



# BANQUET POLICIES

[www.courtyardoceanfrontnorth.com](http://www.courtyardoceanfrontnorth.com)

## Menus

Menu selections must be requested no later than 30 days prior to your scheduled function. The Hotel asks you to limit your entrée selection to one choice for a sit-down banquet; however, an additional choice is available for those guests with special dietary restrictions. All food and beverage must be purchased through the Hotel. Gourmet, specialty, and themed menus prepared upon request.

No outside food or beverage allowed in banquet room, with the exception of wedding & birthday cakes.

*All menu pricing is subject to change.*

## Guarantees

A guarantee of attendance is due on all food and beverage functions three business days prior to the scheduled event. Client is responsible for contacting the hotel with guarantee count. If no final guarantee is provided, then the original amount contracted will be used as the guarantee. The Hotel will set 5% over the guarantee to a maximum of 10 people. All charges will be based upon the guarantee or the actual number of guests, whichever is larger.

## Cancellations

Deposits are non-refundable.

## Service Charge/Tax

Current service charge and tax rate will be added to all food and beverage charges. Service charge is subject to tax.

## Room Rental

Room rental charges and/or set-up fee may apply. Please consult your catering contact for applicable charges.

## Deposit and Payment

A 10% or \$500.00 advance deposit is required in order to confirm a booking. Full payment is due on all events two weeks prior unless proper credit has been established. All functions are considered tentative until a deposit is received.

## Liability

The Hotel will not assume any responsibility for the damage or loss of any merchandise left in the banquet room prior to or following your function. We reserve the right to inspect and control all private parties, meetings, receptions, etc., being held on the premises. Patron agrees to be responsible for any damage done to the premises during the period of time they are in control of these premises.