00 each per two (2) hour shift, 1 server per hundred (100) guests. Each additional hour at \$50.00 per hour.
Bartenders: \$175.00 ~ 1 per seventy-five (75) guests, four (4) hour shift.

Room Re-Sets: If a room set-up is changed within 24 hours of the event, there will be a minimum additional fee of \$200.00 for the re-set. Fee subject to increase depending on the room size and complexity of the changes.

Service Charge, Gratuities, Administrative Fee, Taxes

All prices are subject to a taxable 22% service charge and 8.25% sales tax. Service charges are not gratuities, see definition in your Sales Agreement. *All prices are subject to change without notice.*

Guarantees

Final attendance must be specified three (3) business days prior to the event by noon. This number will be considered your minimum guarantee and is not subject to reduction. Should a final guarantee not be received, your expected attendance on your banquet event order will be considered the final guarantee. You will be charged for your final guarantee or the number in attendance, whichever is greater.

Dietary restriction numbers are required when guarantee is provided. If there are no dietary selections listed on the original arrangements, the hotel reserves the right to provide a vegan meal to a number not greater than 10% of the actual guarantee.

Payment

Full payment shall be in place 72 hours in advance of the function unless credit has been established with the hotel. In such case, the complete account is due and payable no later than 30 days from the date of the function.

Signage

The hotel does not permit affixing anything to the walls, doors, or ceilings that would leave damage. Pre-Approved signage is permitted in the registration area and in private function areas only. The Hotel reserves the right to approve all signage. All signs must be professionally printed and should be free standing or on an easel. The Hotel will assist in placing all signs and banners. A fee will be charged based on the size of the banner.

Audio Visual

Audio Visual pricelist is available upon request.

Lost and Found

The hotel will not assume or accept responsibility for damages to or loss of any merchandise or articles in the hotel prior to, during or following an event.

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INFORMATION

Food & Beverage

Menu Selections

In addition to our published menu suggestions our culinary, catering and events teams are specialists in creating customized solutions. Let your imagination be your guide knowing that we understand special requests, budget wants and dietary requirements. We are committed to all of our guests needs including those who have special dietary restrictions (such as a food allergy, intolerance or other medically restricted diet) and are also aware that some may also adhere to a vegetarian or vegan diet. Our goal is to deliver a memorable experience through culinary skill.

- Our menus are subject to change and ingredients may vary based on seasonality or availability.
- Consuming raw or undercooked meats, poultry seafood, shellfish or eggs may increase your risk of foodborne illness.
- All Food & Beverage, including alcohol, must be purchased through the Hotel and served by Hotel Staff.
- Menu prices are subject to change. All pricing is guaranteed ninety (90) days prior to your event date.

Room Assignment and Seating

Function rooms are assigned by the hotel according to the anticipated guests count and set up requirements. The hotel reserves the right to make room changes to a more suitable room should the initial requirements change.

Banquet seating will be rounds of ten (10) guests each. If a lower ratio is required, inform the hotel in advance. The Hotel will set tables and chairs 3% over the guarantee based upon space availability

Linen

Standard room set-up includes linen with tables. Linens and napkins are available. Your catering or event manager will be happy to assist

you (Special colors and floor length are available for an additional fee).

Florals, Décor, Entertainment

The hotel has a list of recommended vendors and are happy to facilitate needs. Proper advance notification is required when scheduling entertainment and the use of volume enhancing equipment. The Hotel reserves the right to control the volume on all functions. **Insurance riders are required for all outside vendors.**

Additionally we can process the billing, keeping your master account clean and simple. Should you make your own arrangements all deliveries should be coordinated with your catering or event manager.

Shipping and Packages

Packages for meetings may be delivered to the Hotel three (3) working days prior to the date of the function. The following information must be included on all packages to ensure proper delivery:

- 1) Name of Organization
- 2) Guest Name
- 3) Attention Catering Coordinator
- 4) Date of Function

Package handling fee of varies by weight.

Less than 15 Lbs. - \$7

16 to 30 - \$12

31 to 50 - \$15

51 to 75 - \$25

76 and over \$50

Pallets and Crates - \$150

For your convenience and safety, we ask that all deliveries to our hotel are made on your behalf, check in at the Hotel's Front Desk. This includes all outside contractors such as musicians, florists, design companies, etc.